

TAS Supervisor Approval Guide


Approving, Denying or Deleting Leave Request for Your Employees

Approving, Denying or Deleting Hours Submitted

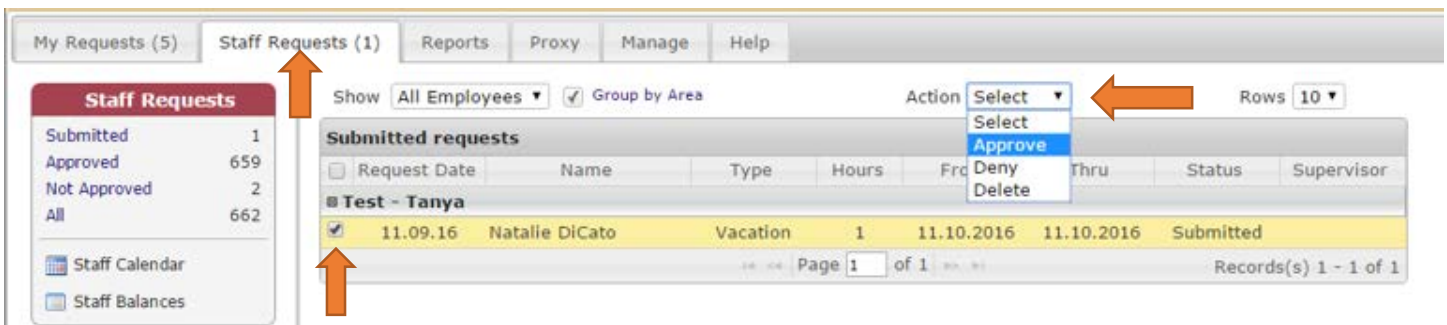
Supervisor will receive an email with the information below. Please click the link you receive in your email or the link below.

This is an automated notice that a new Leave Request has been submitted by

Type: Vacation
Hours: 1
From: Thu November 10, 2016 4:00 AM
Thru: Thu November 10, 2016 5:00 PM

You may administer this leave request at <https://tas.asu.edu> 

Link will take you to the approval page as shown below. Please click on the Staff Request tab, select the hours to approve by checking the boxes and select an option from the Action drop down menu indicated by the arrows below.



The screenshot shows the TAS Supervisor Approval Guide interface. The top navigation bar includes tabs for My Requests (5), Staff Requests (1), Reports, Proxy, Manage, and Help. The Staff Requests tab is selected. On the left, there is a sidebar with a 'Staff Requests' summary and links for Staff Calendar and Staff Balances. The main content area displays a table of Submitted requests. The table has columns for Request Date, Name, Type, Hours, From, Thru, Status, and Supervisor. A single request is shown for Test - Tanya, submitted on 11.09.16 for 1 hour of Vacation, from 11.10.2016 to 11.10.2016. An orange arrow points to the 'Staff Requests' tab, and another orange arrow points to the 'Action' dropdown menu, which is open and shows options: Select, Approve, Deny, and Delete.

Deleting Approved Hours

If a request has already been approved and needs to be deleting due to incorrect amount of hours submitted, hours submitted on the wrong day, etc. Please access the TAS site through your MyASU as shown below.



The screenshot shows the My Employment page. The top navigation bar includes links for Time, Payroll, Benefits, Personal, Travel, and Manager. Below the navigation bar is a table with columns for Leave Type, Taken This Year, Scheduled, and Balance. The table shows two rows: Vacation (50.25 Taken This Year, 0.00 Scheduled, 58.86 Balance) and Sick (17.00 Taken This Year, 6.50 Scheduled, 104.75 Balance). Below the table are links for Time and Leave Reporting, Payable Time, and Department Time and Attendance Support. An orange arrow points to the Department Time and Attendance Support link. At the bottom, there are links for Job Openings and HR Forms.

Click on the Staff Request tab and click on Approved located on the left in the Staff Request box. The list of hours you have approved will populate. Please check the box for the hours you wish to delete and select Delete from the Action drop down menu indicated by the arrows below.

The screenshot shows a web application interface with the following components:

- Navigation tabs: My Requests (5), **Staff Requests**, Reports, Proxy, Manage, Help
- Summary sidebar (Staff Requests):
 - Submitted: 0
 - Approved: 660
 - Not Approved: 2
 - All: 662
- Main content area:
 - Filters: Show All Employees, Group by Area (checked)
 - Action dropdown: Select, Select, **Delete**
 - Rows: 10
 - Table: **Approved requests**

<input type="checkbox"/>	Request Date	Name	Type	Hours	From	Thru	Status	Supervisor
Test - Tanya								
<input checked="" type="checkbox"/>	11.09.16	Natalie DiCato	Vacation	1	11.10.2016	11.10.2016	Approved	tfwilll