

# Supervisor Self Service Portal



## Smart Tip

Access employee information with a single click.

## Smart Tips

- Approve or decline employee recognition impressions.
- Approve or decline time off requests.
- Complete employee reviews.
- Approve or decline pending pay rate changes.

## Smart Tip

Run standard or custom reports.

## Smart Tip

View HR Insight Charts, Point In Time, and Trend information.

# Supervisor Self Service Portal

## Time off Requests

- Click the **Employee Name** link to approve or decline time off requests.
- Click **Switch to List View** to view the requests in the list view.

Time Off Requests [Switch to List View](#)

Show Filters

January
2016
▶

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**March 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 <small>Frost, Emma [62]</small>	2 <small>Casey, John [87]</small>	3 <small>Casey, John [87]</small>	4	5
6	7	8	9	10 <small>Baker, Chet [72]</small>	11	12
13	14 <small>Baker, Chet [72]</small>	15 <small>Baker, Chet [72]</small>	16 <small>Baker, Chet [72]</small>	17 <small>Baker, Chet [72]</small>	18 <small>Baker, Chet [72]</small>	19
20	21	22 <small>Frost, Emma [62]</small>	23 <small>Frost, Emma [62]</small>	24 <small>Frost, Emma [62]</small>	25 <small>Frost, Emma [62]</small>	26
27	28	29	30	31		

# Supervisor Self Service Portal

## Approve/Decline Time Off Requests

- Click **Approve All** to approve all time off requests or check the box adjacent to specific requests' **Start Date** and click **Approve Selected** to approve only the selected requests.
- Click **Decline All** to decline all time off requests or check the box adjacent to specific requests' **Start Date** and click **Decline Selected** to decline only the selected requests.

**Smart Tip**  
Click **Switch to Calendar View** to display the calendar view of requests.

**Time Off Requests** [Switch to Calendar View](#) [Show Filters](#)

<input checked="" type="checkbox"/>	Start Date	End Date	Type	Status	Employee [Id]	Amount	Supervisor [Id]
<input type="checkbox"/>	<a href="#">09/28/2010</a>	09/28/2010	VACATION	Taken	Augustine, Connor [17]	40 Hours	Alba, Emily [16]
<input type="checkbox"/>	<a href="#">05/21/2010</a>	05/21/2010	VACATION	Taken	Carraba, Caitlyn [19]	20 Hours	Alba, Emily [16]
<input type="checkbox"/>	<a href="#">04/26/2010</a>	04/26/2010	VACATION	Taken	Carraba, Caitlyn [19]	40 Hours	Alba, Emily [16]
<input type="checkbox"/>	<a href="#">03/25/2010</a>	03/25/2010	VACATION	Taken	Carraba, Caitlyn [19]	20 Hours	Alba, Emily [16]
<input type="checkbox"/>	<a href="#">02/12/2010</a>	02/12/2010	VACATION	Taken	Augustine, Connor [17]	30 Hours	Alba, Emily [16]