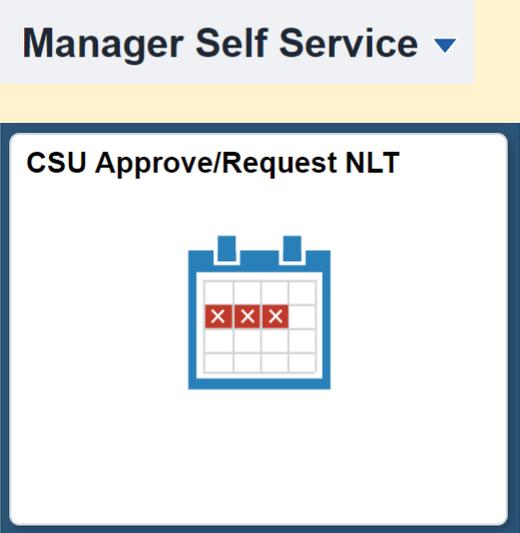


Manager Approve No Leave Taken

Overview

This job aid shows managers how to approve or deny their employee's no leave taken (NLT) submission.

Approve or Deny No Leave Taken

Action	Information
<p>1. On the Manager Self Service Homepage, click the CSU Approve/Request NLT tile.</p>	 <p>The screenshot shows a dropdown menu titled "Manager Self Service" with a downward arrow. Below the title is a tile labeled "CSU Approve/Request NLT" which features a calendar icon with three red 'X' marks on the days of the week.</p>
<p>2. Click CSU MSS Approve NLT.</p>	 <p>The screenshot shows a button labeled "CSU MSS Approve NLT" with a hand cursor pointing to it. Below the button, the text "Alternate navigation:" is followed by a magnifying glass icon and the text "Menu > Manager Self Service > CSU Manager Self Service > CSU MSS Approve NLT".</p>

Action	Information															
<p>3. Select the employees to approve or deny.</p>	<div data-bbox="574 233 891 291" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #e0f2f1;">CSU MSS Approve NLT</p> </div> <p data-bbox="553 333 737 365">Approval Page</p> <div data-bbox="574 384 672 415" style="margin-bottom: 10px;"> ☰ 🔍 </div> <table border="1" data-bbox="553 436 1385 663"> <thead> <tr> <th></th> <th>Select</th> <th>Last Name</th> <th>First Name</th> <th>Empl ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Manager</td> <td>Test</td> <td>100006853</td> </tr> <tr> <td>2</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other</td> <td>Ann</td> <td>100000012</td> </tr> </tbody> </table> <p data-bbox="553 674 1365 737">You can select individual employees, or use the Select All button to select all employees.</p>		Select	Last Name	First Name	Empl ID	1	<input checked="" type="checkbox"/>	Manager	Test	100006853	2	<input checked="" type="checkbox"/>	Other	Ann	100000012
	Select	Last Name	First Name	Empl ID												
1	<input checked="" type="checkbox"/>	Manager	Test	100006853												
2	<input checked="" type="checkbox"/>	Other	Ann	100000012												
<p>4. Optional: Enter a Comment.</p>	<div data-bbox="553 774 943 930" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right; margin: 0;">Comment</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>You forgot a sick day 🗑️</p> </div> </div>															
<p>5. Take action on selected employees.</p>	<div data-bbox="553 972 781 1035" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;"> <p>Approve</p> </div> <p data-bbox="792 1014 1260 1045">Click Approve to approve No Leave Taken.</p> <div data-bbox="553 1052 837 1104" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;"> <p>Needs Correction</p> </div> <p data-bbox="846 1083 1382 1115">Click Needs Correction to deny No Leave Taken.</p> <p data-bbox="553 1119 1406 1150">The user can submit an absence or can resubmit NLT if no correction is needed.</p>															