

# Approving Leave Requests in Deltek Costpoint

For Supervisors and Managers



Managers receive emails notifying them of leave requests submitted by their employees. Leave requests are found in the Resource Work Schedules > Pending Leave Requests screen. There are two ways to navigate to this screen:

- Through the application panels: Time » Timesheets » Resource Work Schedule, *or*
- In the Browse Applications field, type “Manage My Desktop” and select “Work Schedule” from the Tasks list.

On the Resource Work Schedules screen:

1. Click an employee’s hyperlinked name in the Employee Work Schedule table to view the Pending Leave Requests table for that employee.
2. After you view the employee’s leave request, select the check box next to the employee’s name for the request and click Approve or Reject.
3. **A Friendly Reminder:** Don’t forget to click Save!

## About Leave Requests in Costpoint8

The Leave Requests table displays both leave that has been approved and leave awaiting approval. Approved leave displays in 8/8 green while leave pending approval displays in 8/8 red. The first of the two numbers displayed in the cell represents the number of hours that have either been requested or approved, while the second number represents the total standard hours for the employee’s workday.

Leave requests that span multiple days display with each day allotted its own row in the Pending Leave Requests table. You can approve or reject all days of the requested leave, or individual ones.

Reach out to your next level Supervisor or Manager if you have any questions.