Approving Time Off Requests – Managers

eSTART
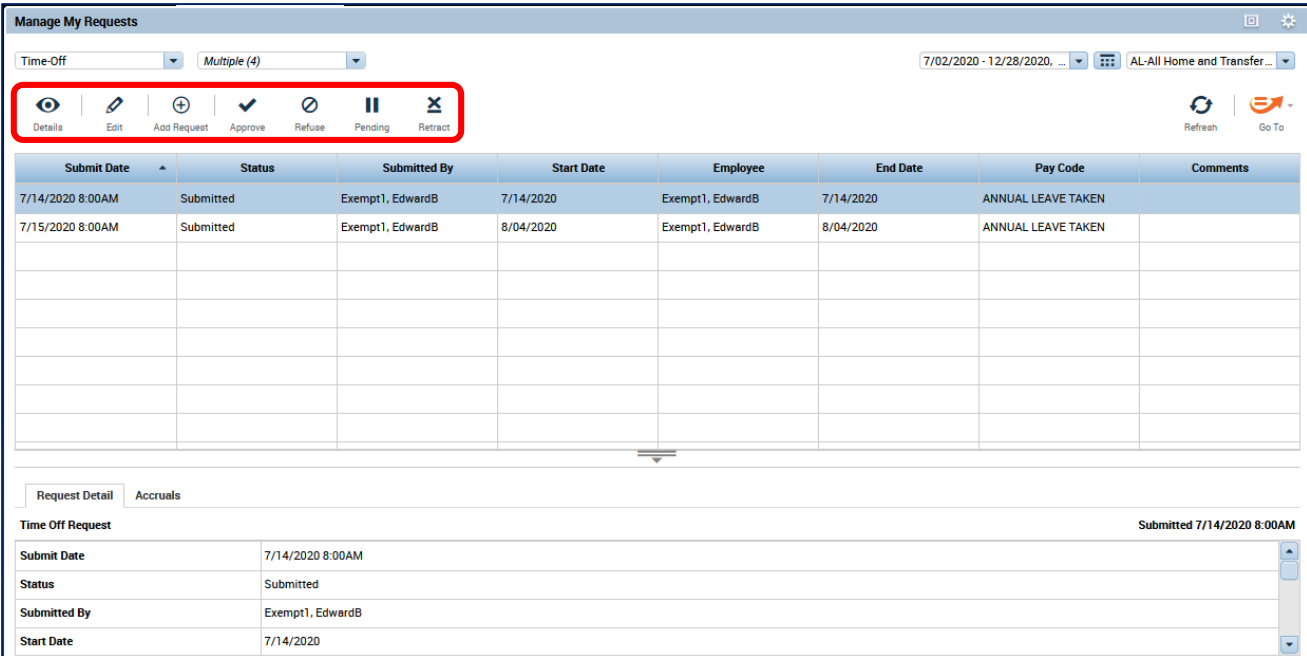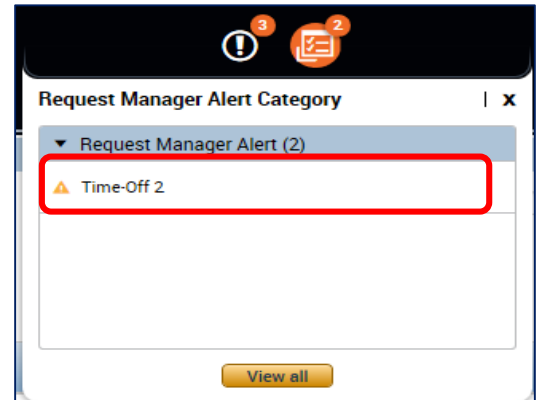State of Alabama

You will receive an alert in eSTART and an email in your Agency's email system when an employee submits a Time Off Request. The Request icon is located at the top of your eSTART screen. The number in the upper right corner indicates the number of request received.

Reviewing Time Off Requests

1. Select the **Request Manager Alert** icon. Then click the **Time-Off** row within the **Request** window. (Default Time Period displays six-month range.) The **Manage My Requests** window displays.

Request Manager Alert Category | x

▼ Request Manager Alert (2)

⚠ Time-Off 2

View all

Manage My Requests

Time-Off | Multiple (4) | 7/02/2020 - 12/28/2020, ... | AL-All Home and Transfer ...

Details | Edit | Add Request | Approve | Refuse | Pending | Retract | Refresh | Go To

Submit Date ▲	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
7/14/2020 8:00AM	Submitted	Exempt1, EdwardB	7/14/2020	Exempt1, EdwardB	7/14/2020	ANNUAL LEAVE TAKEN	
7/15/2020 8:00AM	Submitted	Exempt1, EdwardB	8/04/2020	Exempt1, EdwardB	8/04/2020	ANNUAL LEAVE TAKEN	

Request Detail | Accruals

Time Off Request   Submitted 7/14/2020 8:00AM

Submit Date	7/14/2020 8:00AM
Status	Submitted
Submitted By	Exempt1, EdwardB
Start Date	7/14/2020

2. After selecting the desired request, use the buttons located above the request listing to act upon the request.

3. Or, right-click on the request to display a pop-up menu with the same actions. This method may be used when the same action is to be applied to multiple requests. Select the requests, right-click to display the menu and select the action to be applied to the selected requests.

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✔ Approve
⊘ Refuse
❚❚ Pending
✕ Retract
◉ Details
✎ Edit
⊕ Add Request

NOTE: See the table on the next page for a description of each action.

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Approve:	Displays Approved Time Off Request window. Click the Approve button to approve.
Refuse:	Displays Refuse Time Off Request window. Click the Refuse button to refuse.
Pending:	Displays Pending Time Off Request window. Click the Pending button.
Retract:	Displays Retract Time Off Request window. Click the Retract button to retract.
Details:	Displays details of request.
Edit:	Displays details and accrual balances. You may use the Status drop-down to decision the request.
Add Request	Used to submit time off request for an employee. Note: Your personal time off requests must be submitted from your Employee Workspace.
Cancel Approved:	Displays only when a request is in Cancel Submitted status. Click the Cancel Approve button to approve the cancellation.
Cancel Refused:	Displays only when a request is in Cancel Submitted status. Click the Cancel Refused button to refuse the cancellation.
Cancel Pending	Displays only when a request is in Cancel Submitted status. Click the Cancel Pending button to temporarily place in pending status.

Requests with a status of approved, refused or retracted requests are removed from the list. Pending requests will remain in the list. Employee receives message notification when status of the request has changed.