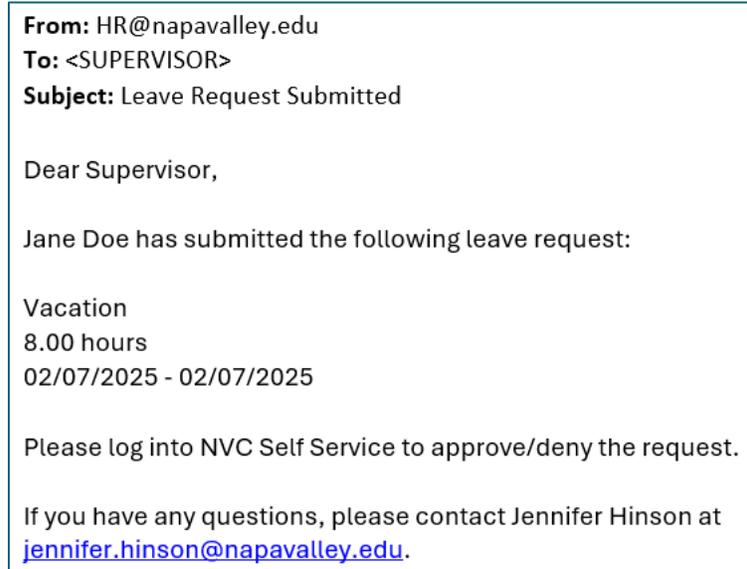


Supervisor User Guide: Self Service Leave Reporting

How to Approve, Reject, or Edit a Leave Request

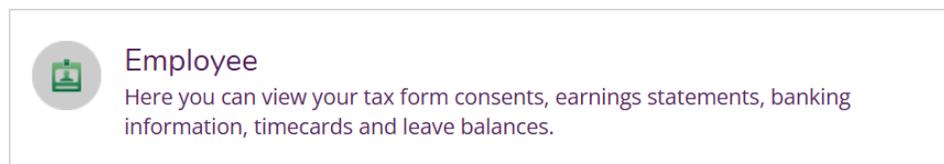
1. When an employee submits a leave request in Self-Service, the supervisor receives an email notification from HR@napavalley.edu.



2. Log into [MyNVC](#). Click **MyNVC self service**.



3. Click **Employee**



4. Click **Leave Approval**



5. Various filters are available. To review pending requests, select **Leave Request**, **Submitted**, and **Withdrawal Pending**. Then click **Apply Filters**.

- **Submitted** = employee has submitted a leave request
- **Withdrawal Pending** = employee has requested to withdraw a previously approved leave request

Filter Filter is Active

Leave Approval Filter Options

Leave Balance

Leave Request

Submitted

Approved

Rejected

Withdrawal Pending

Include Employees with no Outstanding Leave Requests

Reset Filters Apply Filters

6. Click the three-dot icon to view details of each request.

rs	Date Range	Actioner	Status	Actions
16.00	6/24/2024 - 6/25/2024	Ms. Annie V. Chindavong	Submitted	Approve Reject Comments View

7. The supervisor has the option to edit and/or add comments to the leave request.

Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities) 6/24/2024 - 6/25/2024 Submitted

Save Approve Reject Comments Delete

Leave Type

Sick (use COMMENTS section for kin care, personal necessity, parental leave, child-related activities)

Current Leave Balance: 440.75 hours
Pending: -16.00 hours
Effective Balance: 424.75 hours
Total Requested: 16.00 hours

Start Date * 6/24/2024 End Date * 6/25/2024

SU 23 MO 24 TU 25 WE 26 TH 27 FR 28 SA 29

8.00 8.00

8. Click **Approve** or **Reject**. The employee will receive an email notification informing them the request has been approved/rejected.



How to View Employee Leave Balances

1. To view leave balances for your staff, return to the Leave Approval page.

Select **Leave Balance** and toggle on **Include Employees with no Outstanding Leave Requests**.

Click **Apply Filters**.

