

## ESS Approve/Reject Leave Request on Behalf of Your Employee

**Purpose** Use this procedure to approve or reject leave requests from frontline staff on behalf of your employee who is a direct report to you.

An example of this may be that your direct report is on vacation and you need to approve/reject leave requests for their staff while they are out of the office.



You will not receive an email from these frontline staff notifying you that a leave request is pending action. You will need to log into ESS and access your direct report's worklist to view pending leave requests.



**Important Notice about employee's with a 24/7 work schedule.** They **MUST** submit **SEPARATE REQUESTS** for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error "A separate leave request is required for each day."



Supervisors will monitor employee leave balances and approve or deny requests, ensuring the request is coded correctly in accordance with Chapter 357-31 and corresponds with the employee's work schedule.

### Helpful Hints



Employee Self Service is available to employees who are paid through the State of Washington's central payroll system. ESS does not apply to employees of higher education institutions.



You can go directly to the portal from any supported internet browser by entering this web address: <https://wahrms.wa.gov>. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 6, 7 or 8 and Mozilla Firefox 3.6. Other browsers may work, but they are not supported.

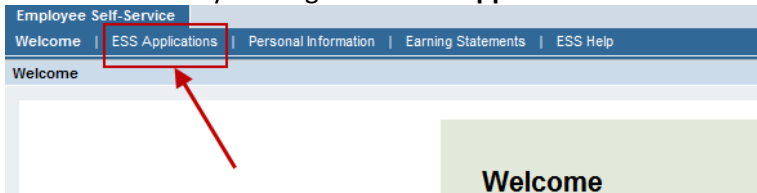
## Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

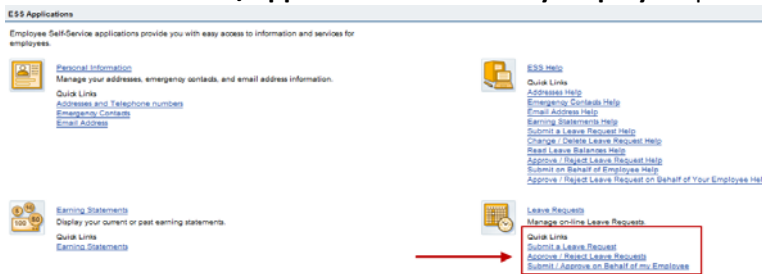


For help logging in see the “Logging In” procedure.

2. Start the action by clicking on the **ESS Applications** tab.



3. Click on the **Submit/Approve on Behalf of my Employee** quick link.



- Click on the **Employee Name** that you will be approving/rejecting leave requests for then click on the **Leave Request Approval on Behalf of Your Employee** link.

Submit / Approve on Behalf of my Employee

Employee Search

Employee Selection: Direct Reports

Name	Personnel Number	Manager	Position	Job	Organizational Unit	Personnel Area	Personnel Subarea
ROBERT SPENCER P	300000000	GREEN JACKSON N	IT SPEC 5	IT SPEC 5	LEARNING TECHNOLOGES SERVICES	Dept of Personnel	Non Represented
GREEN JACKSON N	300000000	GREEN JACKSON N	HUM RES CNSLT 4	HUMAN RESOURCE CONSULTANT 4	TRAINING DELIVERY SERVICES	Dept of Personnel	Non Represented

Row 1 of 2

Data as of 5/13/2011, 3:25:51 PM Refresh

Selected Employee  
ROBERT SPENCER P

Related Activities

Self-Service for My Employee

Enter Leave Request for Employee

Leave Request Approval on Behalf of Your Employee



Your employee list will default to your direct reports. If you manage a supervisor(s) that also have direct reports and you need to approve leave for their employees on their behalf, use the employee selection drop-down list to select Employees from Organizational Structure.

#### 5. Display and Edit

Click on the blue box to the left of the leave request to select. Once selected, the leave types and associated balances for the employee will display at the bottom of the screen.



Leave may be submitted up to 30 days after it was taken (past), or up to 12 months in advance of taking it (future). For anything prior to that contact your payroll or time and attendance office for assistance.



Remember to follow your agency's leave procedure when submitting a request. Consult with your Human Resources office or Supervisor when using Shared Leave or Leave Without Pay.

**Worklist For My Employee**

**ROBERT SPENCER P**

**Leave Request: Approval on Behalf of Employee**

1 Display and Edit    2 Review and Send    3 Completed

[NOTE: A blank field indicates zero hours used.](#)

[Hide Worklist](#)

**Requests waiting for approval**

Date of Request	Requester	Type of Leave	From	To	Used
9/16/2010	MASEN LILY K	Sick Leave	9/27/2010	9/27/2010	9 Hours
9/16/2010	MASEN LILY K	Vacation Leave	11/22/2010	11/30/2010	45 Hours
9/19/2010	MASEN LILY K	Sick Leave	10/11/2010	10/11/2010	9 Hours
9/22/2010	MASEN LILY K	Inclement Weather U	10/1/2010	10/1/2010	
10/8/2010	MASEN LILY K	Sick Leave	10/12/2010	10/12/2010	9 Hours

Row 1 of 5



Leave is displayed in the order the request was submitted by the employee. At this time you cannot sort the columns in the worklist table.



If you want to see a calendar overview of leave requests submitted by **all of your direct reports**, click the **Show Team Calendar** link. This will include requests that are approved, pending or a deletion is requested.

The current month displays using a color code for types of absences.

**Blue-Absent**

Scheduled absence or approved leave.

**Light Blue – Multiple Entries**

Multiple pending or approved leave requests on one day.

**Pink – Sent**

Pending leave request.

**Red – Deletion Requested**

Leave request which the employee has submitted for deletion.



**Hint:** Hover your cursor over the box/date for the employee to see what type of leave was submitted.

**Approve / Reject Leave Requests**

Leave Request: Approval

1 Display and Edit    2 Review and Send    3 Completed

Hide Team Calendar    Show Worklist

Display Data for: All Employees for: May in: 2011 Go

2011 May

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
BRAY COLLEEN M																								
FREEMAN STANLEY																								
MASON LILY K																								
MITCHELL-GREVE SAND E																								
MORRISH KRISTI A																								
MUTNICK JAMES ALEX																								
PASION JANET H																								
ROBERT SPENCER P																								
ROSSOW DEBRA J																								
SANDRIN AMY M																								

Absent    Multiple Entries    Sent    Deletion Requested

Page 1/2    Go to    Refresh

Data from: 5/13/2011 1:42:50 PM

**Click the drop-down arrow to make selection. Then click Go.**

**Ten employees display on each screen.**

**Use the arrows or the Go to selection to scroll through the employee list.**

6. **Display and Edit**

Click the **Approve** button to approve the request.

OR

Click the **Reject** button to reject the request.

MASEN LILY K has requested the following leave:

Type of Leave: Sick Leave

Date: 9/27/2010

Duration: 9 Hours (Partial hours may only be entered in increments of tenths of an hour)

Start Time: 730

End Time: 500

Used: Sick Leave: 9.00 Hours

Previous Notes: Submitting sick leave on behalf of the employee. 09/16/2010 13:40:47 ROBERT SPENCER P


Time Account	Entitlement	Remainder
Sick Leave	193.10 Hours	166.10 Hours
Annual Leave/Vacation	272.32 Hours	183.32 Hours

Previous Step    **Approve**    **Reject**

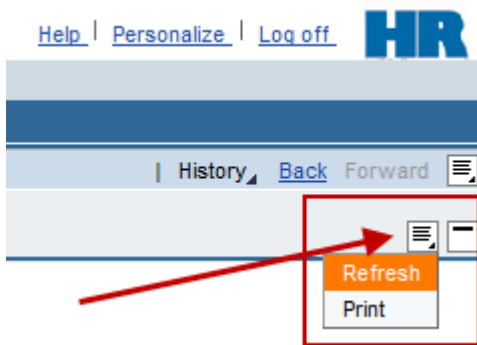


For an explanation of the *Time Account Table* see the "Read Leave Balances" procedure.



If you receive this error “ Please refresh and **approve/reject the most current request**” use the **Refresh** link to update your screen and view the current version of the leave request.

The **Refresh** link is located on the upper, right side of the screen. Click on the icon to display.



7. **Review and Send**

Click the **Review** button to review the leave request before sending.



Once a selection is made to **Approve** or **Reject** the request, the **Note for Requester** field appears. Supervisors should add a note that the leave was approved on behalf of the employee.

Worklist For My Employee  
ROBERT SPENCER P

Leave Request: Approval on Behalf of Employee

1 Display and Edit    2 Review and Send    3 Completed

▼ Hide Worklist

Requests waiting for approval					
Date of Request	Requester	Type of Leave	From	To	Used
9/18/2010	MASEN LILY K	Sick Leave	9/27/2010	9/27/2010	9 Hours
9/18/2010	MASEN LILY K	Vacation Leave	11/22/2010	11/30/2010	45 Hours
9/19/2010	MASEN LILY K	Sick Leave	10/11/2010	10/11/2010	9 Hours
9/22/2010	MASEN LILY K	Vacation Leave	10/1/2010	10/1/2010	4 Hours
10/8/2010	MASEN LILY K	Sick Leave	10/12/2010	10/12/2010	9 Hours

MASEN LILY K has requested the following leave:

Type of Leave: Sick Leave  
 Date: 9/27/2010  
 Duration: 9 Hours (Partial hours may only be entered in increments of tenths of an hour)  
 Start Time: 730  
 End Time: 500  
 Used: Sick Leave: 9.00 Hours

Note for Requester: Approving Leave on behalf of Robert Spencer

Previous Notes:

Time Account	Entitlement	Remainder
Sick Leave	193.10 Hours	166.10 Hours
Annual Leave/Vacation	272.32 Hours	183.32 Hours

◀ Previous Step    Review ▶

8. **Review and Send**

Review the entries made to ensure they correctly reflect your intended request. If you need to make a correction, click the **Previous Step** button. If everything is correct, click the **Approve Request** button.



If you do not click the **Approve Request** button the request will not be saved.

Worklist For My Employee

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ROBERT SPENCER P

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Leave Request: Approval on Behalf of Employee

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1 2 3

Display and Edit    Review and Send    Completed

MASEN LILY K has requested the following leave:

Type of Leave: Sick Leave  
Date: on Monday, September 27, 2010  
Duration: 9 Hours  
Start Time: 730  
End Time: 500  
Used: Sick Leave: 9.00 Hours  
Note for Requester: Approving Leave on behalf of  
Previous Notes: 09/16/2010 13:40:47 ROBERT SPENCER P Submitting sick leave on behalf

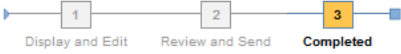
◀ Previous Step    Approve Request    ←

9. **Completed**  
You have approved this **Leave Request**.

Worklist For My Employee

ROBERT SPENCER P

Leave Request: Approval on Behalf of Employee



**i** You have approved the leave request.

What do you want to do next?  
[Approve Another Absence](#)

You have approved the following leave request:


Requester:	MASEN LILY K
Type of Leave:	Sick Leave
Date:	on Monday, September 27, 2010
Duration:	9 Hours
Used:	Sick Leave: 9.00 Hours
Start Time:	730
End Time:	500
Note for Requester:	Approving Leave on behalf of
Previous Notes:	10/08/2010 13:50:38 GREEN JACKSON N Approving Leave on behalf of Robert Spencer. 09/16/2010 13:40:47 ROBERT

10. You have completed the action. If you want to request another absence, click the **Approve Another Absence** link or **Log-off** of ESS.

Worklist For My Employee


ROBERT SPENCER P

Leave Request: Approval on Behalf of Employee



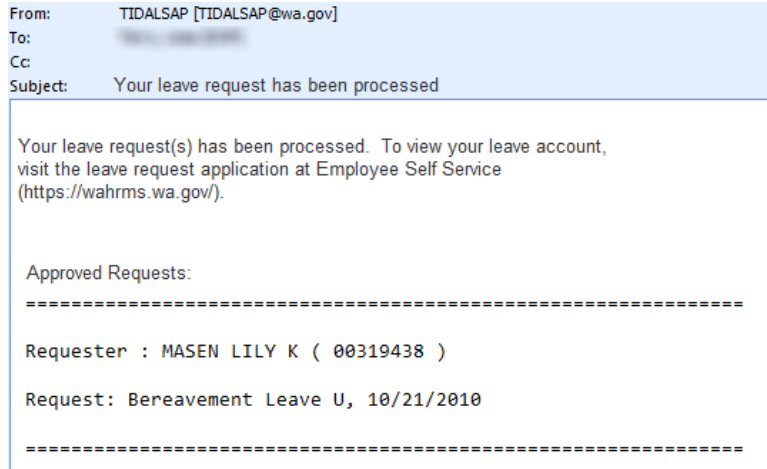
**i** You have approved the leave request.

What do you want to do next?  
[Approve Another Absence](#)





After the leave request has been approved it will be posted to the state’s payroll system (HRMS). Department of Personnel processes leave requests every 15 minutes and uses the employee’s work email account to send a notification whether the request was approved or rejected.



**Logging out correctly is important.** When you are done working in ESS, exit the program by clicking on the **“Log off”** link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO NOT** shutdown ESS by clicking on the **“Close X”** in the upper right-hand corner of the screen. This does not close your session down securely.

