

## Introduction

The purpose of this procedure is for supervisors to approve or reject their employees' annual and sick leave requests in Oracle.

## Audience

This document is intended for use by supervisors of exempt employees.

## Steps

The steps outlined below show the navigation whereby a supervisor can approve or reject their team's annual and sick leave in Oracle.

	Approving/Rejecting Leave Requests		
Step	Details		
1	Log into Oracle HR cloud, if one of your employees has submitted a leave request you will be alerted via your notifications by clicking the $\triangle$ icon in the top right.		
2	From the Notifications Icon, the supervisor may approve or reject the leave request.          Notifications       Show All         Search       Image: Search         Action REQUIRED       Now         Approval of Annual Leave Absence Request for I. Rocky Bull       from 2024-07-03 to 2024-07-18         Rocky Bull       Approve		
Editing Leave Requests			
1	Mel My Tearn My Client Groups HR Help Center Tools Others    OutCACTIONS   Indexections Interview Environment      Indexections Interview Environment     Indexections Interview Environment                 Interview Environment     Interview Environment     Interview Environment Interview Environment Interview Environment    Interview Environment Interview Environment Interview Environment Interview Environment Interview Environment Interview Environment Interview Environment Interview Environment Interview Environment Interview Enviro		



2	Click on the employee's name who is requesting leave.	Q     Show Filters       View By Assignment View By Name ascending View By Rasignment R
3	Click Show More	Info Assignment Legal Employer The University of South Florida Board of Trustees Business Unit USF Business Unit
4	Navigate to Existing Absences	<ul> <li>Calculation Entries</li> <li>Element Entries</li> <li>Existing Absences</li> <li>Benefits Summary</li> <li>Learning</li> </ul>
5	Click the Pencil Icon to make ch right. Absences Last 6 months Search by type or status Annual Leave: 88 Hours 7/3/24 - 7/18/24 Consultant HR	nanges. When you are finished, click <b>Submit</b> on the top           + Add           Sort By Date   Awaiting approval

## Additional Guidance

Visit the <u>Training & Resources webpage</u> and complete the training modules listed to strengthen your knowledge of the new system.

Oracle Guided Learning (OGL) is a tool within Oracle HR that provides step-by-step guidance and interactive tutorials for essential tasks, such as creating a timesheet or requesting leave. After logging in, activate OGL by clicking the floating information icon on the right side of the screen. <u>See how OGL works</u>.

If your department is included in Embedded Services, your Human Resources Business Partner and Change Ambassador know where to go, who to contact and what to do. <u>Find your Change Ambassador</u>.

If you need further assistance or technical support, visit the <u>HR Help Center</u> through the MyUSF Quick Links to submit an <u>HR Help Desk</u> ticket.