



USF Supervisor Quick Guide

How to Approve or Deny Annual and Sick Leave

Sick Leave Used record for Rocky D. Bull has been updated in GEMS.



GEMSPRO
To Supervisor@usf.edu

Dates: 11/14/2022 to 11/14/2022

Hours: 8

Current Status: Pending

Reason:

Start Time: 08.00.00.000000

End Time: 17.00.00.000000

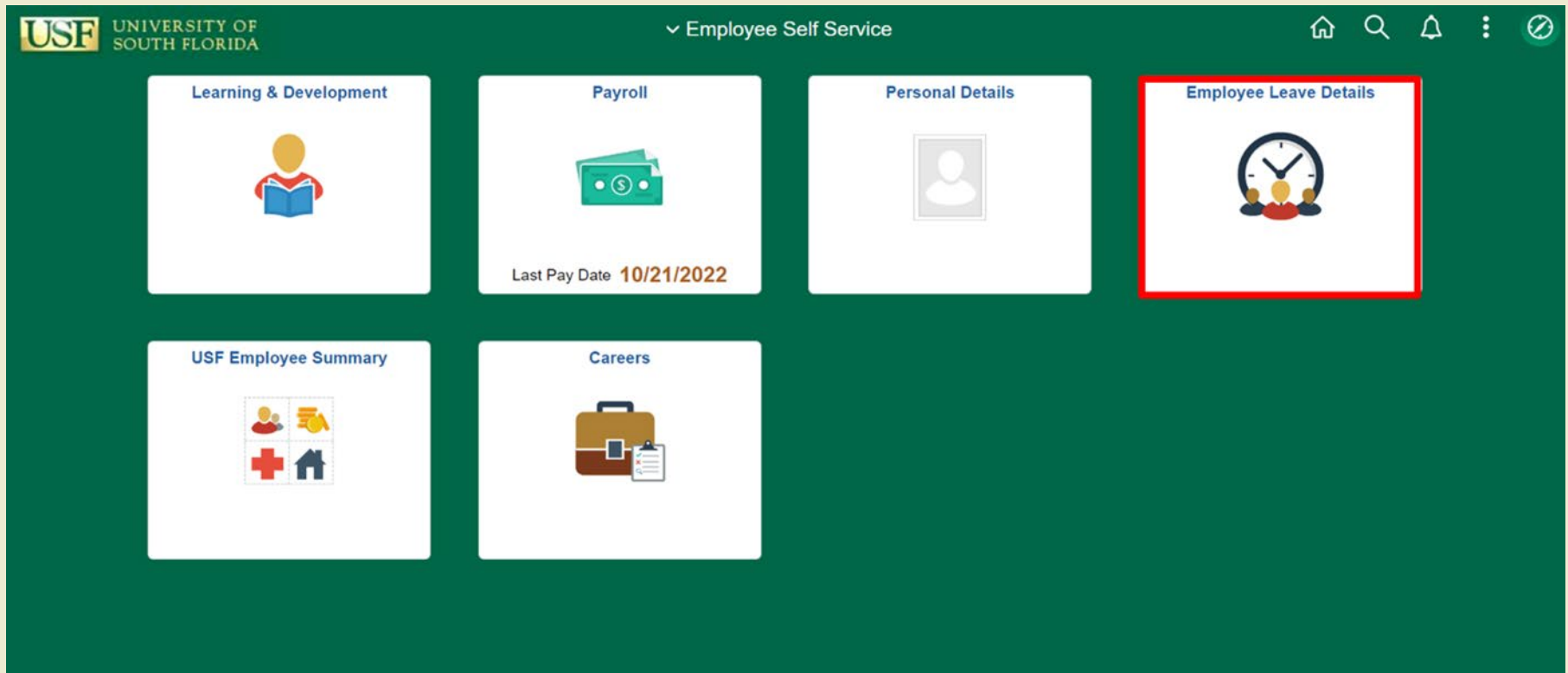
Administrative Leave reason:

Recipient of Sick Leave Donation:

Please review this request and take appropriate action.

In order to view or update this record in GEMS, please log in to MyUSF at <https://my.usf.edu> with your NetID, then select Business Systems, GEMS.

When an employee submits a sick or annual (vacation) leave request, the supervisor will receive an email notification of the leave request.



To review all Leave Requests, use the “Employee Leave Details” tile in GEMS under the “Employee Self Service” menu.



Employee Self Service USF Employee Leave

- Leave Request
- Manage Leave Approvals**
- My System Profile

Direct Reports

Direct reports are those individuals that directly report to you.

Your Direct Reports

1-2 of 2

	Empl ID	Name	Leave Status	View Leave Summary	View Details
1	00000000000	Employee	No Leave Pending	View Leave Summary	View Details
2	00000000000	Rocky D. Bull	Leave Pending	View Leave Summary	View Details

Select “Manage Leave Approvals” within the USF Employee Leave menu. All Employees that report to the supervisor should appear.



Employee Self Service USF Employee Leave

- Leave Request
- Manage Leave Approvals**
- My System Profile

Direct Reports

Direct reports are those individuals that directly report to you.

Your Direct Reports

1-2 of 2

	Empl ID	Name	Leave Status	View Leave Summary	View Details
1	00000000000	Employee	No Leave Pending	View Leave Summary	View Details
2	00000000000	Rocky D. Bull	Leave Pending	View Leave Summary	View Details

Select "Leave Pending" to review Leave Requests submitted by the employee.



Leave Approval

Rocky D. Bull

[Go back to previous page](#)

Leave Type Find | View All First 1 of 4 Last

Leave Type: Sick View Leave Procedures View Leave Summary

Leave Hours

Hours Balance: 105.600000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 8.000 Hours Available: 97.600000

Leave Request Find | View All | 1 of 1

Request	Approval	Miscellaneous							
*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
SIC	Sick Leave Used	11/14/2022	8:00AM	11/14/2022	5:00PM	Rocky D. Bull	8.00	Pending	Comments

[Go back to previous page](#)

Save

Select the drop down in the Status field to “Approve” or “Deny” the leave request.



Leave Approval

Rocky D. Bull

[Go back to previous page](#)

Leave Type Find | View All First 1 of 4 Last

Leave Type: Sick [View Leave Procedures](#) [View Leave Summary](#)

Leave Hours

Hours Balance: 105.600000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 8.000 Hours Available: 97.600000

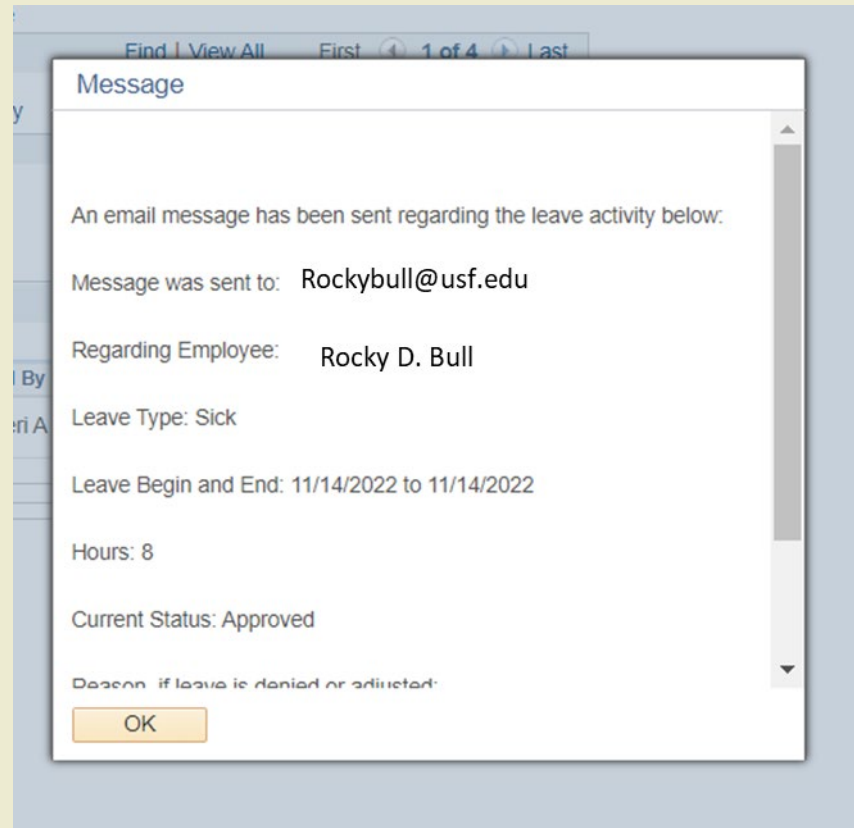
Leave Request Find | View All | 1 of 1

Request	Approval	Miscellaneous							
*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
SIC	Sick Leave Used	11/14/2022	8:00AM	11/14/2022	5:00PM	Rocky D. Bull	8.00	Pending	Comments

[Go back to previous page](#)

Save

Select "Save."



A confirmation box will appear letting the supervisor know an email message has been sent to the employee to confirm the approval or denial of the request.