

Introduction

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


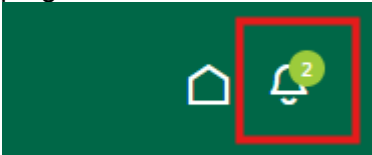
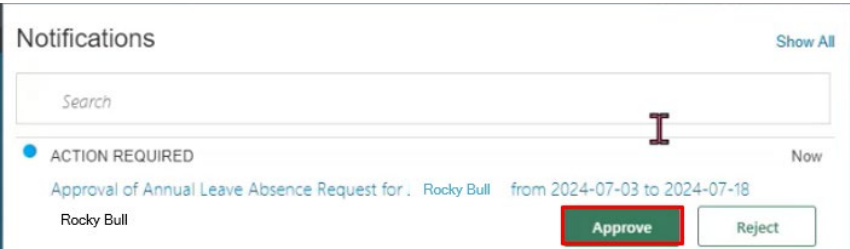
Audience

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

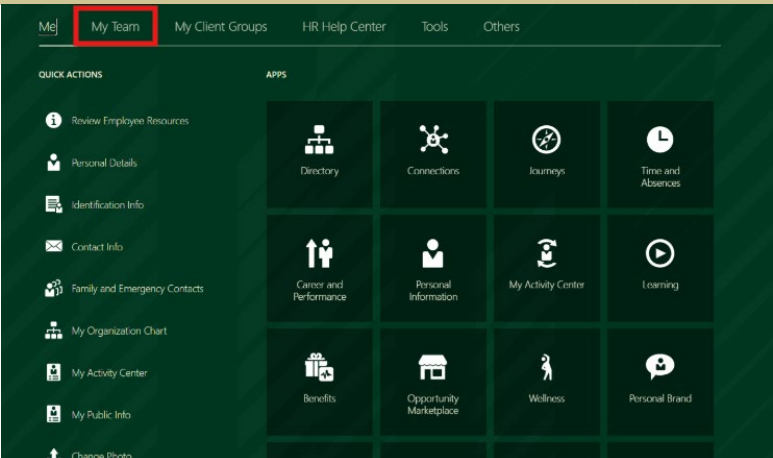
Steps

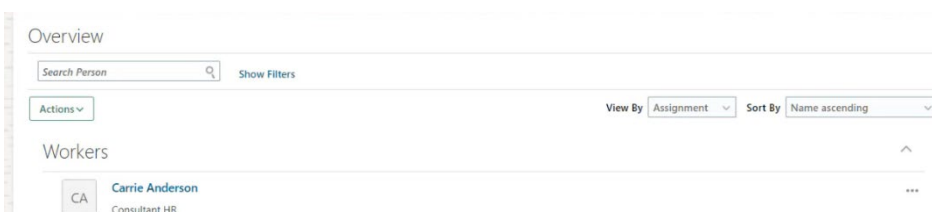
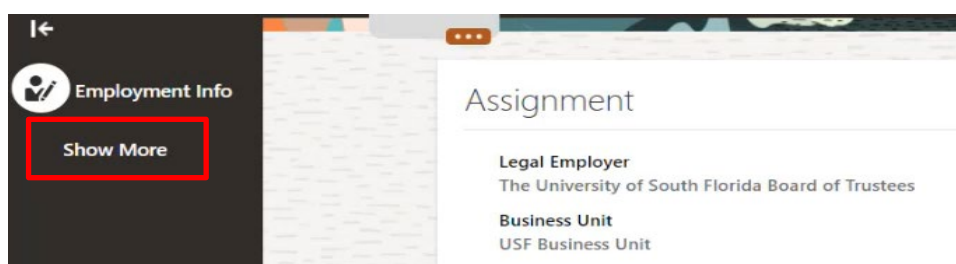
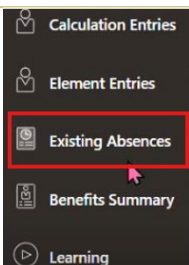
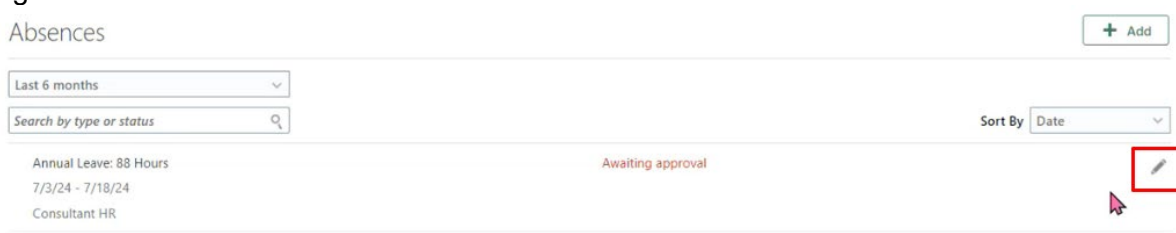
The steps outlined below show the navigation whereby a supervisor can approve or reject their team's annual and sick leave in Oracle.

Approving/Rejecting Leave Requests

Step	Details
1	<p>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  icon in the top right.</p> 
2	<p>From the Notifications Icon, the supervisor may approve or reject the leave request.</p> 

Editing Leave Requests

1	<p>To edit an employee's leave request, navigate to My Team and select the My Team tile.</p> 
---	--

2	Click on the employee's name who is requesting leave.	
3	Click Show More	
4	Navigate to Existing Absences	
5	Click the Pencil Icon to make changes. When you are finished, click Submit on the top right.	

Additional Guidance

Visit the [Training & Resources webpage](#) 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. [See how OGL works.](#)

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. [Find your Change Ambassador.](#)

If you need further assistance or technical support, visit the [HR Help Center](#) through the MyUSF Quick Links to submit an [HR Help Desk](#) ticket.