Leave Requests are Highlighted in Color on the Leave Calendar

APTA-1841 & 2864

Introduction

Improvements have been made to the leave calendar. The Leave Calendar now shows Approved Requests and Pending Requests in different colors. Canceled and withdrawn requests will not show on the calendar. In the monthly or weekly view, when pointing to an approved request, the records for all days pertaining to that employee will turn gray.

Leave Calendar

The Leave Calendar now shows Approved Requests and Pending Requests in different colors. Approved Leave Requests will be highlighted in green. Pending Leave Requests will be highlighted in blue. Canceled and withdrawn requests will not show on the calendar. In the monthly or weekly view, when pointing to an approved request, the records for all days pertaining to that employee for that week/month will turn gray.
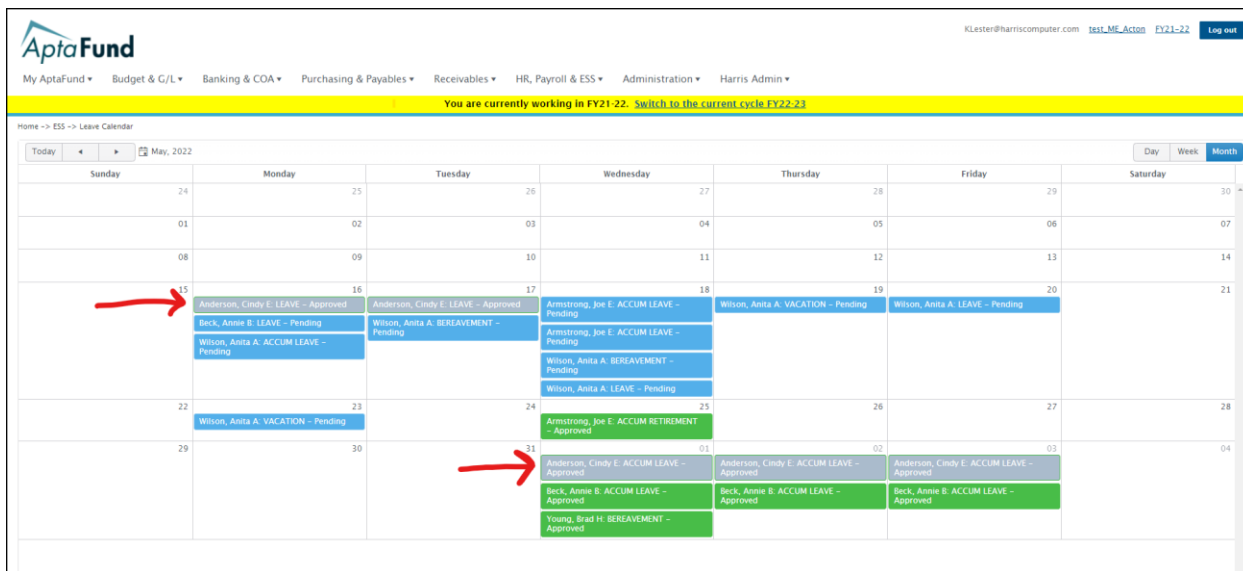

Figure 1: Highlighting for Leave Requests

For Pending leave requests for multiple days, the highlighting will span across all of the days.

Figure 2: Pending Leave Requests that span multiple days

The My AptaFund > My Leave Requests Approvals Calendar works the same way as the HR, Payroll & ESS > Leave Calendar. The approved leave requests will be highlighted in green, the pending leave requests will be highlighted in blue. If you hover over one of the approved leave requests, it will show all of the leave for that employee for that week/month in gray.