

## Leave Module – My Leave Request Approvals Calendar

APTAWEB-11618

### Introduction

A new option has been added to the My AptaFund menu: My Leave Request Approvals Calendar. Using this option, a Leave Approver can view the Approved and Pending Leave Requests for a specific Day, Week or Month on one screen. Please note that the events on the calendar may be different for each Leave Approver viewing them.

Thank you to Nicky Nuessen at North Lyon for adding this idea to our Idea Portal.

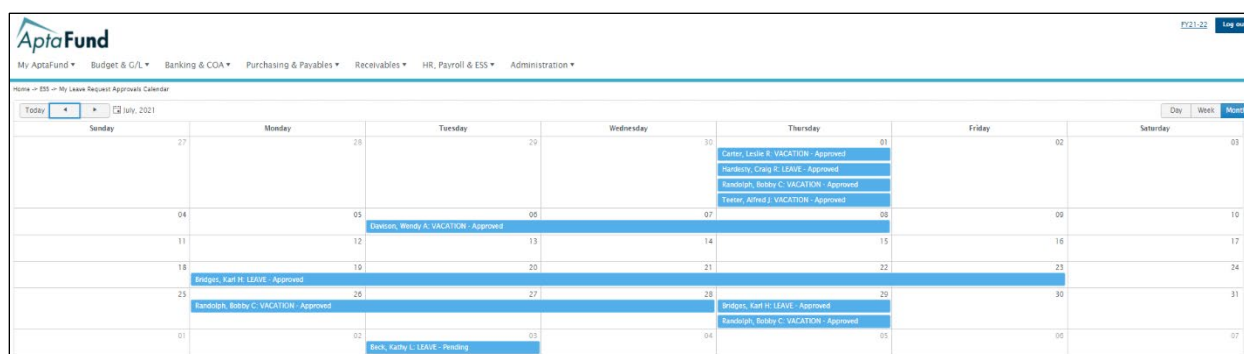


Figure 1: My Leave Request Approvals Calendar

To access the Leave Request Approvals Calendar, go to My AptaFund > My Leave Request Approvals Calendar. This will take you to a calendar view page that starts at the current date in Week View. From here the Day/Week/Month buttons can be used to change between the various views.

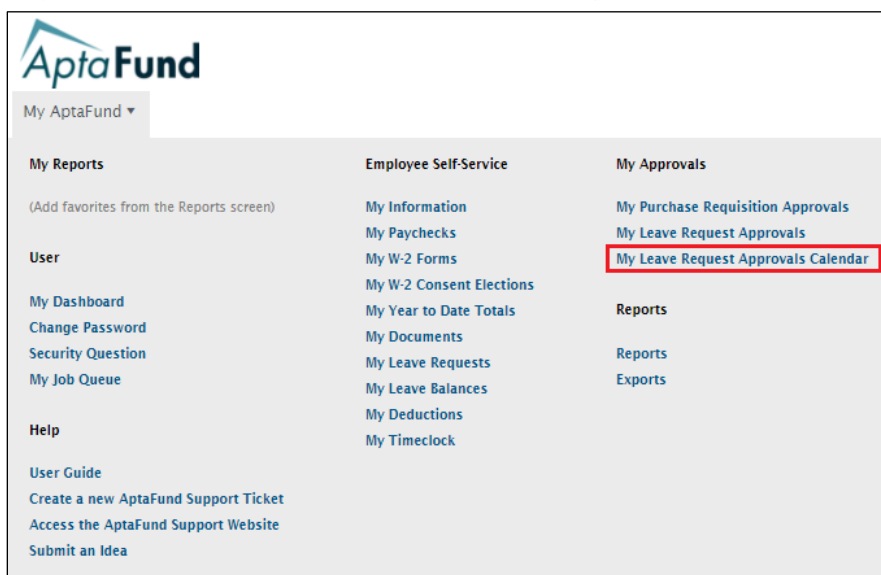


Figure 2: My Leave Request Approvals Calendar Menu Item



The left/right arrow buttons navigate between the previous or the next day/week/month. Alternatively, the calendar button next to the arrows, will open a Calendar widget that can be used to navigate.

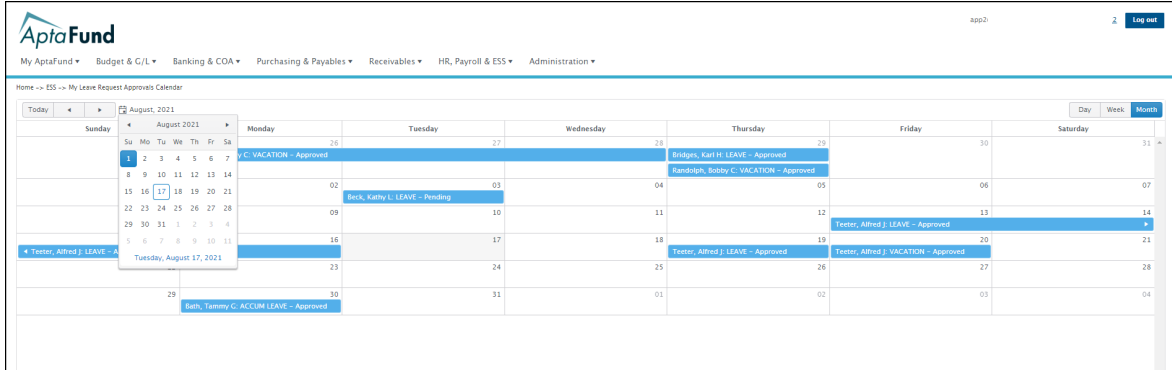


Figure 1: Using Calendar Widget

Entries on the calendar display as (LastName, FirstName Middle Initial): (Leave Type) - (Approval Status). Hovering over a status will display the full text if it runs off the event. In the screen shot below, there are **Approved** leave requests and **Pending** leave requests (requests that have been submitted and are awaiting approval).

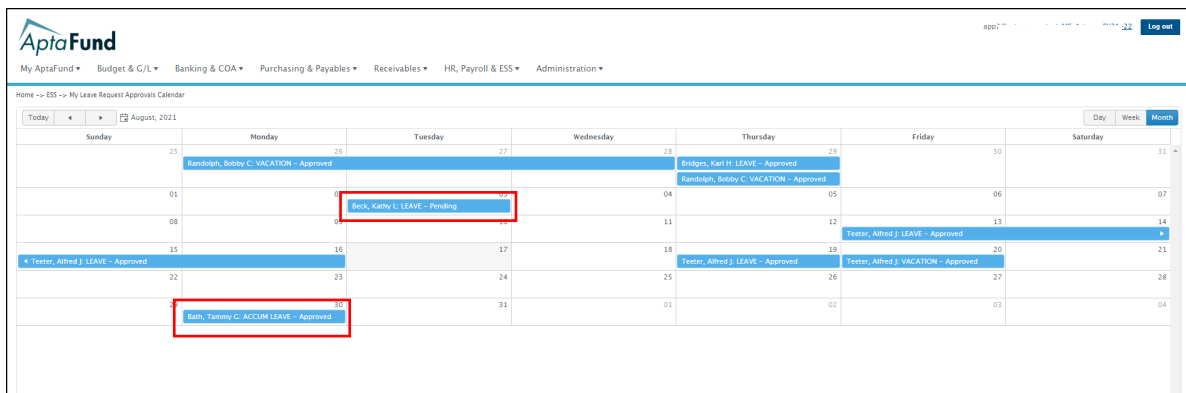


Figure 2: Monthly Leave Approval Calendar View

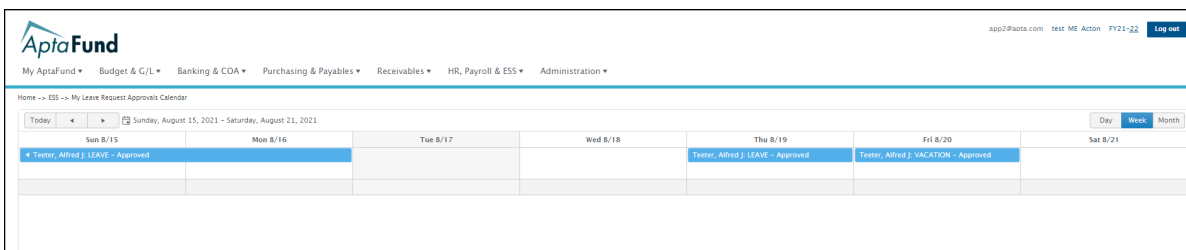


Figure 3: Weekly Leave Approval Calendar View

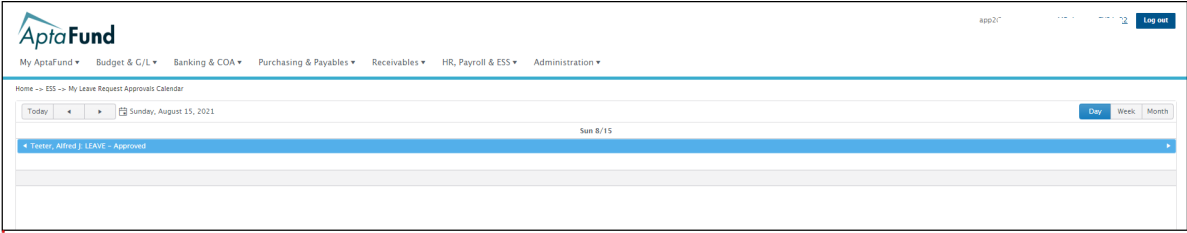


Figure 4: Daily Leave Approval Calendar View