

The screenshot shows the 'Approve Leave Requests' page in the Paycheck8 system. At the top, there is a navigation bar with the Paycheck8 logo, 'National Finance Center', and the user's login information 'Logged in as John Doe | Log out'. Below this is a menu bar with options: 'Profile', 'Time & Attendance', 'Leave', 'My Employees', and 'Reports'. The main content area is titled 'Approve Leave Requests' and contains a 'Selection Criteria' section. This section includes a grey box with the text 'Only people who report to you or have been delegated to you can be returned'. Below this is a label 'Select from employees where I am: — Required' followed by two radio button options: 'Direct Supervisor' (which is selected) and 'Delegated Supervisor'. At the bottom of the selection criteria are two buttons: 'Search' and 'Clear'.

### Approving Leave Requests

1. Select **Approve Leave Requests** from the **My Employees** menu.
2. Select the **View** button  adjacent to the applicable leave request on the **Approve Leave Requests** page.
3. Enter any applicable remarks in the Approve or Reject field.
4. Select the **Approve** or **Reject** button.

**NOTE:** A remark must be entered if the request is rejected.

**Paycheck8** National Finance Center Logged in as John Doe | Log out

Profile      Time & Attendance      Leave      My Employees      Reports

### Approve T&As

**Selection Criteria**

Select a type of relationship for your report. Filter with some or all of the employee name(s) to match. Click the Retrieve Selected Employees button for results.

*Select from employees where I am:*

Direct Supervisor

Delegated Supervisor

Filter by Name

**Retrieve Selected Employees**

## Approving T&As

1. Select **Approve T&As** from the **My Employees** menu.

**NOTE:** Select the applicable checkbox to display a list of either all Direct Reports for Supervisor or Delegated Reports for Supervisor.

2. Select the **View** button adjacent to the T&A to approve.
3. Enter any comments in the Approve or Reject field.
4. Select the **Approve** or **Reject** button.

**NOTE:** A remark must be entered if the timesheet is rejected.

**NOTE:** To display a list of previously submitted T&As, select **T&A History** from the **My Employees** tab. The T&A History page is displayed.

Paycheck8 National Finance Center Logged in as John Doe | Log out

Profile    Time & Attendance    Leave    My Employees    **Reports**

### Welcome

#### Add Time to Timesheet

Current Pay Period 8 - 04/10/2022 - 04/23/2022

**Date Worked** — Required ⓘ

Enter a valid 'Date Worked' in the format mm/dd/yyyy

**Category** — Required

Select a 'Category'

**Transaction Code** — Required

Select a 'Transaction Code'

**PPA Account Code** — Required

#### Quick Leave Balances

Annual	Sick	Comp	Comp for Travel	Credit
60.00	82.00	33.00	22.00	1.00

**Remaining earnable hours this year:**

Annual: 144.00  
Sick: 72.00  
Use or Lose: 108.00

- T&A Summary Report
- Appointment Limit Report
- Transaction Code Report
- Leave Usage Report

#### Test

Test Notification with end date

### Running Reports:

1. Click on **Reports** from the Reports menu.
2. Select the applicable report. The selected report filters are displayed.
3. Complete the report filters. The applicable results are displayed.
4. Select the **Report** button.

### Types of Reports

- **Appointment Limit Report** – Displays appointment limitation report by pay period using organizational code or manager type.
- **Leave Usage Report** – Displays employees' leave audit reports.
- **Reporting Relationships Report** – Displays relationships from employee to supervisor and timekeeper.
- **T&A Status Report** – Displays the status of T&A's.
- **T&A Summary Report** – Displays timesheet summary counts by pay period using organizational code.
- **Transaction Code Report** – Displays all Transaction Codes used.