

Manager- View Employee Leave Request History

Managers can view their employee's leave request history and status details under the Manager Self Service home page via the Team Time and Attendance tile.

1. Log into PeopleSoft, from the drop-down, select the **Manager Self Service** option.
2. Select the **Team Time and Attendance** tile.
3. Under the side panel select **View Requests**.

Employee Self Service

- Employee Self Service
- Manager Self Service** (1)
- Analytics & Reporting

Team Time and Attendance (2)

Timesheet

- Approve Reported Time
- Payable Time Detail
- Request Absence
- Cancel Absences
- Absence Requests
- View Requests** (3)

Select Employee 7 rows

Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Position / Department / Location
Adrian Rodriguez Project Specialist 6001111111 - 0	(4)	Active Full-Time Employee	19024 10011111 PeopleSoft - 301500
Jesse Guzman Admin Services Coordinator 6001222222 - 0		Active Full-Time Employee	
Alan Jackson Accountant I 6001333333 - 0		Active Part-Time Employee	

View Requests

Adrian Rodriguez ✓
Project Specialist
[Return to Select Employee](#)

View Requests 54 rows

(5)

Vacation Leave Canceled	04/13/2020 8 Hours	>
Sick Leave Push Back	04/08/2020 8 Hours	>
Vacation Leave Submitted	04/06/2020 - 04/08/2020 24 Hours	>

4. To review, select the **employee**.
5. Here, you will see the history of the employee's **requests** and the **status** of each request.