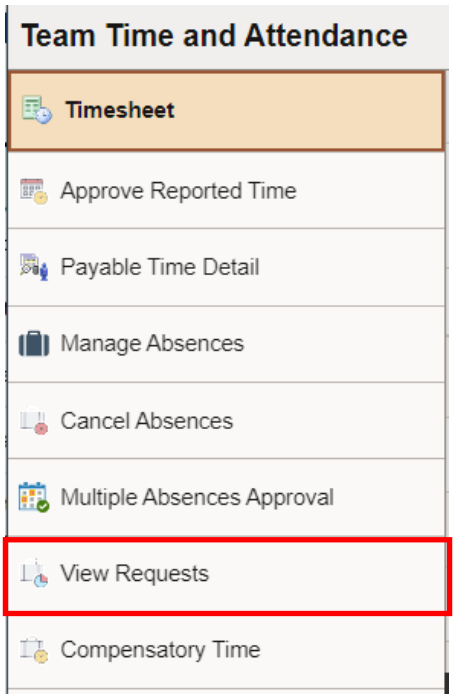
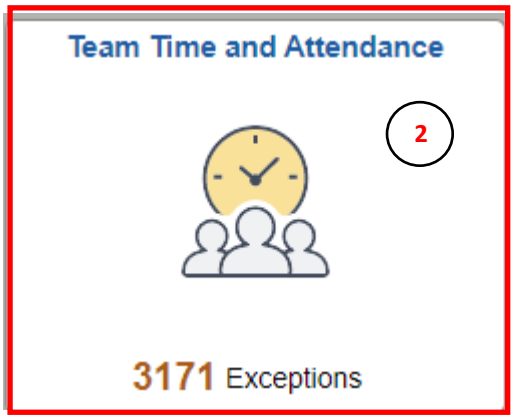
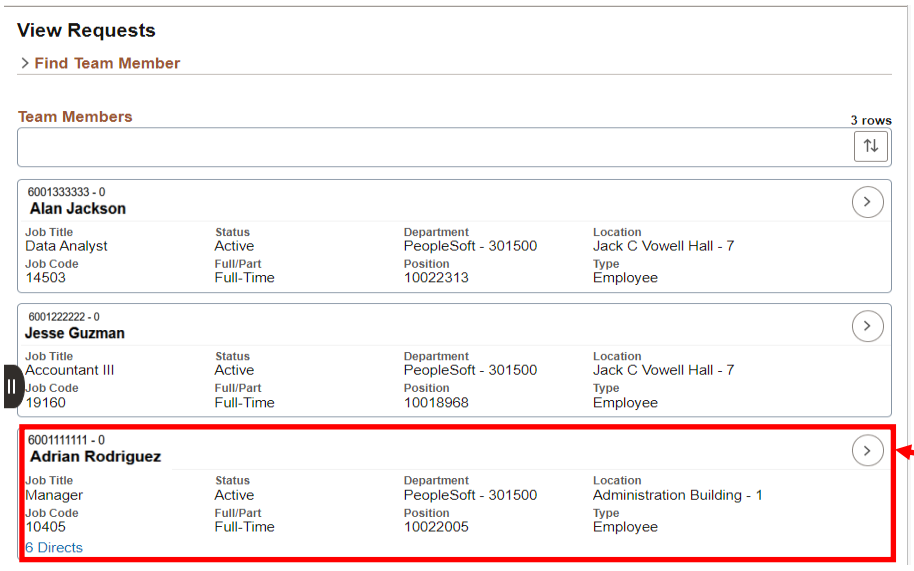
Manager - View Employee Leave Request History

Mangers 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** title.
3. Under the side panel select **View Requests.**







4. To view, select the employee which you want to see the leave request.

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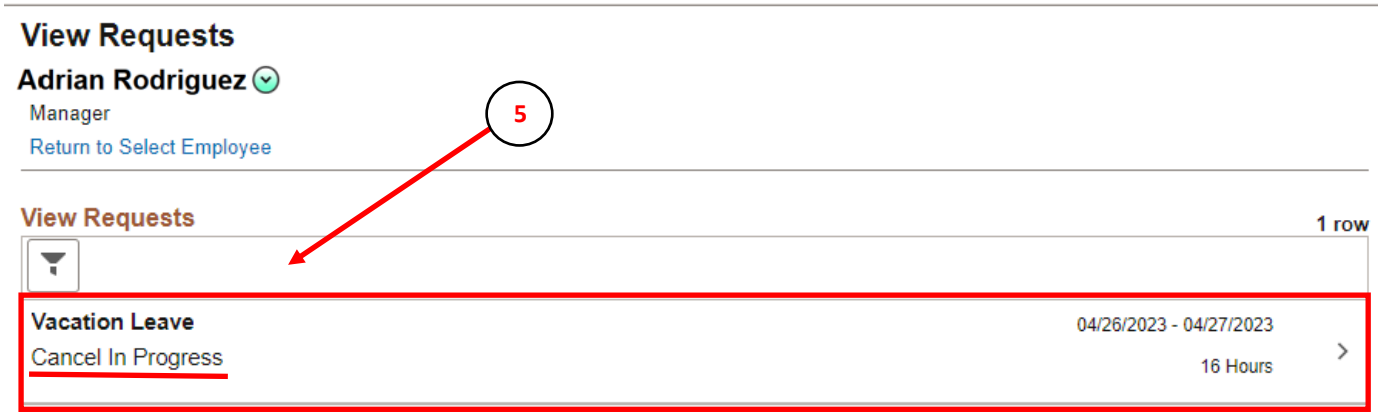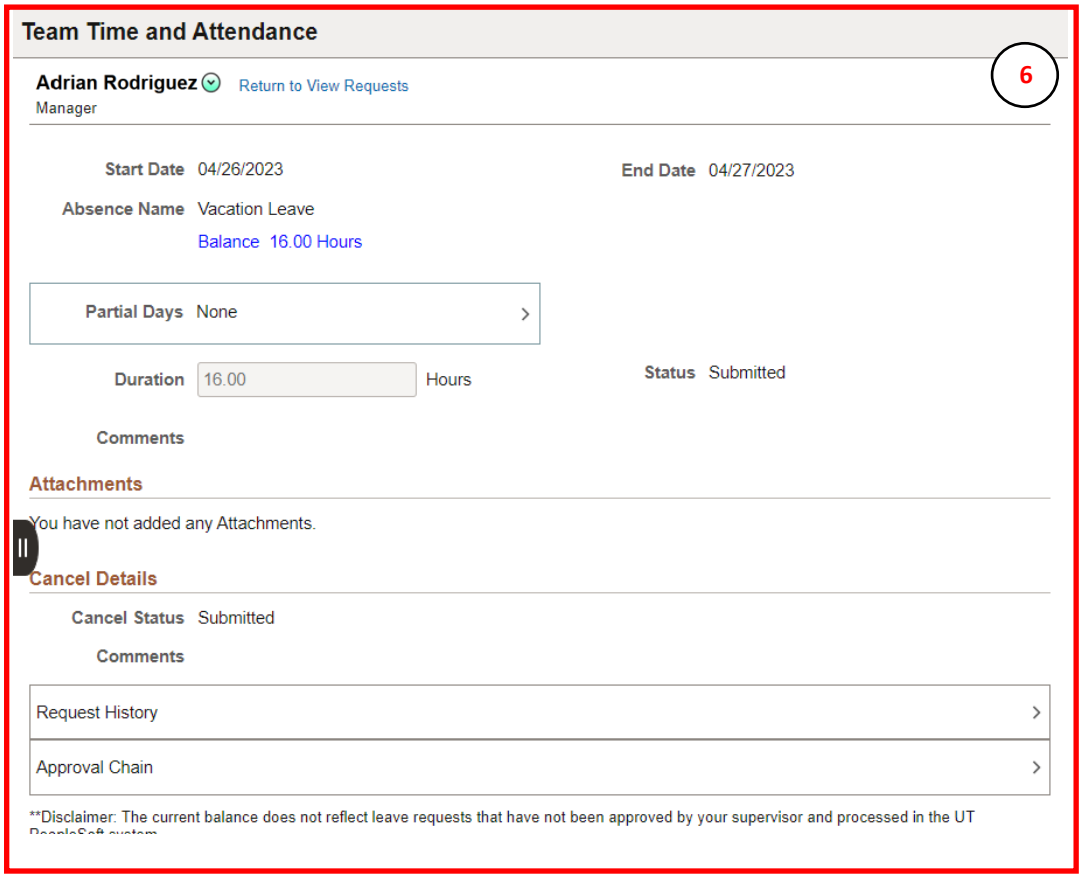
5. Here, you will see the history of the employee's **requests** and the **status** of each request,
6. Click on the one you need to see more details.