

Leave Module – My Leave Request Approvals Calendar

APTAWEB-11618

HARRIS School Solutions

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.

Apta Fund My AptaFund * Budget & G/L * Banko	ng & COA 🔻 Purchasing & Payables 🔻 Re	ceivables * HR, Payroll & ESS * Adminis	tration *			<u>17/21-22</u> tog out
Home -> 855 -> My Leave Request Approvals Calendar						
Today 4 . 🖬 July, 2021						Day Week Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28	29	30	01 Carter, Leslie R. VACATION - Approved Fandssty, Craig R. LEWE - Approved Randolph, Bobby C. VACATION - Approved Texter, Alfred J. VACATION - Approved		03 ▲
04	05	05 Davison, Wondy A: VACATION - Approved	07	08	09	10
11	12	13	14	15	16	17
18	19 Bridges, Karl H. LEAVE - Approved	20	21	22	23	24
23	26 Randolph, Bobby C: VACATION / Approved	27	28	29 Bridges, Karl H: LEAVE - Approved Randolph, Bobby C: VACATION - Approved	30	31
01	02	03 Beck, Kathy L: LEAVE - Pending	04	05	06	07

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.

Apta Fund		
My AptaFund 🔻		
My Reports	Employee Self-Service	My Approvals
(Add favorites from the Reports screen)	My Information	My Purchase Requisition Approvals
	My Paychecks	My Leave Request Approvals
User	My W-2 Forms	My Leave Request Approvals Calendar
My Dashboard Change Password Security Question My Job Queue Help	My W-2 Consent Elections My Year to Date Totals My Documents My Leave Requests My Leave Balances My Deductions My Timeclock	Reports Reports Exports
User Guide Create a new AptaFund Support Ticket Access the AptaFund Support Website Submit an Idea		

Figure 2: My Leave Request Approvals Calendar Menu Item

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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.

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My AptaFund	 Budg 	get & G/L • Banking & COA •	Purchasing & Payable	s 🔻 Receivables 🕶 HR, Payroll & ESS	 Administration • 			
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 Teeter, Alfre 	i J: LEAVE - A	Tuesday, August 17, 2021				Teeter, Alfred J: LEAVE - Approved	Teeter, Alfred J: VACATION - Approved	
			23	24	25	26	27	28
		29 Bath, Tammy G	30 ACCUM LEAVE – Approved	31	01	02	03	04

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).

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Figure 2: Monthly Leave Approval Calendar View

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Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
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Figure 3: Weekly Leave Approval Calendar View

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My AptaFund + Budget & G/L + Banking & COA + Purchasing & Payables + Receivables + HR, Payroll & ESS + Administration +		
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Today 4 > 23 Sunday, August 15, 2021		Day Week Month
Sun 8/15		
4 Teeter, Alfred J: LEAVE - Approved		۰.

Figure 4: Daily Leave Approval Calendar View