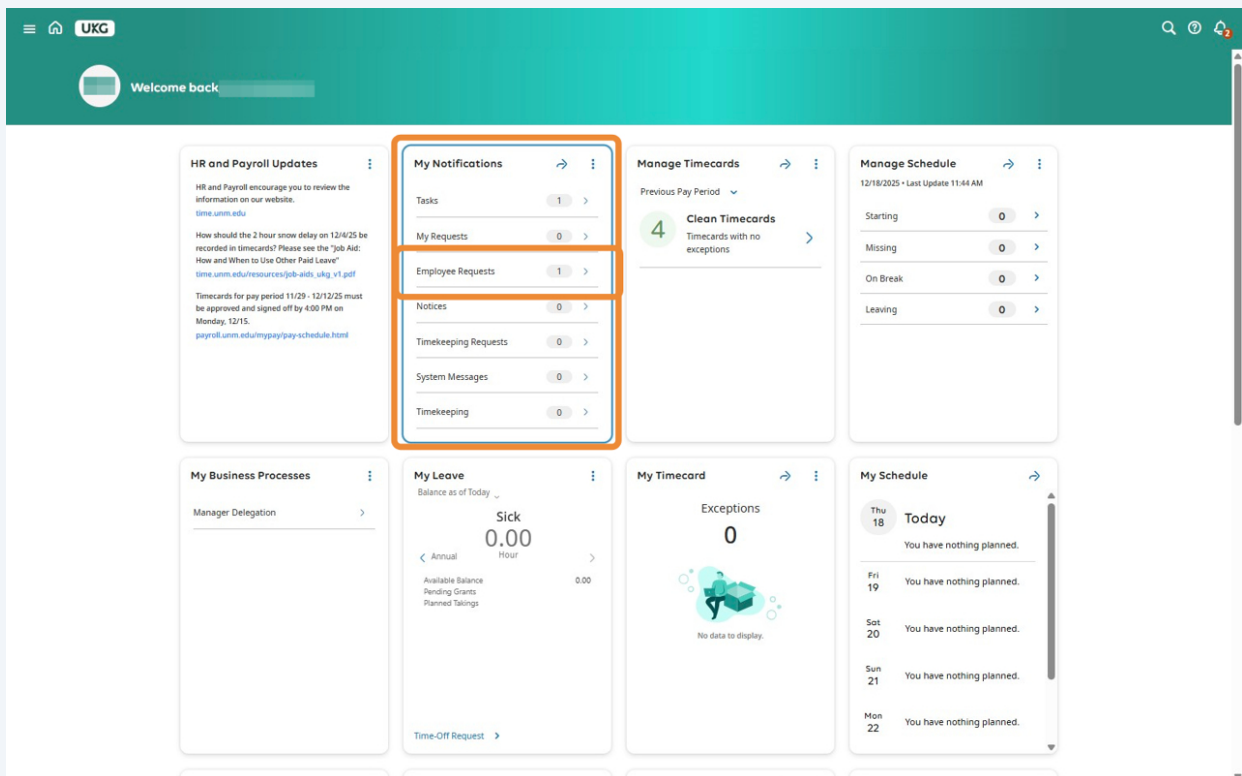


1.5 Supervisor Job Aid: Approving Leave Requests for Employees (Non-Exempt and Exempt)

1

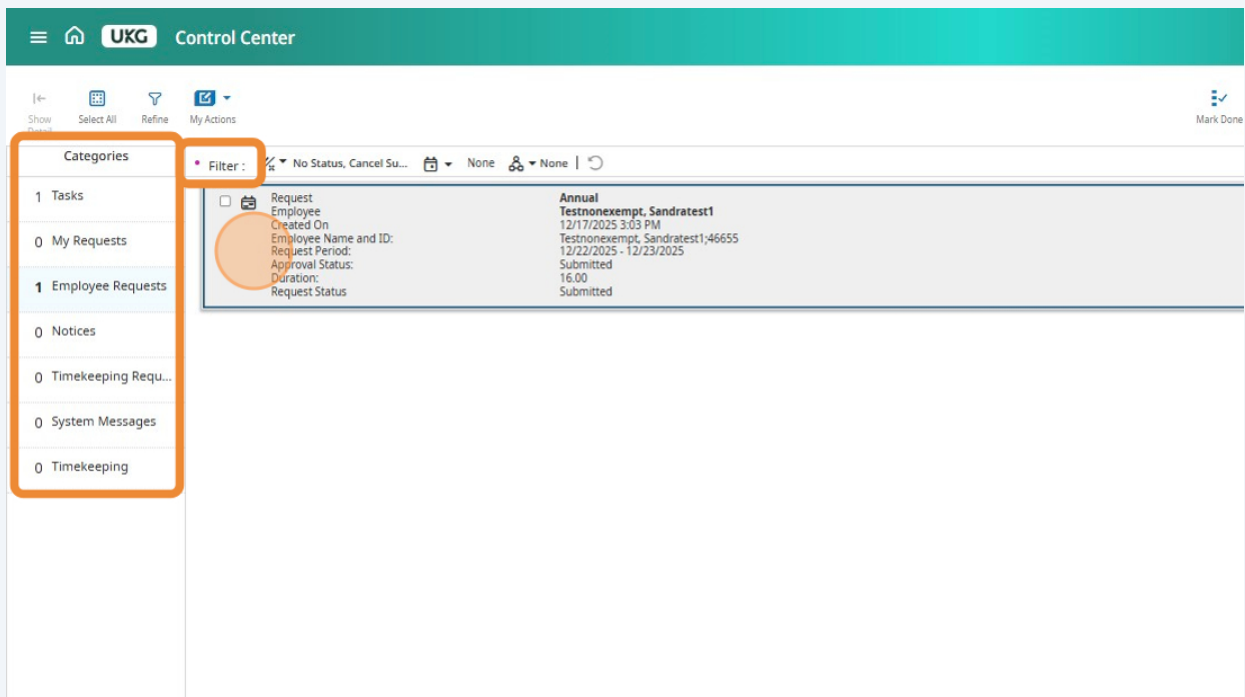
Login to LoboTime. Navigate to "My Notifications" tile, click on Employee Requests.

Note: For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



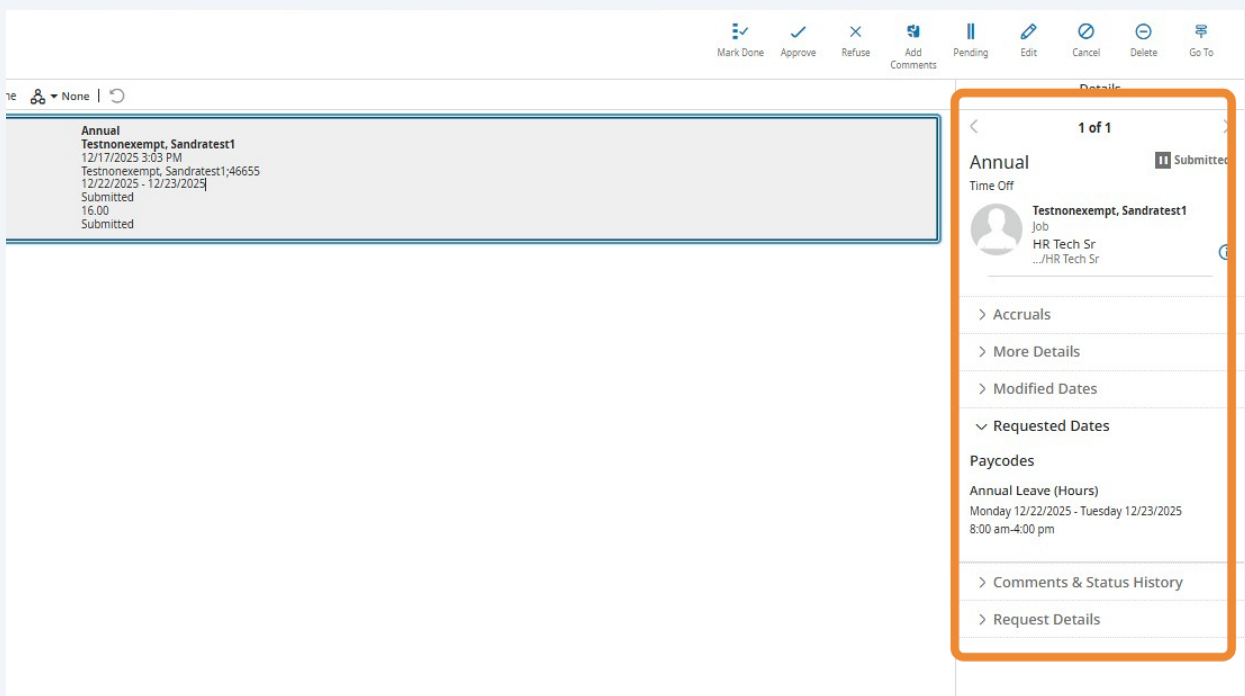
2

All requests for paid leave will show including specific details for each requests. The list under 'Categories' on the left side of the screen can be used to easily move between different items that need supervisory review. Use the Filter option to narrow the types of requests shown. Click on a specific leave request.



3

Once a specific request has been selected, additional details will show on the right side of the screen for your review.



4

Once review is complete, click 'Approve' to approve the request. If a request is denied, click 'Refuse'.

--End--

The screenshot displays a web application interface for managing requests. At the top, there is a teal header bar with search, help, and notification icons. Below the header is a toolbar with several action buttons: 'Mark Done', 'Approve' (highlighted with an orange circle), 'Refuse', 'Add Comments', 'Pending', 'Edit', 'Cancel', 'Delete', and 'Go To'. The main content area is split into two columns. The left column shows a list of requests, with the first one selected and expanded to show details: 'Annual', 'Testnonexempt, Sandratest1', '12/17/2025 3:03 PM', 'Testnonexempt, Sandratest1:46655', '12/22/2025 - 12/23/2025', 'Submitted', '16:00', and 'Submitted'. The right column shows the 'Details' view for the selected request, including a back arrow, '1 of 1', 'Annual Time Off', 'Submitted' status, a user profile for 'Testnonexempt, Sandratest1' (Job: HR Tech Sr), dates '12/22/2025 - 12/23/2025', 'Approval Status: Submitted', 'Duration: 16.00', and sections for 'Modified Dates', 'Paycodes', 'Annual Leave (Hours)' (Monday 12/22/2025 - Tuesday 12/23/2025, 8:00 am-4:00 pm), and 'Requested Dates'.