

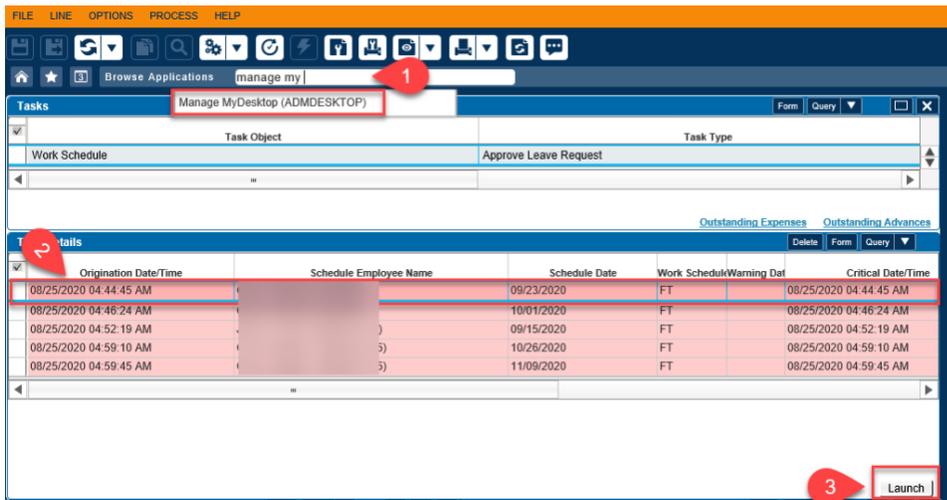
Approving Leave Requests in Deltek Costpoint

Job Aid

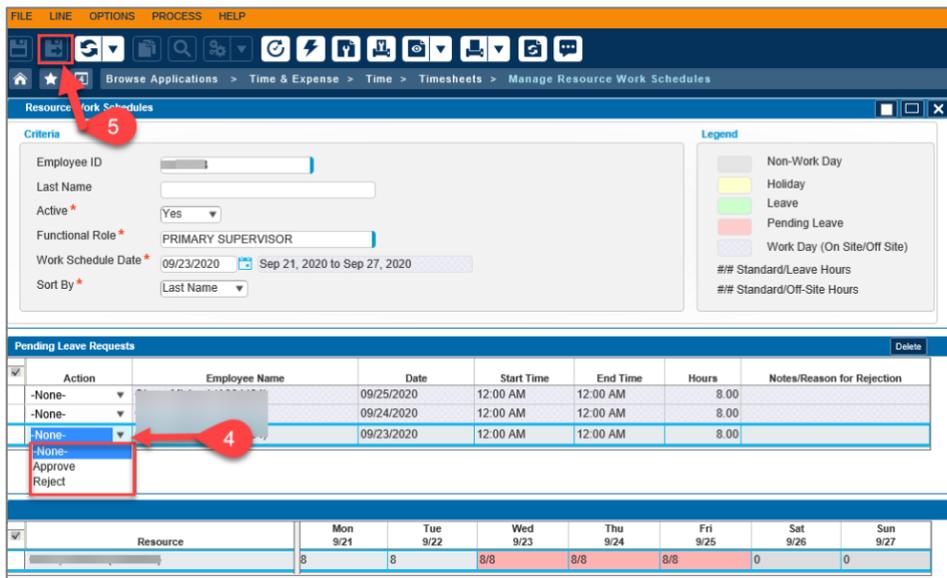


TO APPROVE LEAVE

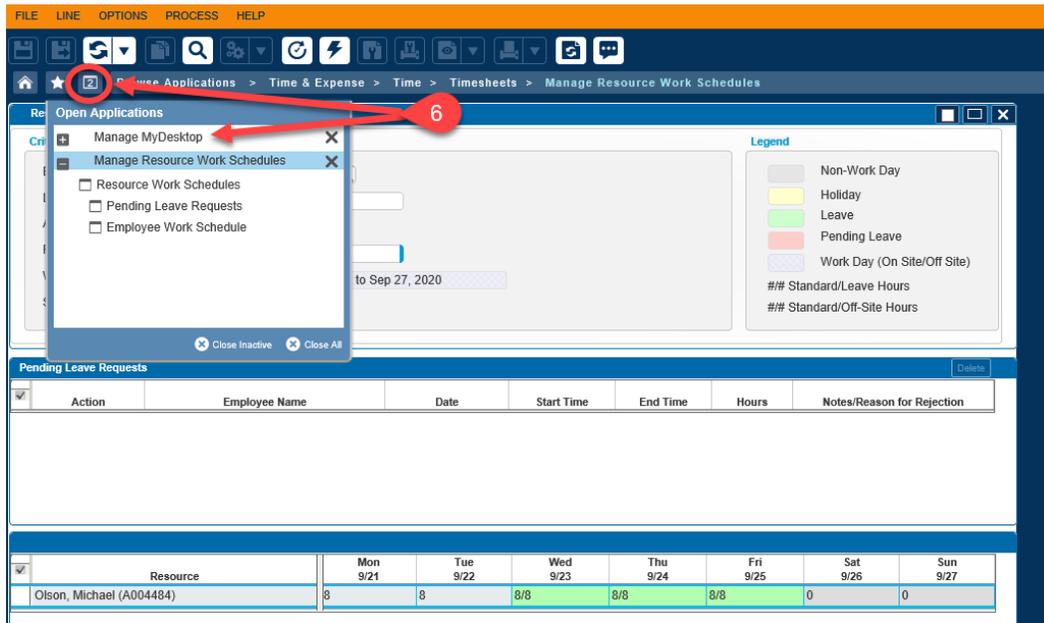
1. Type “Manage MyDesktop” in the Browse Applications field at the top of the home page and select the application name when it appears.
2. In the Tasks section, select the line that has Task Object of “Work Schedule” and Task Type of “Approve Leave Request.”
3. Click on the Launch button:



4. The launch button will take you to Manage Resource Work Schedules and only to the leave requests for the employee you launched the task for. For each pending leave request line, click on the arrow in the action field and select either Approve or Reject.
5. Once you have finished approving/rejecting all pending request lines, click Save.



- Your current screen will refresh. Use the Open Applications shortcut to navigate back to Manage MyDesktop.



- Click on the drop-down arrow on the Refresh icon and select Refresh All. This will refresh your screen and clear out all tasks that you have already completed. Now you should only see Tasks that are still waiting for an action to be taken. Follow steps 2 – 7 until all pending leave requests have been approved or rejected.

