

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:

Tasks Manage	MyDesktop (ADMDESKTOP)			Form Query V					
Task Object Task Type									
Work Schedule Approve Leave Request									
	10								
Outstanding Expenses Outstanding Advances									
Origination Date/Time	Schedule Employee Name	Schedule Date	Work SchedukWarning	Dat Critical Date/Time					
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08/25/2020 04:46:24 AM		10/01/2020	FT	08/25/2020 04:46:24 AM					
08/25/2020 04:52:19 AM	.)	09/15/2020	FT	08/25/2020 04:52:19 AM					
08/25/2020 04:59:10 AM	5)	10/26/2020	FT	08/25/2020 04:59:10 AM					
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- 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.

B S ▼ Browse Resource fork Schedule	Applications > Time & Exper	nse > Time > Timest	eets > Manage I	esource Work	Schedules		
Criteria 5					Legend		
Employee ID Last Name Active * Functional Role * Work Schedule Date *	Yes V PRIMARY SUPERVISOR	0 to Sep 27, 2020				Holiday Leave Pending Le Work Day (Day Nave (On Site/Off Site)
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Sort By *	Last Name V				### SI	tandard/Off-Site	HOUIS HOUIS Delete
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Sort By * nding Leave Requests Action -None- *	Employee Name	Date 09/25/2020	Start Time 12:00 AM	End Time 12:00 AM	Hours 8.00	tandard/Off-Site	Delete
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6. Your current screen will refresh. Use the Open Applications shortcut to navigate back to Manage MyDesktop.

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★ ★ Description Applications > Time & Expense > Time > Timesheets > Manage Resource Work Schedules										
Re Open Applications										
Cri D Manage MyDesktop										
Manage Resource Work Schedules	×				Non-Work Day	/				
Resource Work Schedules					Holiday					
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	to Sep 27, 2020			#/# Sta	andard/Leave Hou	irs				
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 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 be approved or rejected.

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