

Manager - View Employee Leave Request History

Managers 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**.


Employee Self Service ▾

- Employee Self Service
- Manager Self Service**
- Analytics & Reporting
- Workforce Administrator
- Accounting & Financial Reports

Team Time and Attendance

- Timesheet
- Approve Reported Time
- Payable Time Detail
- Manage Absences
- Cancel Absences
- Multiple Absences Approval
- View Requests**
- Compensatory Time

Team Time and Attendance



3171 Exceptions

View Requests

> Find Team Member

Team Members

3 rows

6001333333 - 0 Alan Jackson			
Job Title Data Analyst Job Code 14503	Status Active Full/Part Full-Time	Department PeopleSoft - 301500 Position 10022313	Location Jack C Vowell Hall - 7 Type Employee
6001222222 - 0 Jesse Guzman			
Job Title Accountant III Job Code 19160	Status Active Full/Part Full-Time	Department PeopleSoft - 301500 Position 10018968	Location Jack C Vowell Hall - 7 Type Employee
6001111111 - 0 Adrian Rodriguez			
Job Title Manager Job Code 10405 6 Directs	Status Active Full/Part Full-Time	Department PeopleSoft - 301500 Position 10022005	Location Administration Building - 1 Type Employee


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

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Managers 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.

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.

View Requests

Adrian Rodriguez 

Manager

[Return to Select Employee](#)

5

View Requests

1 row



Vacation Leave

04/26/2023 - 04/27/2023

Cancel In Progress

16 Hours



Team Time and Attendance

Adrian Rodriguez 

[Return to View Requests](#)

Manager

6

Start Date 04/26/2023

End Date 04/27/2023

Absence Name Vacation Leave

Balance 16.00 Hours

Partial Days None

Duration 16.00

Hours

Status Submitted

Comments

Attachments

You have not added any Attachments.

Cancel Details

Cancel Status Submitted

Comments

Request History

Approval Chain

**Disclaimer: The current balance does not reflect leave requests that have not been approved by your supervisor and processed in the UT PeopleSoft system.