

# EW Assist

## Approving Leave

An email will be sent to the manager of the employee when the employee sends the leave request for approval. This email will contain a link to the approval page for the request.

OR

Login to EW Assist

Go to Dashboard - Absence Requests To be Approved

Absence Requests To be Approved (10) Hide												
Submitted	Absence Ref	For	Home Group	Type	From	To	Duration in Days	Duration in Hrs	Standards Rules	Warnings Rules	Could be Approved	Status
14/01/12 10:59	88501128	Bright White	Production	Annual Leave	Fri 27 Sep 2012	Mon 10 Sep 2012	2.00	16.00	Pass	Fail	Yes	Pending Approval
14/01/12 10:59	88501129	Bright White	Production Company Ltd	Annual Leave	Thu 25 Nov 2012	Thu 15 Nov 2012	0.50	3.75	Pass	Fail	Yes	Pending Approval
30/01/12 11:12	88501241	Chris Blaxland	Accounts	Annual Leave	Thu 11 Apr 2013	Thu 09 May 2013	28.00	224.00	Fail	Fail	Hgr No	Pending Approval
14/01/12 11:09	88501242	Chris Blaxland	Accounts	Annual Leave	Wed 20 Mar 2013	Thu 14 Mar 2013	25.00	202.50	Fail	Fail	Yes	Pending Approval
14/01/12 14:34	88501243	Dick Blue	Managers	Annual Leave	Fri 24 May 2013	Fri 24 May 2013	1.00	7.50	Fail	Fail	Hgr No	Pending Approval
07/01/12 16:53	88501244	Linda Day	Sales	Annual Leave	Fri 24 May 2013	Fri 21 Jun 2013	28.00	224.00	Fail	Fail	Yes	Pending Approval
26/02/14 10:11	88501245	Lights Green	Managers	Annual Leave	Fri 28 Feb 2014	Fri 28 Feb 2014	1.00	7.50	Pass	Fail	Yes	Pending Approval
25/02/14 08:22	88501246	Tomislav Radovanovic	Accounts	Annual Leave	Wed 04 Apr 2014	Wed 04 Apr 2014	1.00	7.50	Pass	Pass	Yes	Pending Approval
05/01/14 12:14	88501374	This is the	Production Company Ltd	Annual Leave	Mon 23 Jun 2014	Tue 24 Jun 2014	2.00	15.00	Pass	Pass	Yes	Pending Approval
14/07/14 12:52	88501384	Bright White	Production Company Ltd	Compassionate	Wed 16 Jul 2014	Mon 21 Jul 2014	4.00	30.00	Pass	Pass	Yes	Pending Approval

## BULK APPROVAL

All requests will be checked against your rules. Click the Bulk approve button and where they Pass these rules completely they will be listed on the following page.

Absence Requests Bulk Approve where Possible (3)												
Submitted	Absence Ref	For	Home Group	Type	From	To	Duration in Days	Duration in Hrs	Standards Rules	Warnings Rules	Could be Approved	Status
25/03/14 08:32	88501389	French Roseberry	Accounts	Annual Leave	Wed 09 Apr 2014	Wed 09 Apr 2014	1.00	7.50	Pass	Pass	Yes	Approved
09/05/14 12:14	88501372	This is the	Production Company Ltd	Annual Leave	Mon 23 Jun 2014	Tue 24 Jun 2014	2.00	15.00	Pass	Pass	Yes	Approved
14/07/14 12:52	88501384	Bright White	Production Company Ltd	Compassionate	Wed 16 Jul 2014	Mon 21 Jul 2014	4.00	30.00	Pass	Pass	Yes	Approved

N.B. This will process the first 10 in the list above, repeat this procedure as required. [Bulk Approve where Possible](#)

The 'Bulk Approve where Possible' link will approve 10 requests at a time. Click it as many times as you need to, to clear the awaiting leave requests. Requests will be approved in order that they were submitted and each request's rules are rechecked just before they are approved to see that they still pass. If they fail they will return to the Dashboard for individual approval.

## INDIVIDUAL APPROVAL

Open the specific request you want to approve by clicking on the Absence Ref.

**Leave Request to be Approved**

Absence Request Ref: 88501128

For: [Chris Blaxland](#)

Home Group: [Accounts](#)

Work Pattern: [Company Standard](#)

Type: [Annual Leave](#)

From: [Wed 09 Apr 2014](#)

To: [Wed 09 Apr 2014](#)

Duration: [1.00 d or 7.50hrs](#)

Working Day of: [07:00](#)

Flexitime: [No](#)

Status: [Pending Approval](#)

Submitted: [25/03/14 08:32](#)

Standards Rules Status: [Pass](#)

Warnings Rules Status: [Pass](#)

Could be Approved by Admin: [Yes](#)

Approved: [No](#)

Managers who Checked: [No](#)

Revised: [No](#)

Updated: 25/03/14 08:32 THX Updated: 25/03/14 08:32 THX

**Approve**

**Approval Decision**

Decision Made By: [Hgr B](#)

Decision: [Auto-Approved](#)

Reason: [See Notes](#)

Notes/Comment:

Updated: 25/03/14 08:32 THX

**Approve** **Cancel**

**Approvals**

Status	Request From	Ref/Reference	Decision Made By	Reason/Comments
<a href="#">Pending Approval</a>	<a href="#">Group</a>	<a href="#">Manager of Home Group</a>		

**Leave Request Days (1)**

Start	End	Start	End	Status	Comments	Rate
Wed 09 Apr 2014	08:00	13:00	14:00	13:00	Working	1.00

**Validation Rules that are applicable to this Leave Request (Total Rules to be Passed: 10)**

Rule	Test	Fail	Pass	Last Failed	Date	Time	By Whom	How Many Times
Requested dates are not within an existing approval request	Pass	Y	N	25/03/14 08:32				1
Enough entitlement left for request	Pass	Y	N	25/03/14 08:32				1
Max days duration of leave request	Pass	Y	N	25/03/14 08:32				1
Max days notice required	Pass	Y	N	25/03/14 08:32				1
Max days requested within a 30 day margin	Pass	Y	N	25/03/14 08:32				1
Max number of Company employees away together	Pass	Y	N	25/03/14 08:32				1000

The rules are rechecked on opening the request to make sure they still pass. Some rules can be set to not allow approval if they fail (such as not enough entitlement or the request overlaps another request for the same employee).

If you see that the rule has failed in the summary you should scroll to the bottom of the screen to see which particular rule has failed.

The calendar icon next to the Home Group of the employee will show you a leave calendar of the department that the employee belongs to.

The apply your decision click either the Approve or Reject buttons. The screen will return to the Dashboard and an email will be sent to the employee with your decision.