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 companycontrols.pro

Go to Dashboard - Absence Requests To be Approved



BULK APPROVAL

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



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 the 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 Reference.



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 your 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.

To 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.