How to approve/reject an annual leave request submitted via CorePortal

**Scenario:** Let’s say you’ve received an email notifying you that a member of your team has requested annual leave:

<table>
<thead>
<tr>
<th>YVONNE O’ROURKE has submitted the following leave request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Type: ANNUAL LEAVE</td>
</tr>
<tr>
<td>Start Date: 29-MAY-19</td>
</tr>
<tr>
<td>End Date: 30-MAY-19</td>
</tr>
</tbody>
</table>

*Please NOTE that this could be a part day leave.*

*Please login to Core HR Portal, and you will see the request under 'My Approvals'.* *Please either Approve or Reject this request.*

https://my.corehr.com/pls/coreportal_dcup/cp_por_public_main_page.display_logi n_page

*Please do not reply to this system generated email.*

1. You click the link within the email and login to your CorePortal using your AD username and password.

2. Your approvals are displayed as either a list of people in date requested order under your Approvals tab or as a red number beside a small flag on the top of the screen. Click the number and the list expands.
3. Scroll down until you find the submitted request:

(Note that per the screengrab above there are two places where you can view the request.)
4. Click on the Request in either place and you are brought to the specific approval request. You have options to access the Team Calendar, access the employee’s annual leave Balances and View Narratives that the employee may have entered when making the request.
The **Team Calendar** option allows you to view who else has requested or has been granted leave during the same period.

![Team Calendar Image]

Similarly, **View Balances** option allows you to check if the person has sufficient leave available for the request.

5. You check the box provided to confirm that you have validated the details of the request and either **Approve** or **Reject** the request. The staff member is notified.