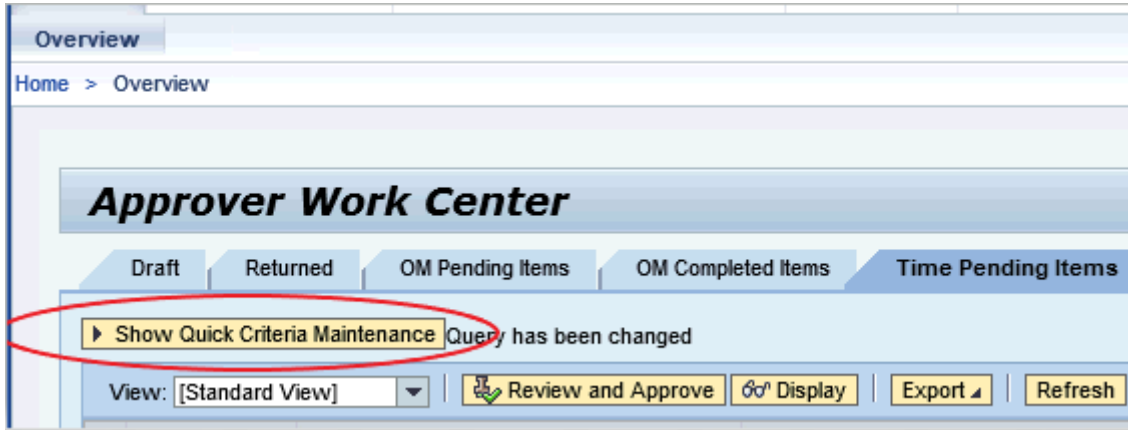
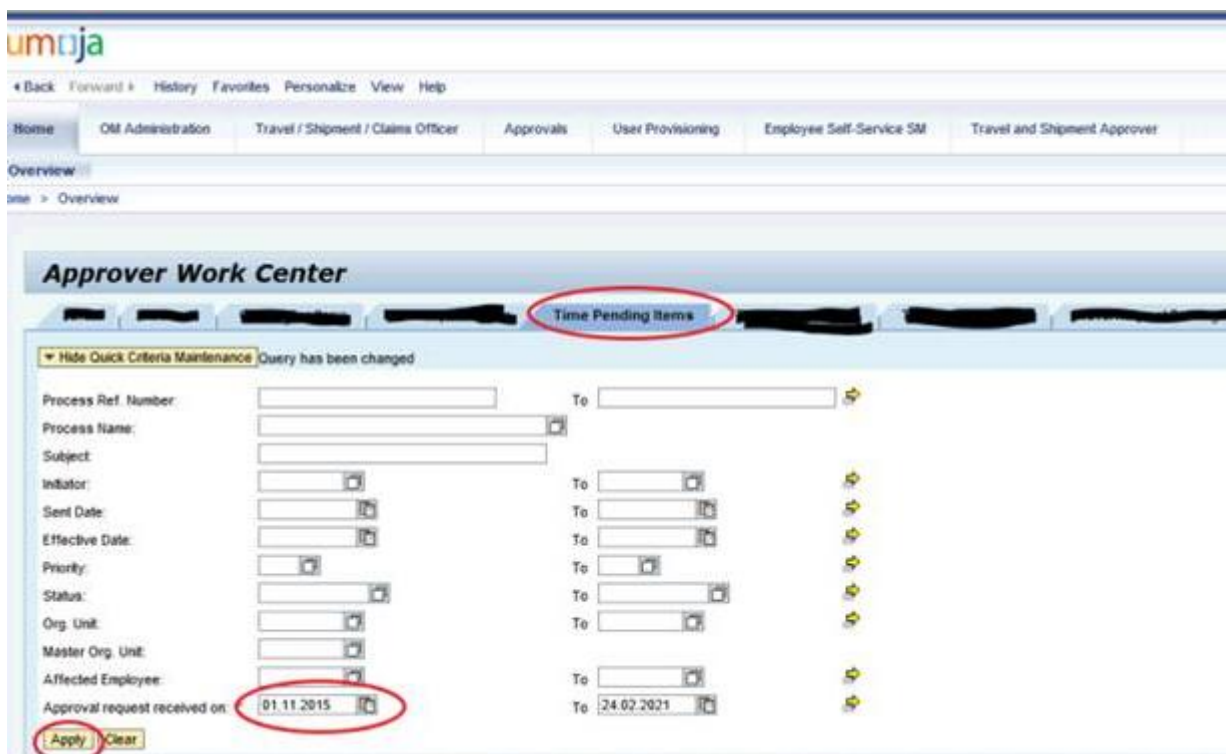


## RETRIEVING OLDER/HISTORICAL LEAVE REQUESTS FOR TIME MANAGERS

To view older leave requests that are still pending Time manager's approval, navigate to the Approval work center, click "Show Quick Criteria Maintenance" as per below screen shot:



Then set the "Approval request received on:" date to 01.11.2015, and select 'Apply' to see all pending leave to be approved.



Additionally, please see below link with further instructions for time managers on mass time approval in ESS:

[https://umojja.un.org/sites/umojja.un.org/files/approve\\_requests\\_for\\_leave\\_absence\\_by\\_time\\_manager\\_0.pdf](https://umojja.un.org/sites/umojja.un.org/files/approve_requests_for_leave_absence_by_time_manager_0.pdf)