

By default, a staff member's view of submitted leave request is limited to the current calendar year as shown in the first screenshot below.

1.00	mployee	Self-Service SM	Procurement	Requisitioning	Jser Provisioning				
erview									
oyee Self-Se	ervice SM >	 Overview 							Full Screen
Leave	e ove	rview							
	e Data Over								
✓ Leave Show		_	Apply						
	from:	_		End Date	Next Processor	Status	Att./abs. days	Att/abs. hours	Used
Show	from:		Apply	End Date 01.04.2021	Next Processor	Status Approved	Att/abs. days 4.00		Used 4 Days

To view past leave request, select the year and date you would like to look back to, and select 'Apply'. Once this view is applied, use the scroll bar provided to view any unapproved leave request, including details of the next processor.

oyee Self-S	ervice SM :	> Overview							Full Scre
Leave	e Ove	rview							
2007									
- Leave	Data Ove	rview 🍄 New							
Show	from: 01.06	6.2015	Apply						
Show Edit	from: 01.06 Cancel	3.2015 Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
				End Date 01.04.2021	Next Processor	Status Approved	Att./abs. days		Used 4 Days
Edit	Cancel	Type of Absence	Start Date		Next Processor				4 Days
Edit	Cancel	Type of Absence Annual Leave	Start Date 29.03.2021 28.12.2020	01.04.2021	Next Processor	Approved	4.00	0.00	4 Days
Edit	Cancel	Type of Absence Annual Leave Annual Leave	Start Date 29.03.2021 28.12.2020	01.04.2021 31.12.2020	Next Processor	Approved Approved	4.00	0.00 0.00 0.00	4 Days 4 Days