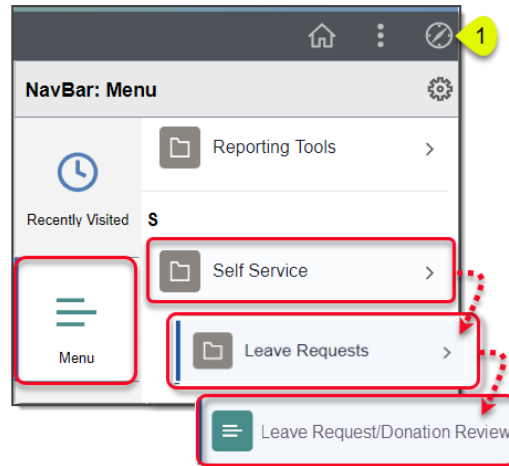# How to Review Leave Request /Donation History

Employees can use the Leave Requests/ Donation History Review page to view all requested leave that has been approved denied or canceled.

1. Log into PeopleSoft HCM.

2. Navigate to **Leave Request/Donation Review** page within Self Service.

   - Click **NavBar**.

   - Select **Menu**.

   - Select **Self-Service.**

   - Select **Leave Requests**.

   - Select **Leave Request/Donation Review.**

3. Displayed in the Modify/Cancel tab are requests in *Needs Approval* or *Tentative* status. Requests displayed on this tab can still be modified or canceled.

Review of Leave Request

Leave Request/Donation Review and History

Chris Doe   Employee ID 1014391

Modify/Cancel | Leave Request / Donation History | Select All Deselect All

Select to Modify or Cancel Leave Request   Personalize | Find | View All | 🔲 | 📊   First ◀ 1-3 of 3 ▶ Last

	Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status
1	☐	11/14/2023	11/14/2023	Floating Holiday		8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval
2	☐	08/07/2023	08/07/2023	Sick Leave Full	Feel ill. Will be out all day	8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval

4. Navigate to **Leave Request/Donation Review** page within Self Service.

Leave Request/Donation Review and History

Chris Doe   Employee ID 1014391

Modify/Cancel | Leave Request / Donation History

Leave Request / Donation History   Personalize | Find | View All | 🔲 | 📊   First ◀ 1- 4 of 4 ▶ Last

	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status
1	11/14/2023	11/14/2023	Floating Holiday		8.000000	8.00	09/15/2023	Cancelled
2	11/20/2023	11/22/2023	Vacation	Travelling out of state for Thanksgiving.	8.000000	24.00	09/15/2023	Tentatively Approved
3	08/18/2023	08/18/2023	Vacation		8.000000	8.00	08/15/2023	Approved
4	07/27/2023	07/28/2023	Vacation		8.000000	24.00	07/15/2023	Approved

PeopleSoft HCM– Self Service

How to Review Leave Request /Donation History

The Reported Status column will reflect the approval status of the request. See table for definitions:

Reported Status for Leave Request	Description
Needs Approval	The request has been routed to the approver.
Denied	The approver has denied the request.
Approved	The approver has approved the request.
Tentative	The approver has tentatively approved the request. Usually, for future requests dated two (2) months or more in advance.
Canceled	The employee has modified the initial request.

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