

# FAQ's for Managers

## **I don't see the manager tab when I log on to Leave Traq?**

The **Manager** tab is given to you at logon when an employee has been set up to report to you under the reporting relationships section. These relationships are set up by either a departmental or central leave administrator. Work with your administrator to get the reporting relationships set up correctly.

## **The employees listed on the "My employees" tab is not correct?**

This is caused by an error in the reporting relationships. Work with your departmental or central leave administrator to get the reporting relationships set up correctly.

## **How can I control my e-mail notifications?**

You can control your notifications for documents needing your approval under the **Profile** tab in the employee section of Leave Traq.

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**I want to see a document I approved a few weeks ago. How can I find it?**

There are two ways of doing this: Go to your outbox, and change the date range to include the date you approved the document. If you are unsure of the date, use a broad range of dates.

When you find the document, select the document and you will be taken to the **Document Update** tab where you can review the entire document.

Select the employee in question under the **My Employees** tab.

Go to the **Employee Documents** tab. You will see a list of all documents that the employee has submitted. You can also look at prior fiscal years.

Select the document and you will be taken to the **Document Update** tab where you can review the entire document.