

# How do I approve Leave documents as a delegate?

LEAVETRAQ

Help SSD Menu SSD Logoff Manager CHANGE ROLE

Inbox Outbox My Employees Emp Balance Emp Docs Emp History My Delegates Reports

Select Inbox : My Inbox No records found!

My Inbox  
Delegate for : Gee Albert R

1.Role is Manager

2.Click on Select In Box  
Then select Delegate-Person's Name that you are acting as a delegate for approving leave.  
Requested leave documents will appear.

Business Computing Services  
The Texas A&M University System  
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# Approving Leave Documents as a Delegate

LeaveTraq : Inbox

LEAVETRAQ

Help SSO Menu SSO Logoff Manager

Inbox Outbox My Employees Emp Balance Emp Docs Emp History My Delegates Reports

Document Actions

Approve Reject Comments :

Select Inbox : Delegate for : Gee Albert R No records found!

<input type="checkbox"/>	Details	Employee Name	UIN	Leave Type	Requested Action	Arrival Time	Begin and End Time	Total Hours
<input type="checkbox"/>								
<input type="checkbox"/>								
<input checked="" type="checkbox"/>	2086655	Spacek Kimberly A		VACATION LEAVE	APP/For Approval	11/02/2009 04:48 PM	12/18/2009 08:00 AM -- 12/22/2009 05:00 PM	24.00
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
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<input type="checkbox"/>								
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Review and approve as normal. When finished Select In Box - My inbox