

## HOW-TO GUIDE



# Voluntary Leave Transfer Program

## Approving Voluntary Leave Donations in PeopleSoft

### STEP 1

Sign-in to [ess.dc.gov](https://ess.dc.gov). Click on the **NavBar** icon in the upper right.



### STEP 2

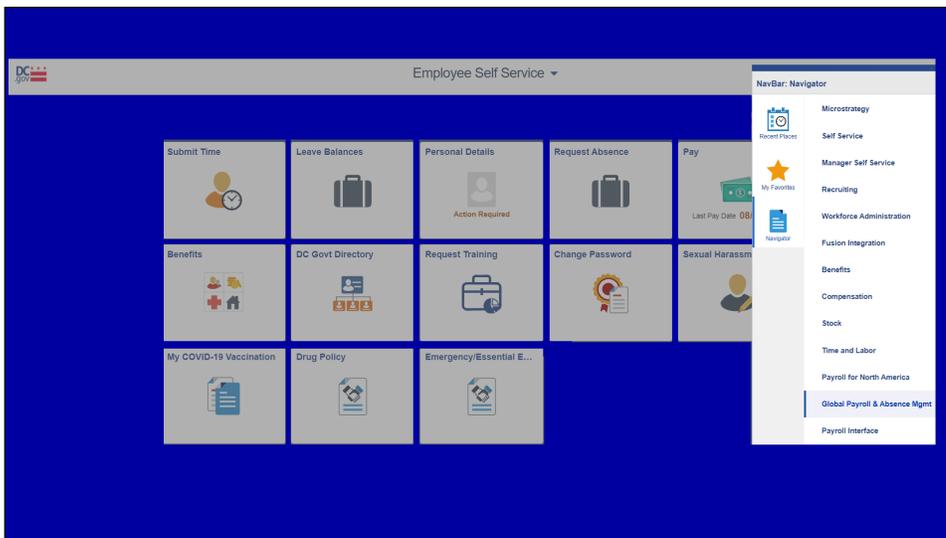
Select **Navigator** from the menu.



### STEP 3

Select **Global Payroll & Absence Mgmt** from the menu.

Global Payroll & Absence Mgmt



### STEP 4

Select **Payee Data > Leave Donations > Manage and Approve Requests**

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### STEP 5

Select a **Name** from the **Request History** box.

The screenshot shows the 'Manage and Approve Requests' interface. The 'Request History' table has the following data:

Select	Name	Job Title	Date Submitted	Leave Program	Request Units	Request Type	Workflow Status	Transaction Status	Edit
<input checked="" type="checkbox"/>	Person.employeet	Information Technology Spec.	08/15/2021	VOL_PGM_AN	8 00	Donate	Submitted	Unprocessed	<a href="#">Edit</a>

### STEP 6

Click **Approved Selected** to continue.

The screenshot shows the 'Manage and Approve Requests' interface. The 'Request History' table has the following data:

Select	Name	Job Title	Date Submitted	Leave Program	Request Units	Request Type	Workflow Status	Transaction Status	Edit
<input type="checkbox"/>	Person.employeet	Information Technology Spec.	08/15/2021	VOL_PGM_AN	8 00	Donate	Submitted	Unprocessed	<a href="#">Edit</a>

The 'Approved Selected' button is highlighted with a red box.

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### STEP 8

Click "Yes" button for **Approval Confirmation**.



### STEP 9

Click "OK" button to complete approval confirmation.

