### HOW-TO GUIDE



# Voluntary Leave Transfer Program

Approving Voluntary Leave Donations in PeopleSoft

### STEP 1

Sign-in to 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

.gov	Employee Self Service 👻 NavBar: Navigator						
						Recent Places	Microstrategy Self Service
	Submit Time	Leave Balances	Personal Details	Request Absence	Pay	My Favorites	Manager Self Service Recruiting Workforce Administration
	Benefits	DC Govt Directory	Request Training	Change Password	Sexual Harassm		Fusion Integration Benefits Compensation Stock
	My COVID-19 Vaccination	Drug Policy	Emergency/Essential E				Time and Labor Payroll for North America Global Payroll & Absence Mgmt Payroll Interface

### 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.

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	Deselect All										

### STEP 6

Click **Approved Selected** to continue.

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### STEP 8

Click "Yes" button for Approval Confirmation.



### STEP 9

Click "OK" button to complete approval confirmation.



