



# HOW TO APPROVE LEAVE

# HOW TO APPROVE EMPLOYEES' LEAVE

The screenshot displays the Timora HRMS interface. On the left sidebar, the 'Leaves' menu item is highlighted with a red box. The main content area shows the 'Leaves' section with three summary cards: 'Approved Leaves' (00 This Month), 'Rejected Leaves' (00 This Month), and 'Pending Requests' (10 This Month). Below these cards is the 'Leave List' table. The table has a filter bar with a date range dropdown set to '01/01/2026 - 12/31/2026', a 'LeaveType' dropdown set to 'All LeaveType', and a 'Status' dropdown set to 'All Status'. The table lists four pending leave requests for Dela Cruz, Juan, all of which are 'Service Incentive Leave' from '15 Jan 2026' to '15 Jan 2026' for '1.00' days. The status for all four is 'Pending'.

Employee	Leave Type	From	To	No of Days	Status	Next Approver	Last Approver
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	-
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	-
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	-
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	-

On the left sidebar, navigate to Leave > Leave (Admin).

Go to **Leaves** and click **Leave Admin** to view all **pending**, **approved**, and **rejected** leave requests. Use the **filter** and **search bar** to easily find specific records.

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The screenshot shows the Timora HRMS interface. The sidebar on the left contains a 'MAIN MENU' with 'Dashboard' (highlighted in red), 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves' (highlighted in blue), 'Leaves (Admin)', 'Leave (Employee)', and 'Leave Settings'. Below this is 'Official Business', 'Assets Management', 'FINANCE & ACCOUNTS' with 'Payroll' and 'Payslip', and 'ADMINISTRATION' with 'Bank' and 'User Management'. The main content area is titled 'Leaves' and includes an 'Export' button. It features three summary cards: 'Approved Leaves' (00 This Month), 'Rejected Leaves' (00 This Month), and 'Pending Requests' (09 This Month). Below these is a 'Leave List' table with filters for dates (01/01/2026 - 12/31/202), 'All LeaveType', and 'All Status'. The table has columns: Employee, Leave Type, From, To, No of Days, Status, Next Approver, Last Approved By, and Action. A dropdown menu is open for the 'Status' column of the first row, showing options: Pending (selected), Approved, and Rejected. A red box highlights the 'Sick Leave' icon in the 'Leave Type' column of the first row.

Employee	Leave Type	From	To	No of Days	Status	Next Approver	Last Approved By	Action
Reyes, Emman IT	Sick Leave	08 Jan 2026	08 Jan 2026	1.00	Pending	Anton Tolentino	—	
Dela Cruz, Juan Customer Support	Sick Leave	07 Jan 2026	07 Jan 2026	1.00	Approved	Anton Tolentino	—	
Reyes, Emman IT	Sick Leave	06 Jan 2026	06 Jan 2026	1.00	Rejected	Anton Tolentino	—	
Carter, Sophia Customer Support	Sick Leave	12 Jan 2026	12 Jan 2026	1.00	Pending	Juan Dela Cruz	—	
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	—	
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	—	

When approving employee leave requests, you can **hover over the blue icon** in the **Leave Type** column to view the **reason** for filing the leave.

To update the request status, click the **Status dropdown** and select **Approved**. If adjustments are needed, select **Rejected** so the employee can **refile the leave request** with the necessary corrections.

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The screenshot displays the Timora HRMS interface for managing employee leaves. The sidebar on the left contains a 'MAIN MENU' with options like Dashboard, Branch, Employees, Holidays, Attendance, and Leaves. The 'Leaves' section is active, showing a summary of leave status: 00 Approved Leaves, 00 Rejected Leaves, and 09 Pending Requests. Below this is a 'Leave List' table with columns for Employee, Leave Type, From, To, Duration, Status, Next Approver, Last Approved By, and Action. A red box highlights the 'Bulk Actions' dropdown menu, which is open, showing options to 'Approve', 'Reject', and 'Delete'. Another red box highlights the checkboxes in the 'Action' column of the table, indicating that multiple leave requests can be selected for bulk approval.

Row	Per Page	Page	Entries	Employee	Leave Type	From	To	Duration	Status	Next Approver	Last Approved By	Action
<input checked="" type="checkbox"/>				Reyes, Emman IT	Sick Leave	08 Jan 2026	08 Jan 2026	1.00	Pending	Anton Tolentino	—	
<input checked="" type="checkbox"/>				Dela Cruz, Juan Customer Support	Sick Leave	07 Jan 2026	07 Jan 2026	1.00	Pending	Anton Tolentino	—	
<input checked="" type="checkbox"/>				Reyes, Emman IT	Sick Leave	06 Jan 2026	06 Jan 2026	1.00	Pending	Anton Tolentino	—	
<input checked="" type="checkbox"/>				Carter, Sophia Customer Support	Sick Leave	12 Jan 2026	12 Jan 2026	1.00	Pending	Juan Dela Cruz	—	
<input checked="" type="checkbox"/>				Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	—	
<input checked="" type="checkbox"/>				Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	—	
<input checked="" type="checkbox"/>				Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	—	

**Note:** You can **approve leave requests in bulk** by ticking the **checkbox** on the left side of each record, then clicking **Bulk Actions** and selecting **Approve**.

You may also adjust **Rows Per Page** to display more employee leave requests at once for easier review.