**Purpose:** This guide lists the steps required for a supervisor to approve an employee’s leave or training request.

Once an employee has submitted a leave or training request to the supervisor for approval, the supervisor will receive an email notification. Clicking on the link embedded in the email will take the supervisor to MyAurion where they can action the request.

<table>
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<tr>
<th>Steps</th>
<th>Instruction – How to approve a leave or training request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>From the MyAurion tab, click the Home button to access the grids in the Home summary panel on the left-hand side of the Home portal, as shown below.</td>
</tr>
</tbody>
</table>

**Note:** The Home detail panel on the right-hand side of the Home portal displays the number of Leave or Training request that are currently awaiting action.

| **Step 2** | From the Mail Inbox grid, click the Expand icon ( ). The grid now displays the summary information of the MyAurion emails that have a status of Pending, as shown below. |
**MyAurion**

Approve a Leave or Training Request

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### Instruction – How to approve a leave or training request

**Step 3**

From the Mail Inbox grid, select the leave or training request that you wish to approve. The message details of the selected request display in the Message Details detail panel on the right-hand side of the Home portal, as shown below.

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**MyAurion**

**Leave**

**Message Details**

- **Received:** 15/09/2011 15:35:02
- **From:** James Bourne
- **To:** Jackie Chan
- **Details:** Recreation Leave from 04/07/2011 to 03/07/2011
- **Status:** Pending

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**Leave History**

- **Leave Type:** Recreation
- **Balance In Hours:** 32.17
- **Balance Days:** 5.49

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**Pay & Banking Details**

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**Pending Training Nominations**

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<td><strong>Step 4</strong></td>
<td>From the Message Details detail panel, click the Action button. The Message Details pop-up window is displayed, as shown below.</td>
</tr>
</tbody>
</table>

![Message Details pop-up window](image)

**Step 5** | Complete the following fields displayed on the Message Details pop-up window:  
- **Action** – The action to be performed. To approve the request, select the Approve this Request option from the drop-down list provided  
- **Message** – Free text field where you may wish to include information for the employee  
- **Optional Recipients** – This field lists the employee who will receive the notification that their leave or training request form has been approved. |

**Step 6** | From the Message Details pop-up window, click the Confirm button.  
The status of the leave or training request listed in the Mail Inbox grid is updated to Approved. MyAurion sends an email to the recipient, listed in the Message Details pop-up window, confirming that the request has been approved.  
You can view the message sent to the employee from the Mail Sent grid in the Home summary panel. |