

One feature supervisors have available in MSS, is the ability to approve multiple leave requests at one time. The following provides instructions on how to utilize that particular option.

-Log into MSS

-Under the “**Work Overview**” section, select “**Time Approval.**”

Pending tasks should be displayed.

-Select the button to the left of each request that you would like to approve. This will highlight the row.

Active Queries

Time Management [Working Time Approval \(2\)](#) [Leave Approval \(0\)](#)

Time Management - Working Time Approval

View: [Standard View] | Approve Reject Time Recording Status Export

Personnel No.	Employee Name	Att / Abs Type	A/A type text	From	To	Message	Recorded Time
		1005	HOURS WORKED	06/02/2013	06/08/2013		40 H
		1005	HOURS WORKED	06/09/2013	06/15/2013		40 H

Hold down the control key, and click to select all applicable lines

After all of the applicable lines are selected, click the <Approve> button.

Active Queries

Time Management [Working Time Approval \(2\)](#) [Leave Approval \(0\)](#)

Time Management - Working Time Approval

View: [Standard View] | **Approve** Reject Time Recording Status Export

Personnel No.	Employee Name	Att / Abs Type	A/A type text
---------------	---------------	----------------	---------------