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## Employee Services

## Personal Information

- [Emergency Cell/Text Options](#)

## Payroll and Compensation

- [View Paycheck History](#)

## Benefits

- [Benefits Summary](#)
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## Employee Leave

- [Enter Leave](#)
- [View Leave Applications](#)

## Manager Leave/Time

- [Leave Approval](#)
- [Leave Cancellation](#)
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To Approve Leave

## Faculty Services 9.0

## Course Management

- [Faculty Center](#)

## Attendance

- [SPC Class Attendance](#)
- [SPC 60% Participate](#)

## Advising

- [View Educational Plan](#)
- [Educational Plan Tutorial](#)
- [Submit P.A.S.S. Report \[Get Help\]](#)
- [View P.A.S.S. Report](#)

## Course Lookup

- [Browse Course Catalog](#)
- [Search for Classes](#)
- [Subject Area Codes \(i.e. ENC, MAN...\)](#)
- [Searchable Instructor/Course Pages](#)
- [Edit your Instructor/Course pages](#)

## Helpful Links

- [MySPC Faculty Help Page](#)
- [Faculty Governance Org.](#)
- [Faculty Manual](#)
- [Curriculum Files \(only works inside College\)](#)
- [Web and Instructional Technology Services](#)
- [Peoplesoft Student/HR/Finance Access Request](#)

## Tasks

Task(s) sorted by Due Date

Task	Due
<a href="#">Leave Approval Worklist</a>	09/09/2009
<a href="#">Leave Approval Worklist</a>	09/09/2009
<a href="#">Leave Approval Worklist</a>	10/12/2009
<a href="#">Leave Approval Worklist</a>	10/21/2009

[Show All/Enhanced...](#)

## College News

No articles currently available

[View All Articles and Sections](#)

**Note:** MySPC runs on a secure server and requires Firefox 3.0 or Internet Explorer 6.0 or higher. Best performance is achieved using Internet Explorer 7.0.

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### Leave Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text"/>	
Effective Date:	=	<input type="text"/>	
From Date:	=	<input type="text"/>	
Leave Type:	begins with	<input type="text"/>	
Approval Status:	=	<input type="text" value="Submitted"/>	
Description:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	
Manager ID:	begins with	<input type="text"/>	
Case Sensitive <input type="checkbox"/>			

[Basic Search](#) [Save Search Criteria](#)

Either enter the employee ID or click on search for a list of all leave.

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### Leave Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with

Effective Date: =

From Date: =

Leave Type: begins with

Approval Status: = Submitted

Description: begins with

Last Name: begins with

First Name: begins with

Manager ID: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Either enter the employee ID or click on search to see a list of all leave that needs to be approved

### Search Results

View All First 1-2 of 2 Last

EmpID	Effective Date	From Date	Leave Type	Description	Last Name	First Name	Manager ID
<a href="#">TEST0000001</a>	<a href="#">10/21/2009</a>	<a href="#">10/08/2009</a>	<a href="#">V</a>	<a href="#">Vacation Leave</a>	<a href="#">Doe</a>	<a href="#">John</a>	<a href="#">TEST0000003</a>
<a href="#">TEST0000002</a>	<a href="#">10/12/2009</a>	<a href="#">10/02/2009</a>	<a href="#">P</a>	<a href="#">Personal Leave</a>	<a href="#">Roe</a>	<a href="#">Jane</a>	<a href="#">TEST0000003</a>

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## Leave Approval

Doe, John E.

EmplID: TEST0000001

Leave Type: Vacation Leave      Status: Submitted

Application Date: 10/21/2009      Total Hours: 10.00

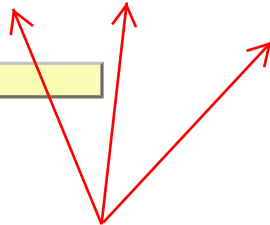
From Date: 10/08/2009      Partial Day      Start Time: 2:00PM

To Date: 10/09/2009      Partial Day      End Time:

Reason For Leave:

Supervisor's Comments:

Day To Day Breakup



Approve to approve leave  
 Decline to decline it, you  
 should enter a supervisor's  
 comment.  
 View employee leave  
 balance to see what their  
 balances are.

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## Leave Approval

Doe, John E.

EmplID: TEST0000001

Leave Type: Vacation Leave      Status: Approved

Application Date: 10/21/2009      Total Hours: 10.00

From Date: 10/08/2009      Partial Day      Start Time: 2:00PM

To Date: 10/09/2009      Partial Day      End Time:

Reason For Leave:

Supervisor's Comments:

▶ Day To Day Breakup



Once you approve the buttons should be grayed out.