



How to Approve your Direct Report's Leave Request in Titan's Direct



Overview

You can approve leave requests in Titan's Direct

You will be guided through the steps needed to approve your Direct Report's time off request in Titan's Direct



Locate the Request

1

Sign in to your Titan's Direct account
- <https://titansdirect.ccm.edu/>

Sign In

Students and current employees can click on the Single Sign On button to login.

All other users who have an account should enter their user name in the box below to login.

User name
SmithJ

Continue

Student/Employee Single Sign On

2

Select the "Employment" option, then select "Employee"
Select "Leave Approval"

Employment

Employee

Leave

Leave Approval

The Leave Request page will open

3

New Request

Vacation 4/15/2024 - 4/17/2024

Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Action
Vacation	21.00	4/15/2024 - 4/17/2024	Draft
Routing Holiday Taken	7.00	3/1/2024 - 3/1/2024	Draft
Sick	16.00	1/25/2024 - 1/26/2024	Draft

Leave Type: Vacation

Start Date: 4/15/2024

End Date: 4/17/2024

Current Leave Balance: 153.58 hours

Pending: -7.00 hours

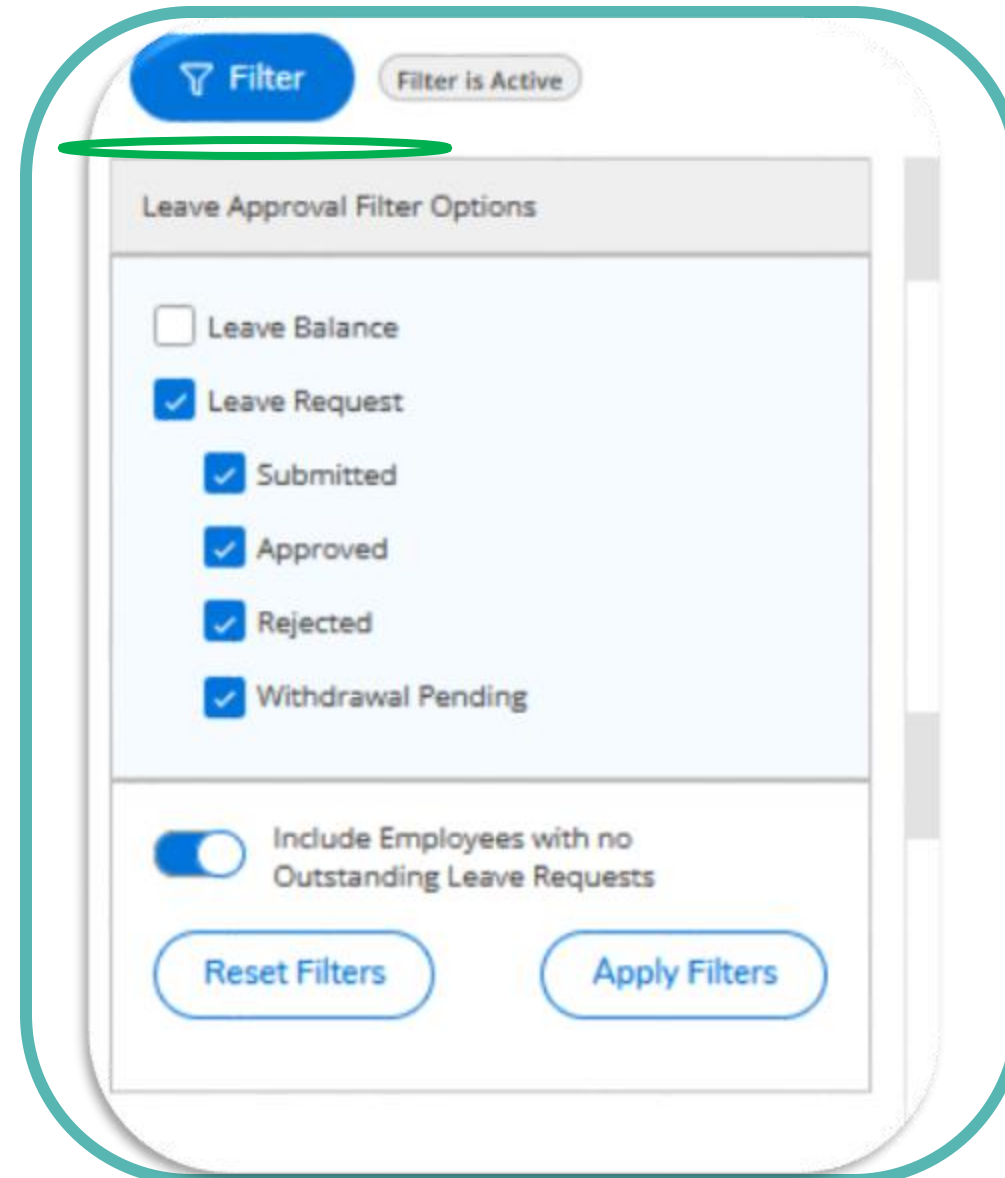
Effective Balance: 146.58 hours

Total Requested: 21.00 hours

SU 14, MO 15 (7.00), TU 16 (7.00), WE 17 (7.00), TH 18, FR 19, SA 20

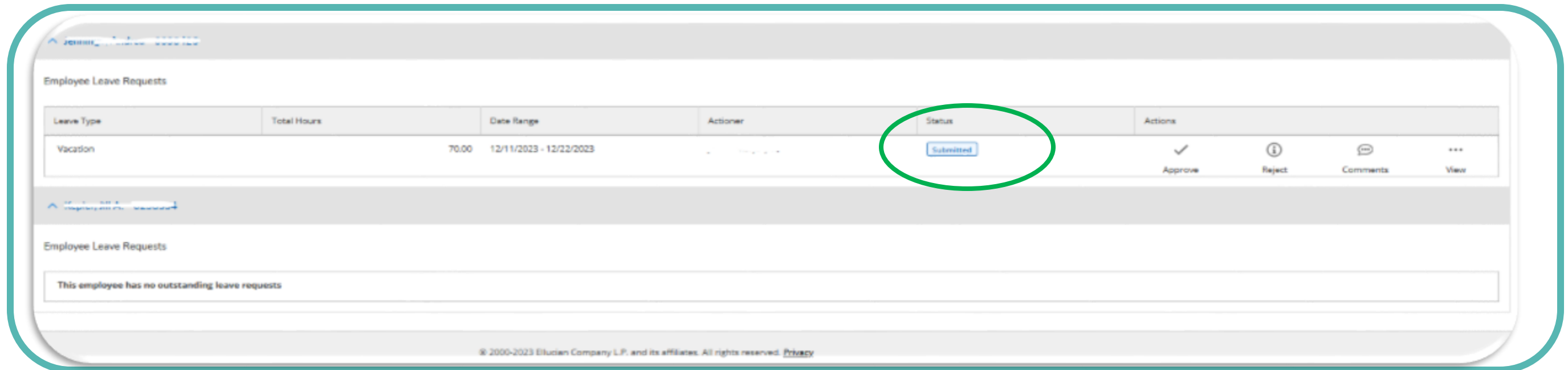
Leave Approval Screen

The left side of the screen will allow you to filter your requests by type



Leave Approval Screen

Now, select your request and a new page will appear. the "Un submit" button, and the system will process your request. A message at the top of the screen will confirm the successful unsub mission with the text, "Leave Time Request Unsubmitted successfully."



The screenshot displays the 'Employee Leave Requests' interface. It features a table with the following columns: Leave Type, Total Hours, Date Range, Actioner, Status, and Actions. A single row is visible with the following data: Leave Type: Vacation, Total Hours: 70.00, Date Range: 12/11/2023 - 12/22/2023, Actioner: [redacted], Status: Submitted (highlighted with a green circle), and Actions: Approve, Reject, Comments, View. Below the table, there is a message box stating 'This employee has no outstanding leave requests'. The footer contains the copyright notice: '© 2000-2023 Elucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	70.00	12/11/2023 - 12/22/2023	[redacted]	Submitted	Approve, Reject, Comments, View

This employee has no outstanding leave requests

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Leave Approval Screen

Once you Approve the time, the status will change to Submitted and the "Approve" column will now give you the option to 'Un-approve'

The screenshot shows the 'Employee Leave Requests' interface. A table lists a request for 'Vacation' with 70.00 total hours and a date range of 12/11/2023 - 12/22/2023. The 'Status' column shows 'Submitted' and the 'Actions' column shows 'Approve', 'Reject', 'Comments', and 'View'. Green circles highlight the 'Submitted' status and the 'Approve' button. Two teal arrows point from these elements down to the second screenshot.

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	70.00	12/11/2023 - 12/22/2023		Submitted	Approve, Reject, Comments, View

The screenshot shows the same 'Employee Leave Requests' interface. The request for 'Vacation' now has a status of 'Approved'. The 'Actions' column now includes 'Unapprove', 'Reject', 'Comments', and 'View'. The 'Approve' button is no longer visible.

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	70.00	12/11/2023 - 12/22/2023	Jones, Marjory R.	Approved	Unapprove, Reject, Comments, View

Rejecting Leave

You have the option to reject an employee's request for leave. Select "Reject" from the Action menu

Employee Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	70.00	12/11/2023 - 12/22/2023	Brian Smith	Submitted	Approve Reject Comments View

Once you select 'Reject', you have the opportunity to provide a reason

Reject Leave Request

Rejected By: Brian Smith
Employee: Andre Faro
Rejecting Request For: Vacation 12/11/2023 - 12/22/2023

Reason: Your presence is required during this crucial time

Buttons: Cancel, Reject

Rejecting Leave

The status of the request is now listed as "Rejected"

Employee Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	70.00	12/11/2023 - 12/22/2023	Brian Smith	Rejected	✓ Approve ⓘ Reject

Total Hours	Date Range	Actioner	Status	Actions
70.00	12/11/2023 - 12/22/2023	Brian Smith	Rejected	✓ Approve ⓘ Reject Comments

Comments

Andre Faro 12/20/2023 3:53 PM

Your presence is required during this crucial time

Your presence is required during this crucial time.

Add Comment

Close

You can view your comments by selecting the comment option

Additional Viewing Options

Select "View" to see more information

The screenshot displays a user interface for managing employee leave requests. It is divided into two main sections, one for Andre Faro and one for Rachel Johnson.

Andre Faro Section:

- Section Header: Employee Leave Requests
- Table with columns: Leave Type, Total Hours, Date Range, Actioner, Status, and Actions.
- Table Row 1:
 - Leave Type: Vacation
 - Total Hours: 70.00
 - Date Range: 12/11/2023 - 12/22/2023
 - Actioner: Brian Smith
 - Status: Submitted
 - Actions: Approve, Reject, Comments, View (circled)

Rachel Johnson Section:

- Section Header: Employee Leave Requests
- Message: This employee has no outstanding leave requests

Page Footer: © 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Additional Viewing Options

Select "View" to see more information

Approval
[View Approval](#)

Brian Smith

Employee's Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	70.00	12/11/2023 - 12/22/2023		View Rejected

Leave Type
Vacation

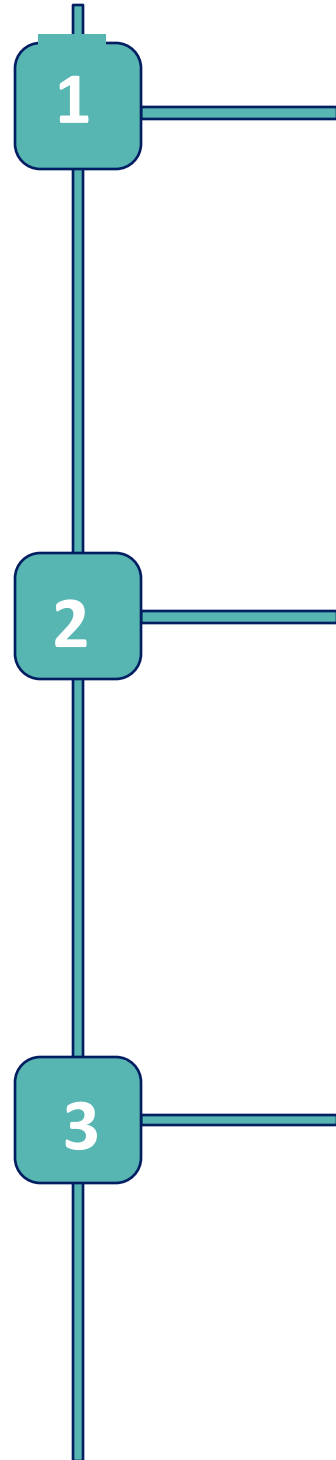
Start Date * 12/11/2023 **End Date *** 12/22/2023

Calendar: SU 10, MO 11 (7.00), TU 12 (7.00), WE 13 (7.00), TH 14 (7.00), FR 15 (7.00), SA 16

Actions: Approve Reject Comments

Summary:
Current Leave Balance: 151.78 hours
Pending: 0.00 hours
Effective Balance: 151.78 hours
Total Requested: 70.00 hours

Review



1

Log Into Titan's Direct

Log into Titan's Direct and select "Leave Approval" under the employee tab.

2

Open Submitted Request

Select the request you would like to approve or reject and open it. Select the icon on the right side of the page and click

3

Approve or Reject

Approve - Use the Approve Option - Employee will be notified

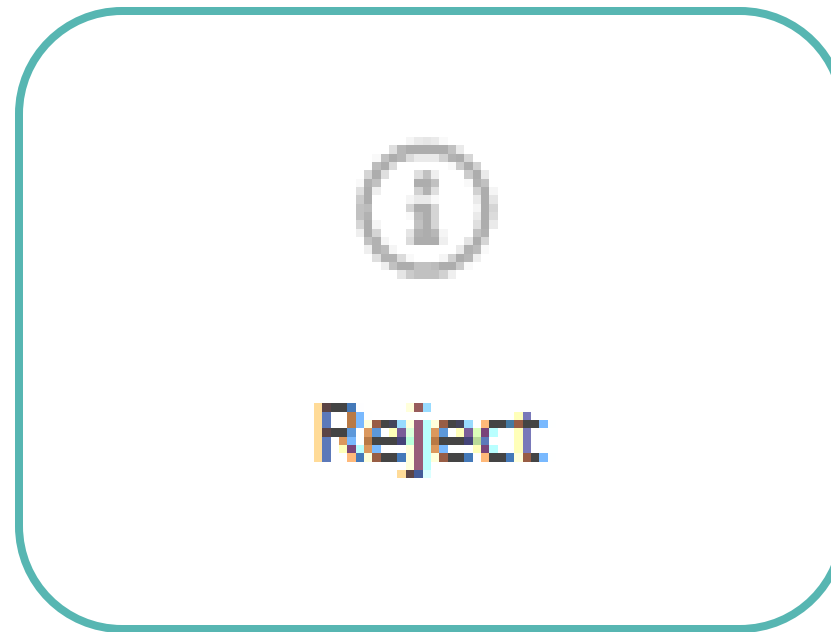
Reject - Use the Reject Option - Enter any comments as necessary

- Employee will be notified of your decision

Reminders:



You can approve the employee's request.
Entering comments are optional.



You can reject a request and provide a
reason



Enter comments as needed. The comments you write
are only seen by you and your employee.