***Please distribute this alert to any users within your agency who are responsible for approving/rejecting leave requests.***

**Supervisor Self-Service (SSS) workflow was updated to require supervisors to review “Remarks” when present before approving or rejecting leave requests.**

* Information regarding updates to SSS workflow to require supervisors to review remarks when present before approving or rejecting leave requests.
* Revised Alert (9/27/17): This revision allows supervisors to approve/reject leave requests from the “Remarks” tab.

Workflow in SSS was updated to require users to review “Remarks” attached to leave requests before approving or rejecting the leave request. If “Remarks” are attached to a leave request, a flag will be set when the comments are reviewed. If the approve/reject button is selected and the comments were not reviewed, users will receive an error message stating “Remarks must be reviewed before approval/rejection.” Remarks include the following:

* Medical Appointment Time
* Family Relationship
* Medical Certificate Available
* Absence Is Influenza Related
* Other Remarks

Supervisors can now approve/reject leave requests from the “Remarks” tab.

**Questions?**
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.