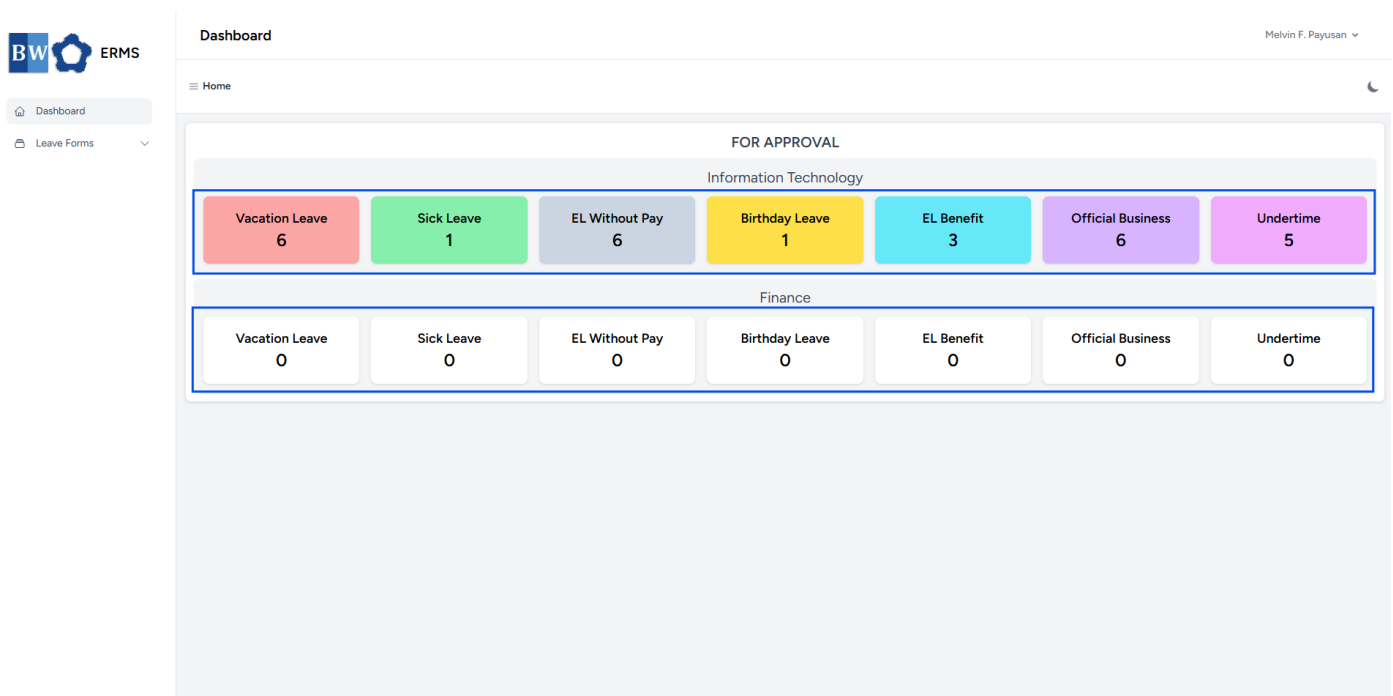


Department Head - Managers/Supervisors

This section provides a clear and complete guide on how to decline requests as a Department Head, outlining the steps and responsibilities involved.

To access the For Approval page of specific Leave, you can do either of the following:

- On your Dashboard, click desired **Filed Leave** under the **For Approval** section.



The screenshot displays the ERMS dashboard interface. The top navigation bar includes the 'BW ERMS' logo, a 'Dashboard' link, and a 'Leave Forms' dropdown menu. The main content area is titled 'FOR APPROVAL' and is divided into two sections: 'Information Technology' and 'Finance'. Each section contains a row of seven colored boxes representing different leave types and their counts. The 'Information Technology' section shows: Vacation Leave (6), Sick Leave (1), EL Without Pay (6), Birthday Leave (1), EL Benefit (3), Official Business (6), and Undertime (5). The 'Finance' section shows: Vacation Leave (0), Sick Leave (0), EL Without Pay (0), Birthday Leave (0), EL Benefit (0), Official Business (0), and Undertime (0).

Department	Vacation Leave	Sick Leave	EL Without Pay	Birthday Leave	EL Benefit	Official Business	Undertime
Information Technology	6	1	6	1	3	6	5
Finance	0	0	0	0	0	0	0

- Or, in the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **desired Filed Leave**.
- Then, click **For Approval** to view your employee's **Filed Leave**.

Dashboard Melvin F. Payusan

Home

FOR APPROVAL

Information Technology

Vacation Leave 6	Sick Leave 1	EL Without Pay 6	Birthday Leave 1	EL Benefit 3	Official Business 6	Undertime 5
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Finance

Vacation Leave 0	Sick Leave 0	EL Without Pay 0	Birthday Leave 0	EL Benefit 0	Official Business 0	Undertime 0
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Left sidebar menu items: Dashboard, Leave Forms, Vacation Leave, For Approval (highlighted), Approved/Declined, My VLF, Sick Leave, For Approval (highlighted), Approved/Declined, My SLF, EL Without Pay, Birthday Leave, EL Benefit, Official Business, Undertime.

- It will open the specific **Leave** page you clicked.

Vacation Leave Melvin F. Payusan

Home > Forms | VLF | For Approval

VACATION LEAVE (VL)

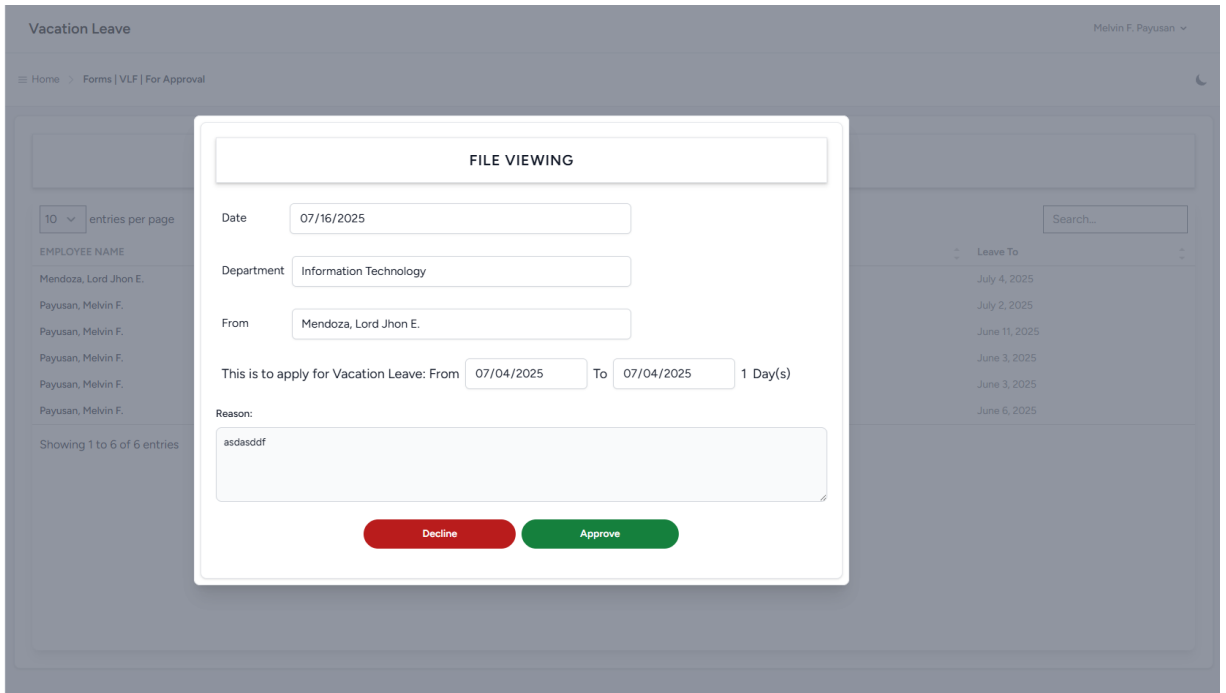
10 entries per page Search...

EMPLOYEE NAME	Department	Leave From	Leave To
Mendoza, Lord Jhon E.	Information Technology	July 4, 2025	July 4, 2025
Payusan, Melvin F.	Information Technology	July 2, 2025	July 2, 2025
Payusan, Melvin F.	Information Technology	June 11, 2025	June 11, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 5, 2025	June 6, 2025

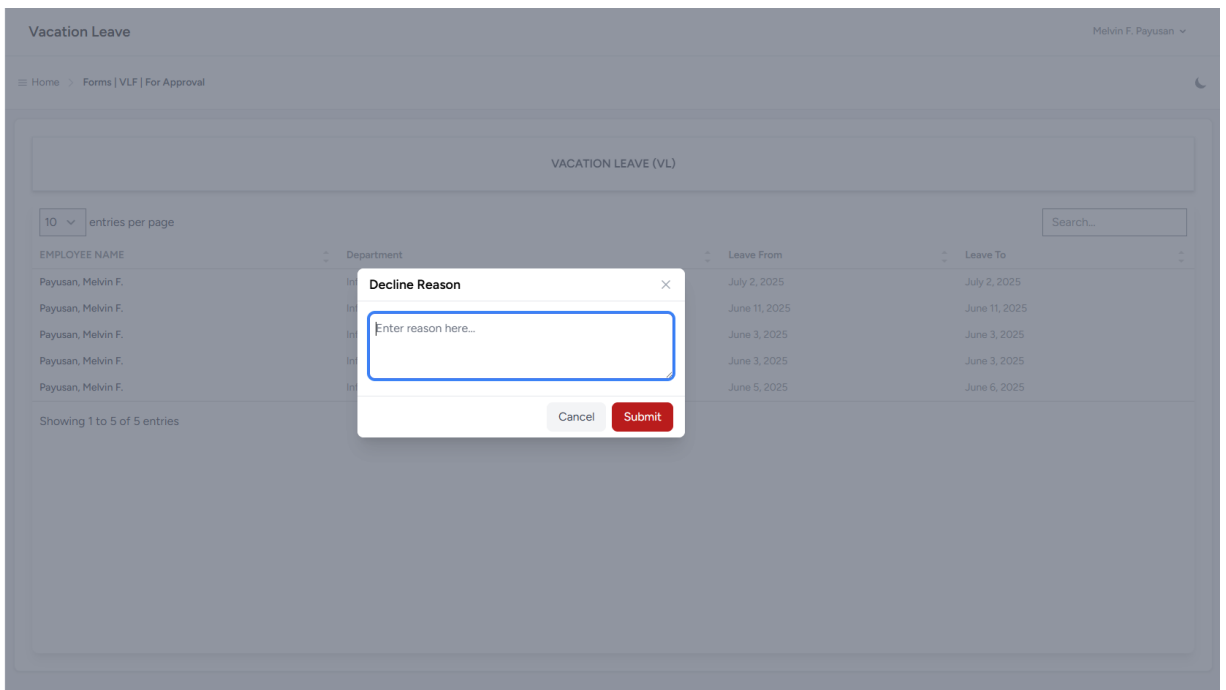
Showing 1 to 6 of 6 entries

Left sidebar menu items: Dashboard, Leave Forms, Vacation Leave, For Approval (highlighted), Approved/Declined, My VLF, Sick Leave, EL Without Pay, Birthday Leave, EL Benefit, Official Business, Undertime.

- On the specific **Leave (For Approval)** page, select the leave request you want to decline.



- Click the **Decline** button, it will show a modal for **Decline Reason**.



- Enter your decline reason, then click the **Submit** button to decline the employee's leave request.
- After declining, a notification will appear saying that the specific Leave has been declined.
- The declined leave request will be removed in your For Approval list.

- Dashboard
- Leave Forms
- Vacation Leave
- For Approval**
- Approved/Declined
- My VLF
- Sick Leave
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

VACATION LEAVE (VL)

10 entries per page

EMPLOYEE NAME	Department	Leave From	Leave To
Payusan, Melvin F.	Information Technology	June 11, 2025	June 11, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 3, 2025	June 3, 2025
Payusan, Melvin F.	Information Technology	June 5, 2025	June 6, 2025

Showing 1 to 4 of 4 entries

Revision #3

Created 22 July 2025 05:50:01 by Lord Jhon E. Mendoza

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