

# HRIS Admin

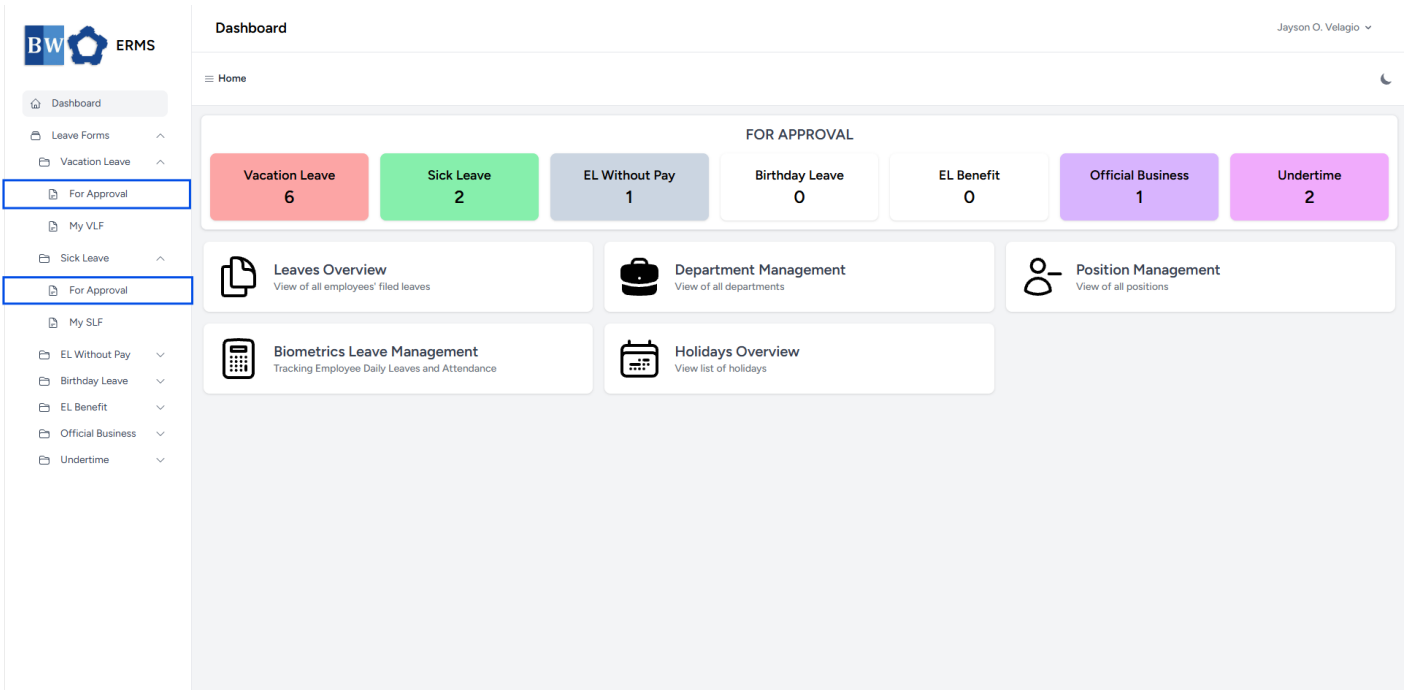
This section provides a clear and complete guide on how to decline requests as a HRIS Admin, outlining the steps and responsibilities involved.

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

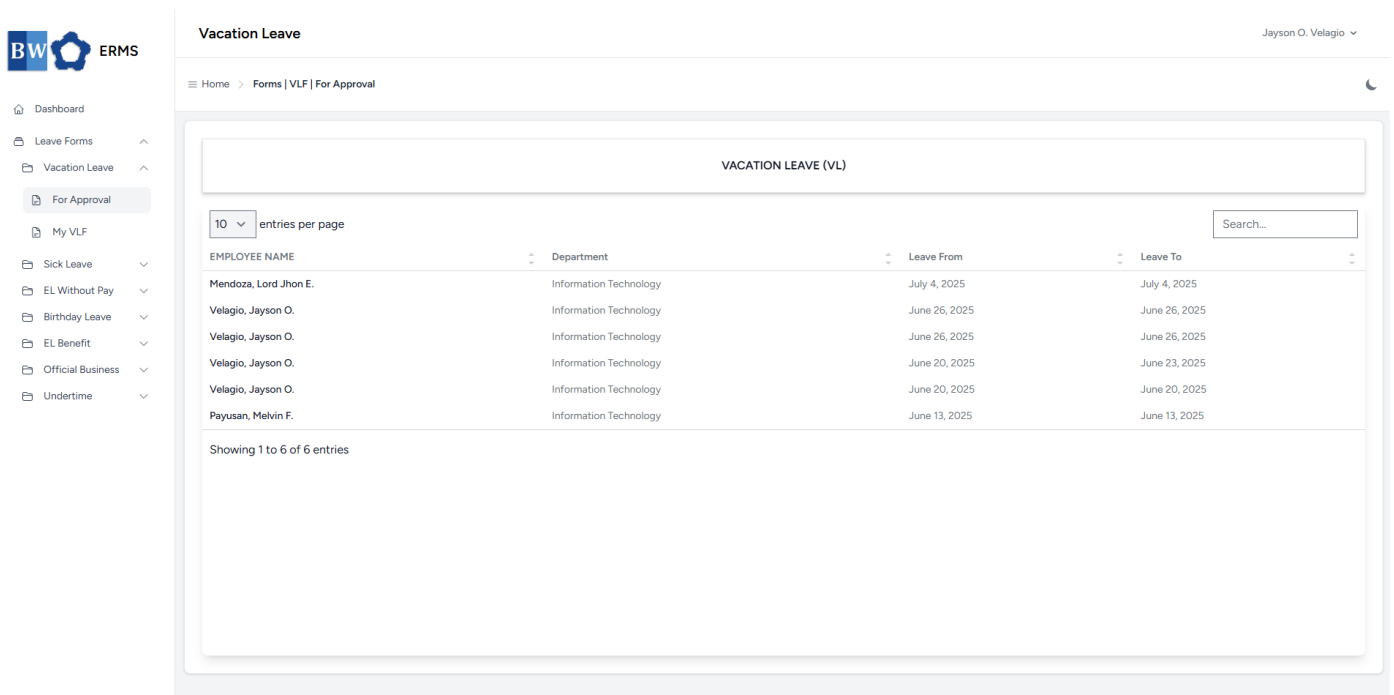
- On your Dashboard, click desired **Filed Leave** under the **For Approval** section.

The screenshot displays the HRIS Admin Dashboard. The top left corner features the 'BW ERMS' logo. The main header area includes 'Dashboard' and the user name 'Jayson O. Velagio'. A sidebar on the left contains 'Dashboard' and 'Leave Forms' (with a dropdown arrow). The central content area is titled 'FOR APPROVAL' and contains a row of seven colored boxes representing different leave types and their counts: Vacation Leave (6), Sick Leave (2), EL Without Pay (1), Birthday Leave (0), EL Benefit (0), Official Business (1), and Uvertime (2). Below this row are four tiles: 'Leaves Overview' (View of all employees' filed leaves), 'Department Management' (View of all departments), 'Position Management' (View of all positions), and 'Holidays Overview' (View list of holidays). A fifth tile, 'Biometrics Leave Management' (Tracking Employee Daily Leaves and Attendance), is partially visible on the left.

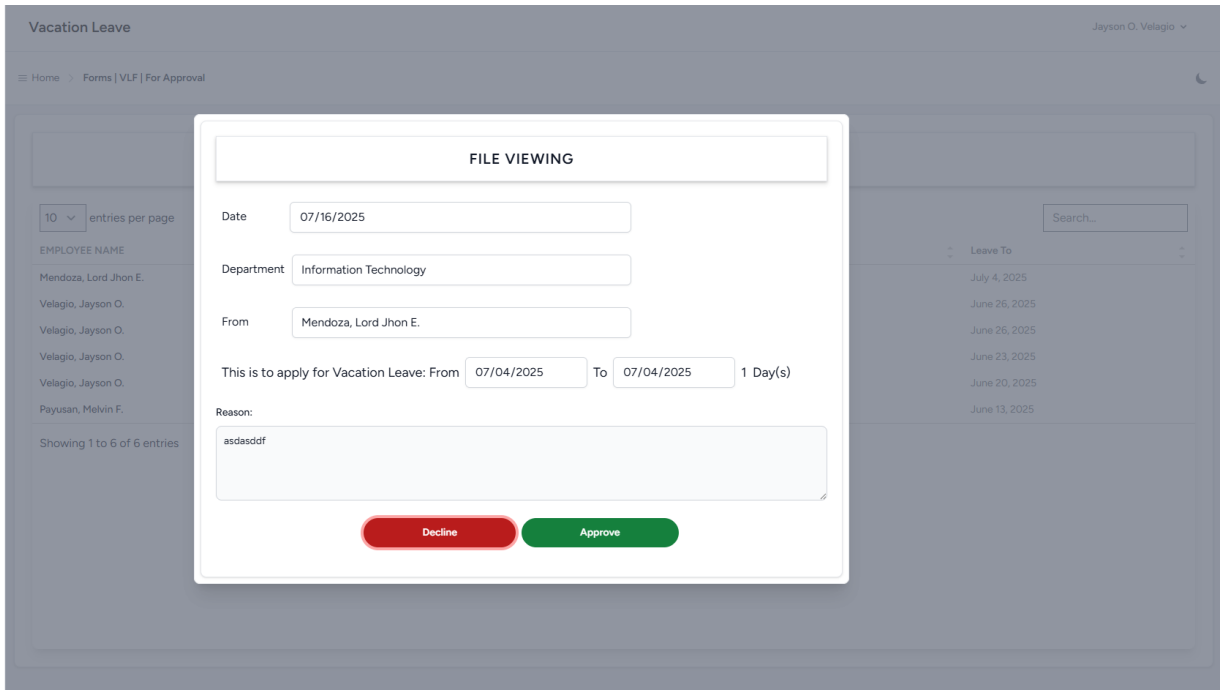
- Or, in the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **desired Filed Leave**.
- Then, click **For Approval** to view your employee's **Filed Leave**.



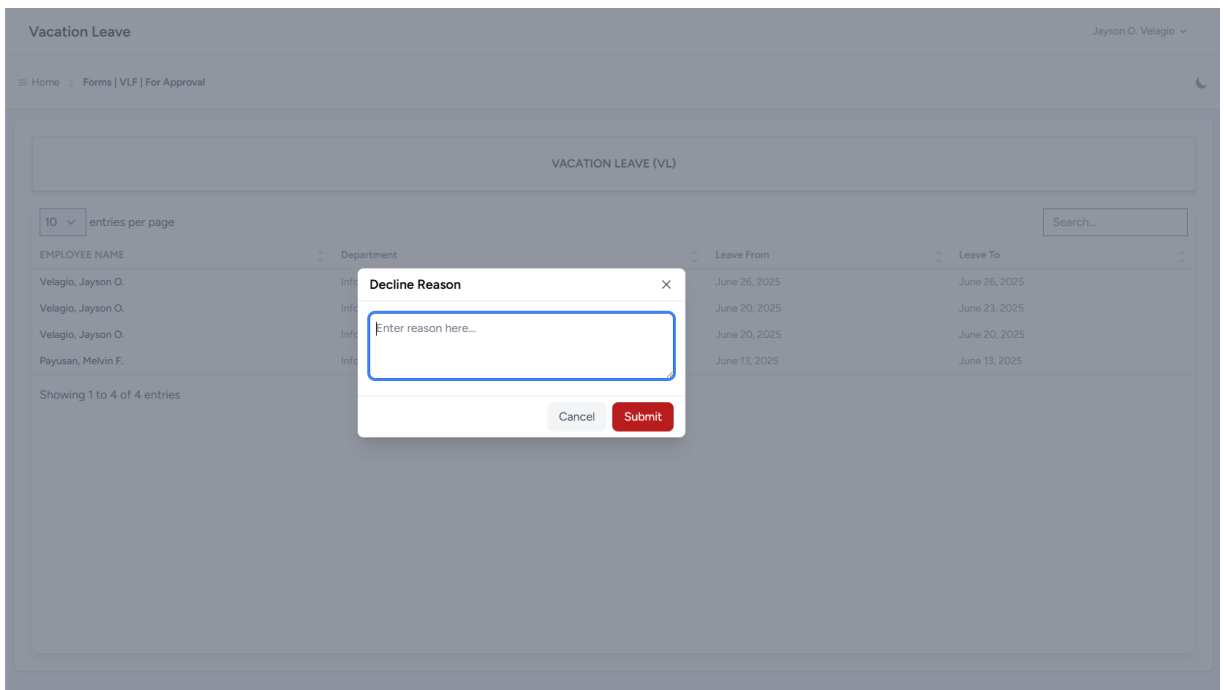
- It will open the specific **Leave** page you clicked.



- 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
- My VLF
- Sick Leave
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

VACATION LEAVE (VL)			
10	entries per page	Search...	
EMPLOYEE NAME	Department	Leave From	Leave To
Velagio, Jayson O.	Information Technology	June 20, 2025	June 23, 2025
Velagio, Jayson O.	Information Technology	June 20, 2025	June 20, 2025
Payusan, Melvin F.	Information Technology	June 13, 2025	June 13, 2025

Showing 1 to 3 of 3 entries

Revision #2

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