



MyPeopleHub – Annual Leave Approval

Introduction

This document is a guide specifically for colleagues with direct reports and how to approve their annual leave requests.



Annual Leave Approval

- 1 When a direct report requests annual leave through Time Off in MyPeopleHub, the reporting line will receive an email notification (Please check the MyPeopleHub system on a regular basis for any requests requiring action)
- 2 This will also show on your Home Page in MyPeopleHub
- 3 The request can be Approved or Declined with or without comments using the dropdowns
- 4 If you have multiple requests, these can be processed one at a time or viewed in bulk

1



Hello
Your recent time off request has now been approved.

Request Details:

Absence Type: Annual Leave

Start Date: 27 Apr 2026

End Date: 27 Apr 2026

Status: Approved



MyPeopleHub

2

Needs Attention

Time Off

Submitted on 21 Apr 2026

Period 27 Apr 2026 - 27 Apr 2026
Time Type Annual Leave
Duration 1 day
Approval Status Cancellation Pending

4 View All (7)

3 ✓ ✗

4

Time Off (7)		
Time Off ... Submitted on 21 Apr 2026 Period 27 Apr 2026 - 27 Apr 2026 Time Type Annual Leave Duration 1 day Approval Status Cancellation Pending ✓ ✗	Time Off ... Submitted on 23 Mar 2026 Period 13 Jan 2026 - 13 Jan 2026 Time Type Annual Leave Duration 1 day Approval Status Pending ✓ ✗	Time Off ... Submitted on 19 Mar 2026 Period 19 Jan 2026 - 19 Jan 2026 Time Type Annual Leave Duration 1 day Approval Status Pending ✓ ✗
Time Off ... Submitted on 19 Mar 2026 Period 23 Mar 2026 - 23 Mar 2026 Time Type Annual Leave Duration 1 day Approval Status Pending ✓ ✗	Time Off ... Joe Bloggs Submitted on 18 Mar 2026 Period 19 Mar 2026 - 19 Mar 2026 Time Type Annual Leave Duration 1 day Approval Status Pending ✓ ✗	Time Off ... Submitted on 18 Mar 2026 Period 20 Mar 2026 - 20 Mar 2026 Time Type Annual Leave Duration 1 day Approval Status Pending ✓ ✗

Time Calendar				
Date	Number Of Days	Number Of Hours	Deduction Quantity	(11) More
01/09/2026	1	5.5	1	Details

Team Absence Calendar: No others absent during this period.

Comment

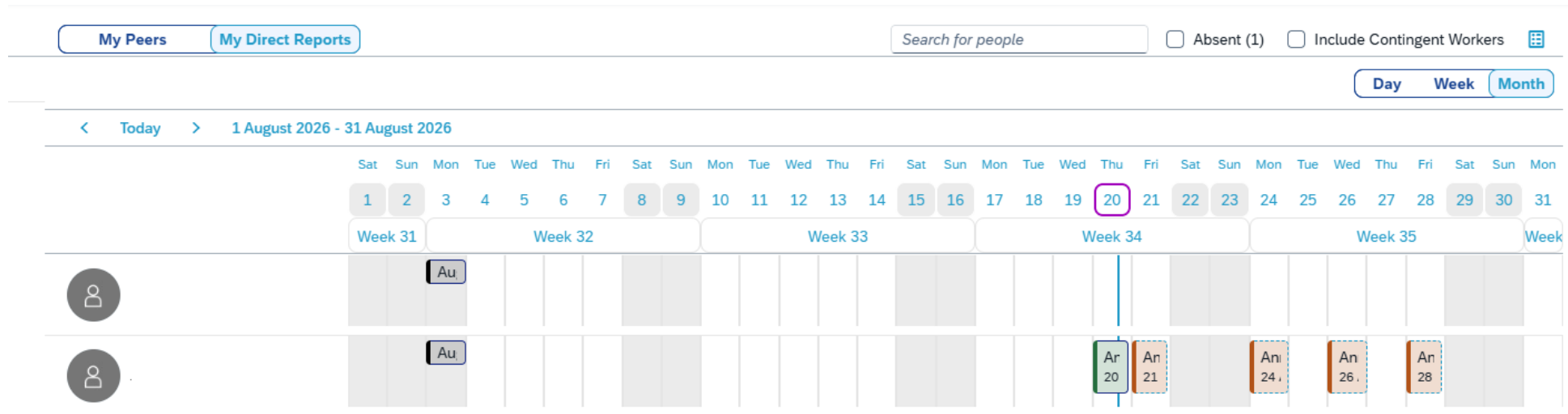
Write a comment

Post

Approve Delegate Decline

Team Absence Calendar

There is also a Team Absence Calendar available for a list viewing of other colleagues upcoming leave to help prevent overlaps



KAEFER. Count on us.

