

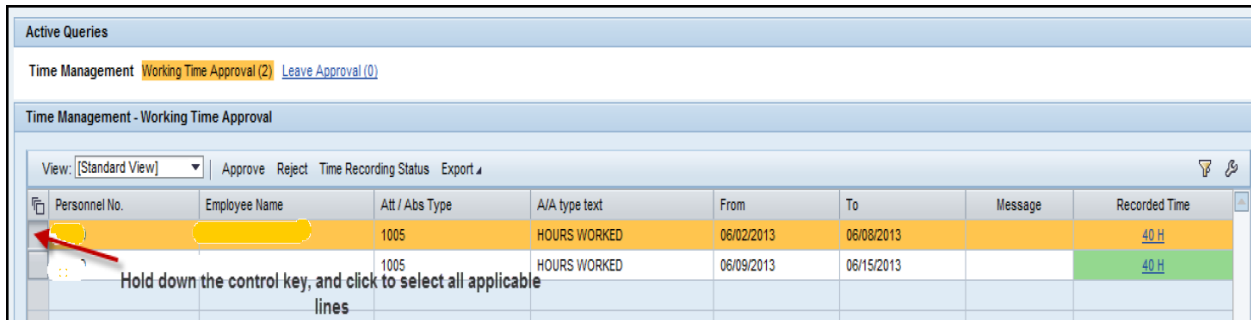
One feature supervisors have available in MSS, is the ability to approve multiple leave requests at one time. The following provides instructions on how to utilize that particular option.

-Log into MSS

-Under the “Work Overview” section, select “Time Approval.”

Pending tasks should be displayed.

-Select the button to the left of each request that you would like to approve. This will highlight the row.



After all of the applicable lines are selected, click the <Approve> button.

