# SSO Manager - Action Leave Request

**Navigation:** SSO Manager > Leave Management > Action Leave Request

To action leave requests:

1. You will receive an email from sso-online@adelaide.edu.au notifying you that a leave request has been submitted.
2. Click the direct link from the email notification. Or navigate to the Action Leave Request screen and click on the leave request you want to action.
3. Insert Approver Comments (optional).
4. Click either Approve, Deny or Push Back.
5. An email notification of your decision will be sent to the requestor.

**TIP:** Use the Push Back function if the employee needs to provide further information or is required to edit their leave request (you can write reasons in the Approver Comments field).

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**Important Note**
- Staff are responsible for the accuracy of their own information.
- It is crucial that you keep your password confidential and protect your account from unauthorised use.
- Always log out of Staff Services Online at the end of your session.

**Leave Request Details**

| Start Date: | 27/05/2010 |
| End Date:   | 27/05/2010 |
| Type of Leave: | Annual Leave |
| Partial Days: | None |
| Duration: | 7.35 Hours |

**Comments**

**Requestor Comments:**

**Approver Comments:**

- Login to SSO [https://sso.adelaide.edu.au](https://sso.adelaide.edu.au).
- A manager needs to action their employee’s leave within 5 days or SSO will automatically escalate the leave request to the manager’s direct manager.
SSO Manager – Update Leave Assessor

Navigation: SSO Manager > Leave Management > Update Leave Assessor

What is a Leave Assessor?

A Leave Assessor is someone who views leave requests that you, as the manager, need to action. The role of the assessor is to check staff availability in order to make a decision to approve or push back leave requests that have been submitted by staff.

A request that has been approved by an assessor will then be forwarded to you (as Manager) for final approval.

Update Leave Assessor:

1. Navigate to the Update Leave Assessor screen.
2. Click Change to assign a Leave Assessor.
3. Enter the effective date for determining your direct reports. Or leave on the default (the current date).
4. Click Continue.
5. Select the employee or drill-down by clicking the Org Chart icon to find staff who indirectly report to you.
6. Click Continue.
7. Click Yes to update your Leave Assessor.
8. Click OK.
9. The employee will be sent an email notification.

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A request that has been approved by an assessor will then be forwarded to you (as Manager) for final approval.

The Leave Assessor:

- Receives an email from sso-online@adelaide.edu.au notifying when leave has been submitted.
- Can use the direct link from the email notification to view the leave request.
- If you are not a manager already, you will automatically receive access to SSO Manager.
- Action any leave via
  - SSO Manager>Leave Management>Action Leave Request, or
  - SSO Employee>Your Actions>Review Transactions

Access the SSO Support Site, www.adelaide.edu.au/hr/ssso, for further help.

If you are going on leave you can delegate leave management to another member of staff, see SSO Delegation.