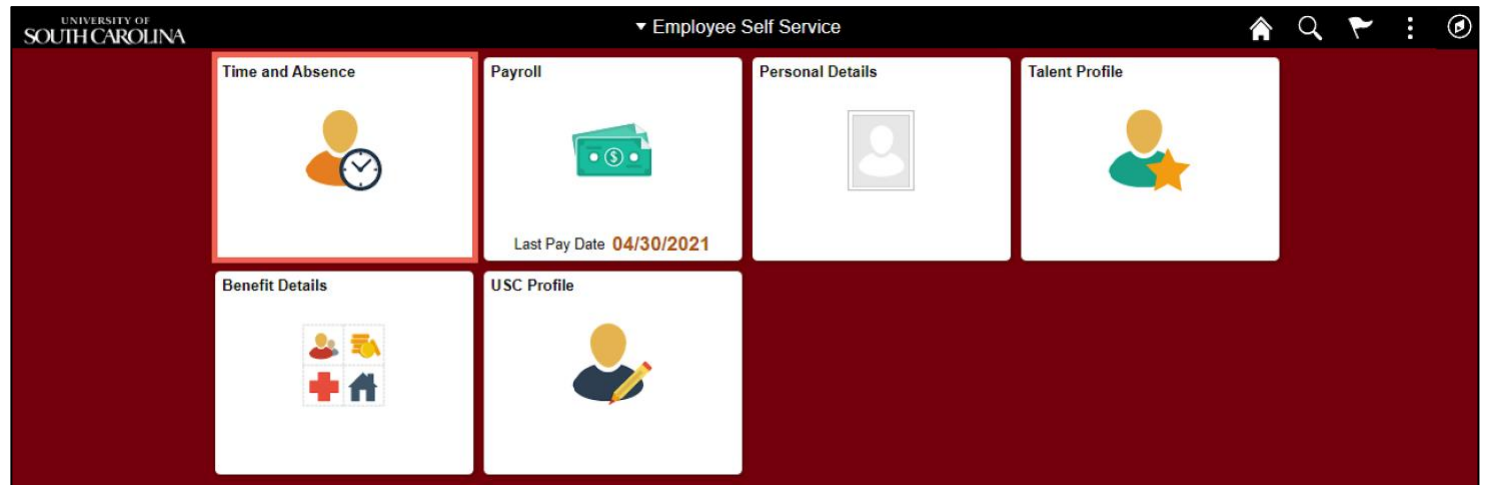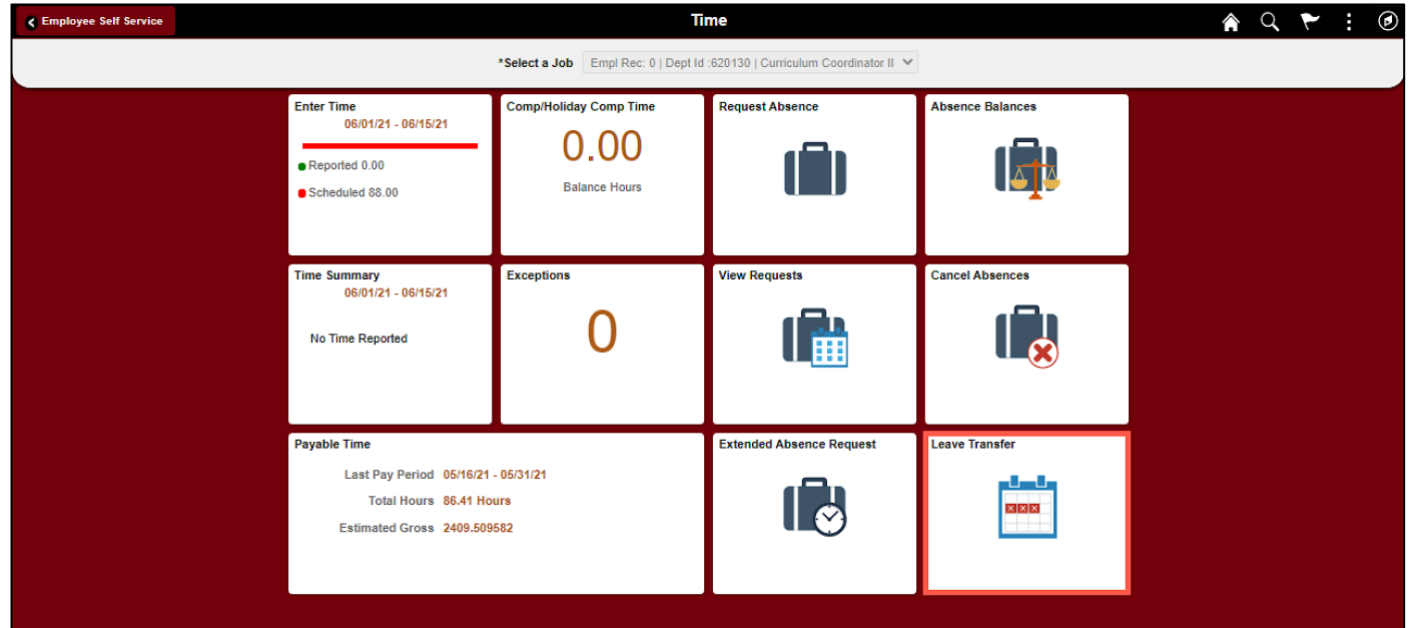| How to view leave transfer request history: |
|---|
| This job aid outlines how an employee can view leave transfer request history. |
| **Navigation:** Employee Self Service > Time and Absence > Leave Transfer |

Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

Step 2: Click the **Leave Transfer** tile.

Step 3: Click the **Leave Transfer Request History** tab.

Step 4: Use the **Begin** and **End Date** fields to specify a date range or leave the date fields blank to retrieve a complete history.

Step 5: Click the R**efresh** button if a date range has been specified.

	Leave Transfer
Donate Leave Request	**Leave Transfer Requests History**
Receive Donated Leave Transfer	Christa Christ
Leave Transfer Request History	Assistant Professor

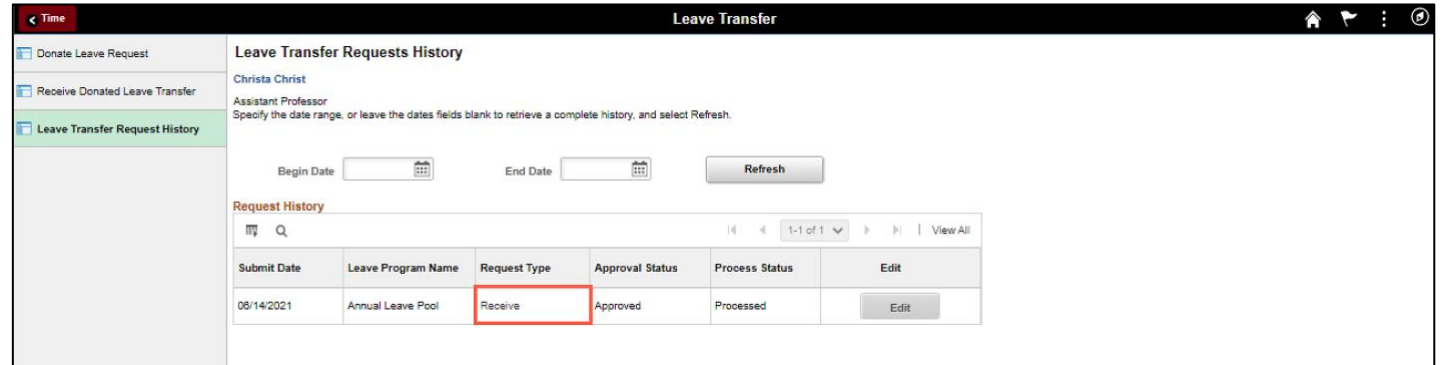Specify the date range, or leave the dates fields blank to retrieve a complete history, and select Refresh.

Begin Date [   ]   End Date [   ]   Refresh

Request History

1-1 of 1 | View All

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
06/14/2021	Annual Leave Pool	Receive	Approved	Processed	Edit
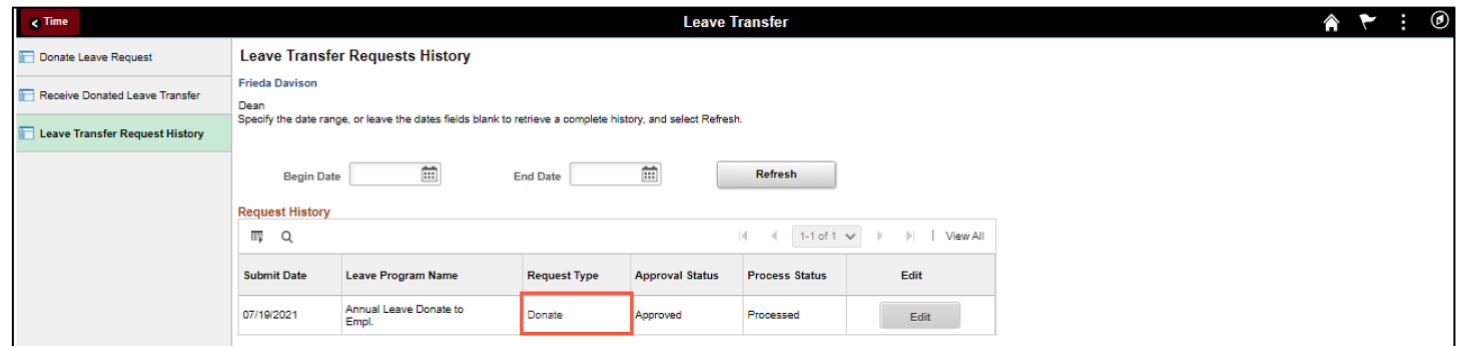
Step 6: Review your request history. You have successfully learned how to view your leave transfer request history.	**Annual Leave Received Screenshot** **Annual Leave Donated Screenshot**