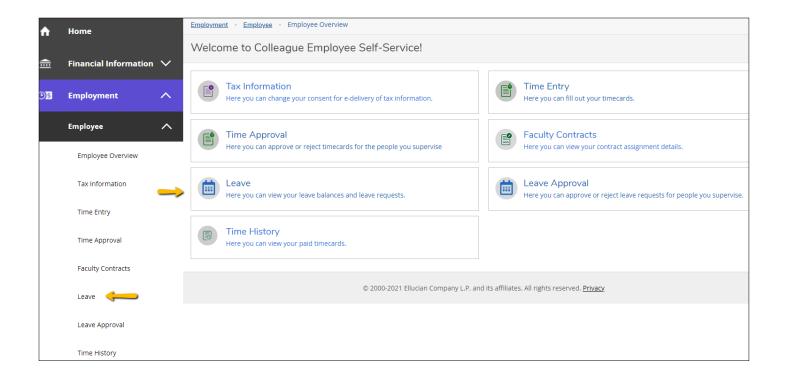
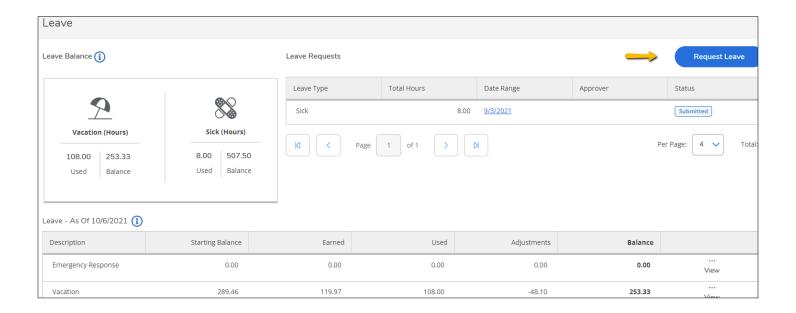
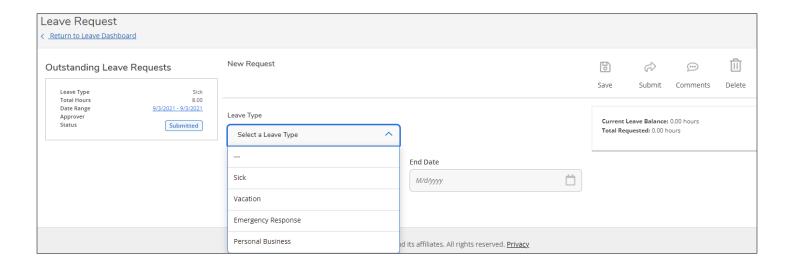
Brief Overview of Leave Request and Approval



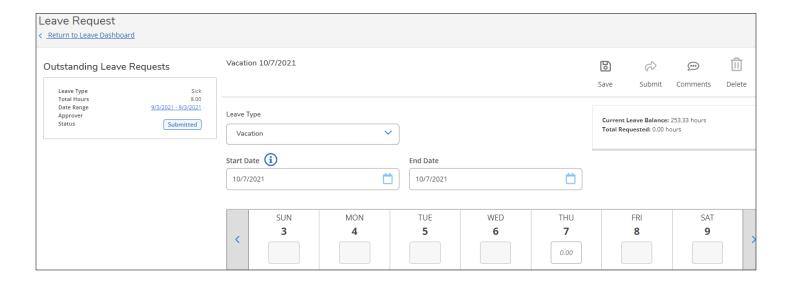
Self Service now has the ability to handle leave requests. Simply select Leave from either the Home screen or the side menu in self service shown above. You will be taken to the screen below which shows your leave balances. In the top right of the Leave Balances screen you can click the blue button to initiate a request for leave.

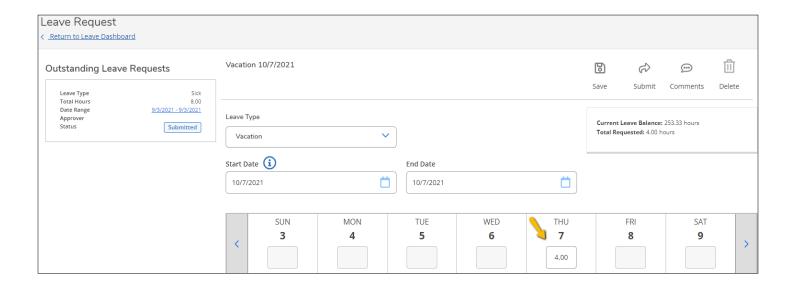




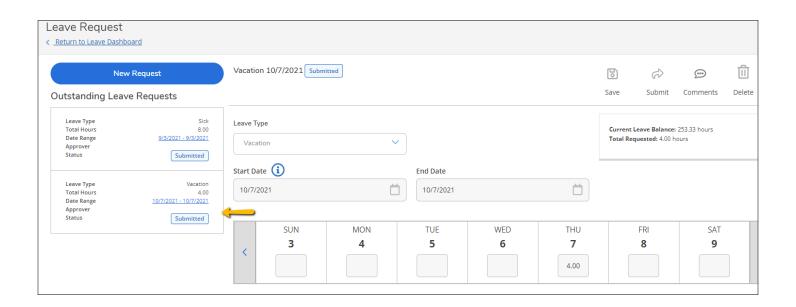
Above select the type of leave you want to create a request to use. Once you've select the leave type you can select the date/date range you want request. After you've select your date(s) you can then enter the number of hours for each day shown below.

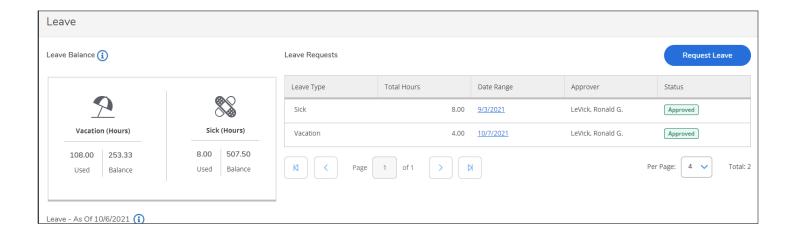
** Do not enter a date range that spans more than one pay period. If you would like to request leave that spans more that one period, please separate the request into to two separate requests.





Once you've entered your hours requested and clicked the submit arrow on the top right, the leave request will be reflected in the outstanding leave requests on the top left of the screen.





The main leave screen shows all leave requests and the status of those requests as well as leave balances. (above)

Once the leave is approved by the supervisor, a leave request line appears on the time entry page displaying the requested leave. A second line appears under the request showing the actual leave being used. (below)



Supervisors will see all leave requests in the Leave Approval screen. Within the screen supervisors can approve/unapproved, reject/unreject, make comment and view the request. They can also see the employees current leave balances. (below)

