



Create and submit a leave request

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Use the Leave Requests page to create and submit a leave request. In addition, you can edit and resubmit, or delete a leave request.

Create a leave request:

Field	Description
Payroll Frequency	Click ▼ to select the payroll frequency for which you want to create a leave request. If you have leave in multiple payroll frequencies such as biweekly, semimonthly, and monthly, those options are displayed and can be selected.

Button Description**Add** Click to create a new leave request.

Leave > Leave Requests ADAM ADAMS

District Message: Please enter all leave prior to absence date.

Payroll Frequency: Monthly CYR

Buttons: Add, Edit, Delete

Unprocessed Leave Requests

	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Status
☐	02-09-2017	02-09-2017	08:00AM	09:00AM	36 - VACATION	VACATION	0.200 HOURS	no	Disapproved
☐	02-08-2017	02-08-2017	08:00AM	09:00AM	02 - LOCAL PERSONAL	PERSONAL	1.000 HOURS	Doctor Appointment	Pending Spvr Approval
☐	02-01-2017	02-01-2017	11:00AM	12:00PM	02 - LOCAL PERSONAL	PERSONAL	1.000 HOURS	Leave Request Approved	Pending Payroll

The Create Leave Requests window is displayed.

Create Leave Requests

Buttons: Add Row, Delete Row

	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Hours/Day Requested	Total Requested	Requester Comment
☐	02-22-2017	02-22-2017	08:00 AM	10:00 AM	02 - LOCAL PERSONAL	PERSONAL	2.000	2.000 HOURS	Comment

Leave Balance Summary

Leave Type	Balance	Pending Payroll	Pending Approval	Available	Units
02 - LOCAL PERSONAL	10.000	0.000	1.000	9.000	HOURS
04 - GRANDFATHER VACATION	20.000	0.000	0.000	20.000	DAYS
08 - STATE PERSONAL	30.000	0.000	0.000	30.000	DAYS
36 - VACATION	15.000	0.000	0.000	15.000	HOURS

Buttons: Submit for Approval, Cancel

Leave Type	Click to select the type of leave that you want to request. Only leave types assigned to you are displayed. An LEA setting determines whether or not you can use a leave type with a zero balance. All assigned active leave types are displayed even if the leave type amount is zero.
Absence Reason	Click to select the absence reason. The absence reasons are determined by your LEA and correspond to the selected leave type.
Start Date	Type the start date for which you want to request leave in the MM/DD/YYYY format or click to select a date from the calendar.
End Date	This field is automatically populated with the date selected in the Start Date field; however, you can change the date. Type the end date for which you want to request leave in the MM/DD/YYYY format or click to select a date from the calendar. You can use this field to cover consecutive dates of a leave request excluding the weekend (Saturday/Sunday).
Start Time	Type the beginning time in the HH MM format for which you want to request leave. Click to select AM or PM.
End Time	Type the end time in the HH MM format for which you want to request leave. Click to select AM or PM.
Hours/Day Requested	The number of hours per day for which you are requesting leave is automatically calculated based on the Start Time and End Time of the leave request. If the field is not automatically calculated, you must manually type the number of hours per day for which you are requesting leave. An LEA setting determines whether or not this field is automatically calculated.
Total Requested	Indicates the total amount of requested leave in the specified units.
Remarks	Type any comments related to your leave request. The comments are available to all approvers.
The leave balance amounts translate to hours or days based on the assigned unit type for the selected leave type.	
Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.
Pending Earned	The total leave earned but not yet processed through payroll is displayed.
Used	The number of units of leave used as of the last pay period is displayed.
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the Available Balance field.
Available	Indicates the number of units of leave still available for use. The Available is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.
Units	Indicates the type of units (hours or days) that are used when calculating leave requests.

☐ After completing your leave request entry, use one of the following options to continue:

- Click **Submit and Add** to submit the leave request to your supervisor for approval and remain on the Create Leave Requests window to continue adding additional leave request entries.
- Click **Submit and Close** to submit the leave request to your supervisor for approval and close the Create Leave Requests window.
- A leave request is created and an email message is sent to your direct supervisor to notify them that a leave request is pending their approval.
- Depending on the leave type, additional approvers may be in the approval path for the leave request.
- If you are set as the temporary approver for your supervisor, and you enter a leave request when your supervisor is unavailable, the request is submitted to your supervisor's supervisor. You are not allowed to approve your own leave requests.
- When a leave request is approved or disapproved, an email message is automatically sent to the email address listed on your demographic record notifying you of the action.
- If your leave request is approved, the approval email message will contain links to add your approved leave request as a calendar event in Outlook and Google.



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