

Create and submit a leave request

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Employee Access > Leave > Leave Requests

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

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

Create a leave request:

ASCENDER EmployeePortal **Button Description** Add Click to create a new leave request. | 02-08-2017 | 08:00AM | 09:00AM | 02-LOCAL PERSONAL | PERSONAL | 02-01-2017 | 11:00AM | 12:00PM | 02-LOCAL PERSONAL | PERSONAL | The Create Leave Requests window is displayed. Add Row Delete Row LOCAL PERSONAL 10.000 GRANDFATH VACATION 20.000 STATE PERSONAL 30.000 Leave Type Click \checkmark 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 Y 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 The number of hours per day for which you are requesting leave is automatically calculated based on the Start Time Requested 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. The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order Leave Type 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.

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

Units

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.

Indicates the type of units (hours or days) that are used when calculating leave requests.

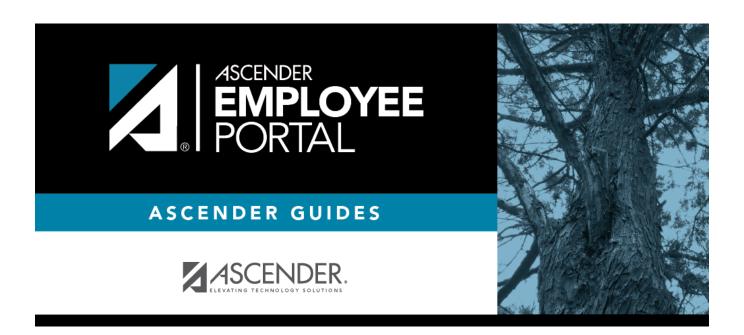
A leave request is created and an email message is sent to your direct supervisor to notify them that a leave request is pending their approval.

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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