



## **Create a leave request:**




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EmployeePortal > Supervisor > Leave Overview



This page is used to view all current year processed and unprocessed (not posted to payroll) leave for your direct report employees and any employees who report to them. Additionally, you can create, edit, and delete leave requests for your direct report employees and any employees who report to them.

If this page is disabled, check with your EmployeePortal administrator, as the LEA may have opted not to allow access.

You can click  in the upper-right corner to view leave requests in a [calendar format](#).

Field	Description
<b>Supervisor Hierarchy</b>	Your employee number and name are displayed.
<b>Direct Report Employees</b>	<p>Click  to view a list of your direct report employees. Select an employee to view his leave data. A list of processed and unprocessed leave requests is displayed.</p> <p>If you select an employee who is also a supervisor, the <b>Next Level</b> button is enabled.</p> <p>Click <b>Next Level</b>. The supervisor's name moves to the <b>Supervisor Hierarchy</b> level and the drop down is populated with a list of his direct report employees.</p> <p>Click <b>Previous Level</b> to return to the previous level of the supervisor hierarchy.</p>

Use the following fields to narrow the leave data displayed on the page:

<b>Payroll Frequency</b>	Click  to select the pay frequency for which you want to create a leave request. If you have leave in multiple frequencies such as biweekly, semimonthly, and monthly, those options are displayed and can be selected.
<b>From and To</b>	<p>Type the range of dates for which you want to view processed and unprocessed leave data or click  to select the dates.</p> <p><b>Note:</b> An LEA setting determines whether or not to show processed and unprocessed leave transactions.</p> <p>The from date may not exceed 18 months from the current date.</p> <p>You can leave the date fields blank to retrieve dates 18 months from the current date.</p> <p><b>Note:</b> The from and to date selections select leave dates rather than pay dates. Additionally, if the from and to dates are left blank, all future leave and all prior leave up to 18 months is retrieved. If a from date is entered and no to date is entered, all leave starting with the from date and all future leave is retrieved.</p>

The following details are displayed for each leave request:

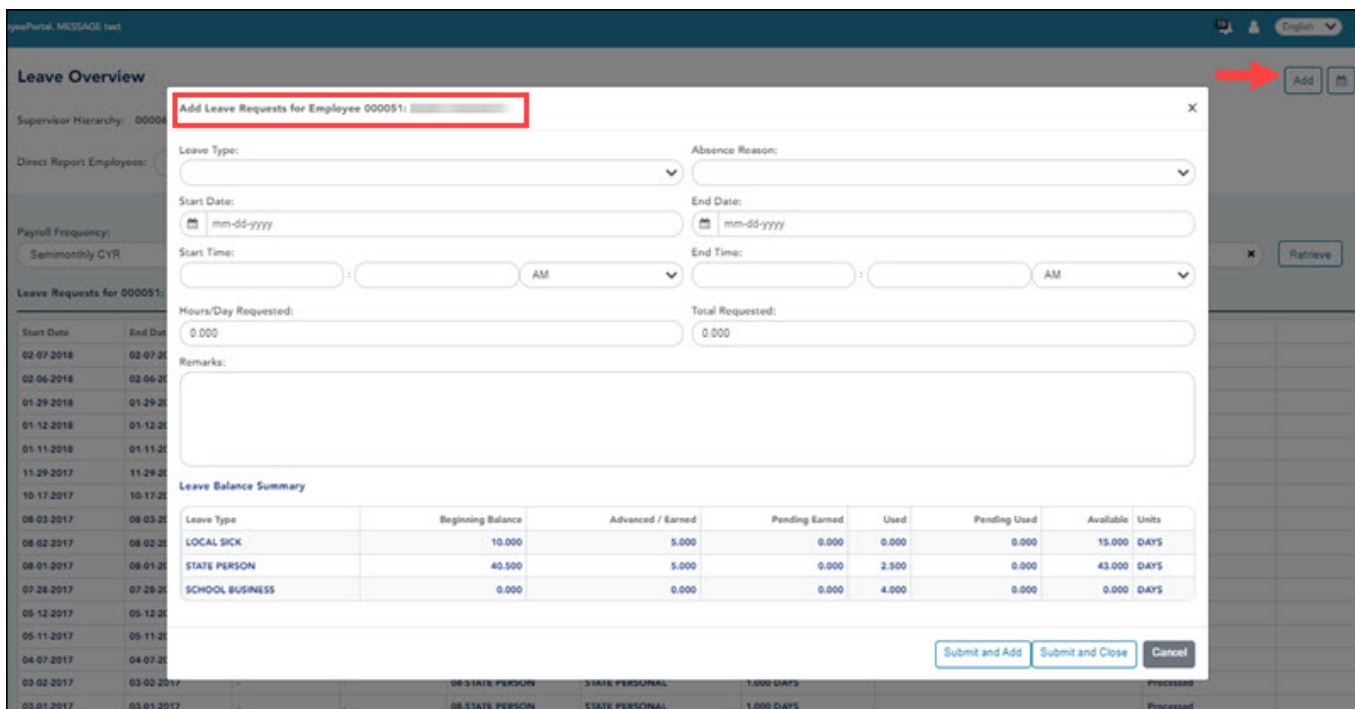
<b>Start and End Date</b>	The start and end date range for the leave request is displayed in the MMDDYYYYY format.
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<b>Start and End Time</b>	The start and end time range for the leave request is displayed in the HH MM format.
<b>Leave Type</b>	The leave type requested is displayed.
<b>Absence Reason</b>	The absence reason for the leave request is displayed.
<b>Leave Requested</b>	The total amount of requested leave and unit type (i.e., hours or days) is displayed.
<b>Comment Log</b>	Any employee (requestor) comments that were added to the leave request are displayed.
<b>Status</b>	The current status of the leave request is displayed.

### Create a leave request:




You can create leave requests for the selected employee by clicking **Add** in the upper-right corner of the page. The Create Leave Requests window opens.

**Note:** If you, as the supervisor, create a leave request for one of your employees, the leave request will automatically be approved and can be viewed on the Leave Overview page.



Complete the following leave request fields:

<b>Leave Type</b>	Click <input type="button" value="v"/> to select the type of leave to request. Only leave types assigned to the employee are displayed. An LEA setting determines whether or not a leave type with a zero balance can be used. All assigned active leave types are displayed even if the leave type amount is zero.
<b>Absence Reason</b>	Click <input type="button" value="v"/> to select the absence reason. The absence reasons are determined by your LEA and correspond to the selected leave type.
<b>Start Date</b>	Type the start date for which you want to request leave for the employee in the MM/DD/YYYY format or click <input type="button" value="calendar icon"/> to select a date from the calendar.

<b>End Date</b>	This field is automatically populated with the date selected in the <b>Start Date</b> field; however, you can change the date. Type the end date for which you want to request leave for the employee 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).
<b>Start Time</b>	Type the beginning time in the HH MM format for which you want to request leave for the employee. Click  to select AM or PM.
<b>End Time</b>	Type the end time in the HH MM format for which you want to request leave for the employee. Click  to select AM or PM.
<b>Hours/Day Requested</b>	The number of hours per day for which you are requesting leave is automatically calculated based on the <b>Start Time</b> and <b>End Time</b> 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.
<b>Total Requested</b>	Indicates the total amount of requested leave in the specified units.
<b>Remarks</b>	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.

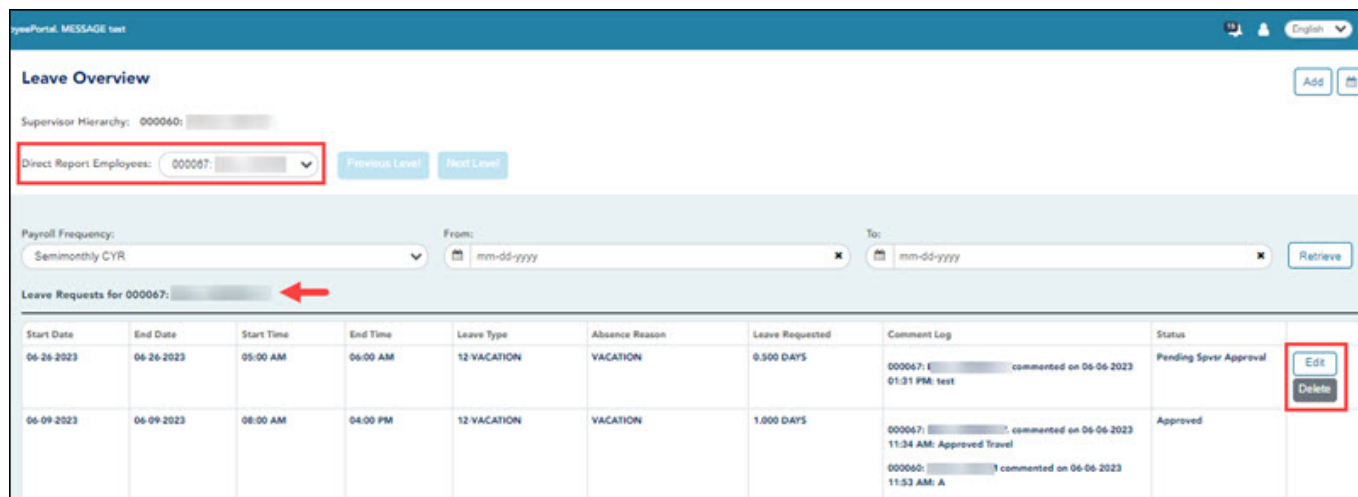
<b>Leave Type</b>	The specific leave codes for which you have leave data are displayed. The leave types are first displayed in the order that is set on the pay check (called stub position), and then leave type code (01-99) order.
<b>Beginning Balance</b>	The leave balance as of the beginning of this year for each leave type is displayed.
<b>Advanced/Earned</b>	The number of units of leave advanced or earned as of the last pay period is displayed.
<b>Pending Earned</b>	The total leave earned but not yet processed through payroll is displayed.
<b>Used</b>	The number of units of leave used as of the last pay period is displayed.
<b>Pending Used</b>	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the <b>Available Balance</b> field.
<b>Available</b>	Indicates the number of units of leave still available for use. The <b>Available</b> is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.
<b>Units</b>	Indicates the type of units (hours or days) that are used when calculating leave requests.

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

- Click **Submit and Add** to submit the leave request. As a supervisor submitting a leave request on behalf of your direct employee, the leave request will be automatically approved and you will remain on the Create Leave Requests window to continue adding additional leave request entries.
- Click **Submit and Close** to submit the leave request. As a supervisor submitting a leave request on behalf of your direct employee, the leave request will be automatically approved and the Create Leave Requests window is closed.
- 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.
- Click **Cancel** to close the Create Leave Requests window without submitting any leave requests and return to the Leave Requests page.

If the employee has any pending leave requests, the **Edit** and **Delete** buttons are displayed.



### Edit a leave request:

You can edit a leave request until it is processed by payroll.

**Edit** Click **Edit** next to the leave request that you want to edit. The Edit Leave Requests window opens. Make the necessary changes and click **Resubmit for Approval** to resubmit the edited leave request for approval. Otherwise, click **Cancel** to return to the Leave Requests page.

### Delete a leave request:

You can delete a leave request until it is processed by payroll.

**Delete** Click **Delete** next to the leave request that you want to delete. A message prompting you to confirm deletion is displayed. Click **OK** to delete the leave request. Otherwise, click **Cancel** to return to the Leave Requests page.



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