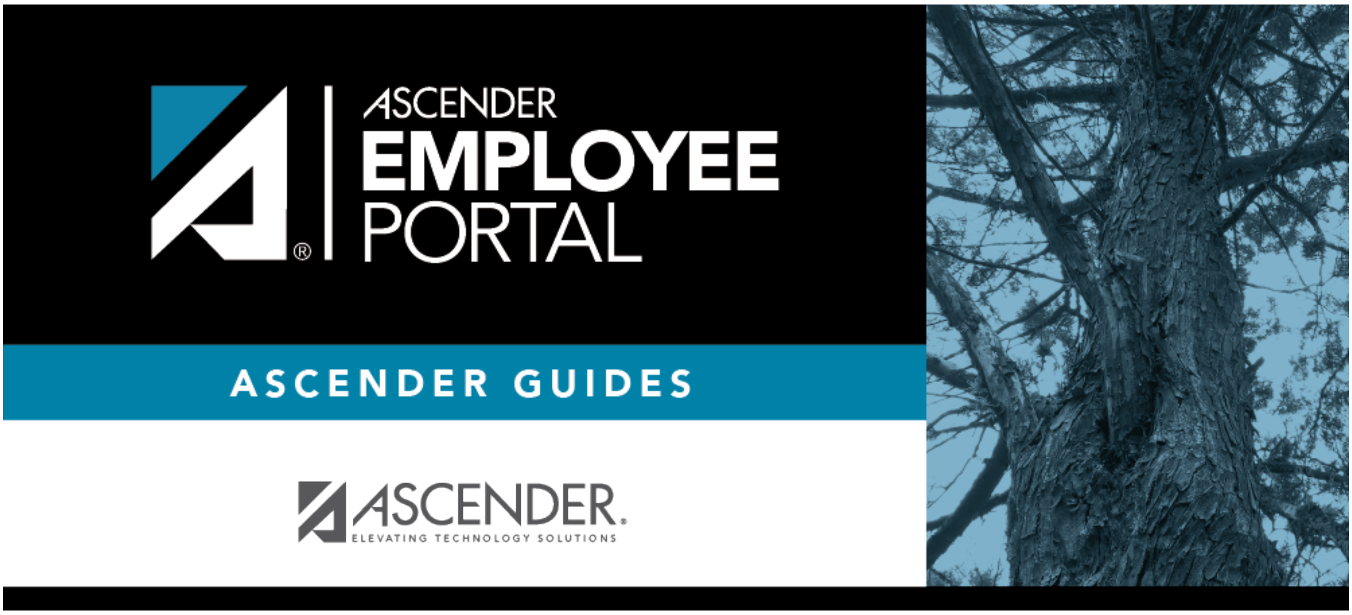

Leave Overview (Información general de permisos)

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Leave Overview

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 not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

You can click in the upper-right corner to view leave requests in a calendar format.

Field	Description
Supervisor Hierarchy	Your employee number and name are displayed.
Direct Report Employees	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. If you select an employee who is also a supervisor, the **Next Level** button is enabled. Click **Next Level**. The supervisor's name moves to the **Supervisor Hierarchy** level and the drop down is populated with a list of his direct report employees. Click **Previous Level** to return to the previous level of the supervisor hierarchy.

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

Payroll Frequency	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.
From and To	Type the range of dates for which you want to view processed and unprocessed leave data or click to select the dates. **Note**: An LEA setting determines whether or not to show processed and unprocessed leave transactions. The from date may not exceed 18 months from the current date. You can leave the date fields blank to retrieve dates 18 months from the current date. **Note**: 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.

The following details are displayed for each leave request:

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

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.

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:

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.

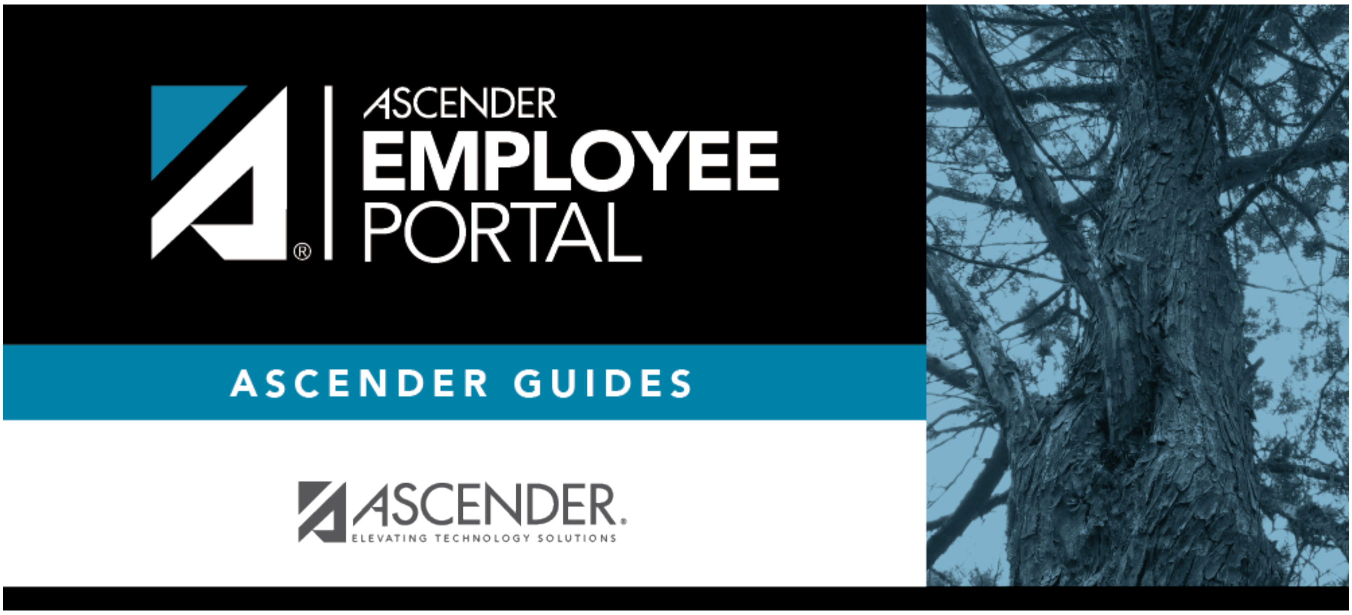
Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each leave 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.
- Click **X** or **Cancel** to close the pop-up window without submitting any leave requests and return to the Leave Requests page.

En español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