



Table of Contents

Leave Type	Click  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.
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 for the employee 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 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).
Start Time	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.
End Time	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.
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.

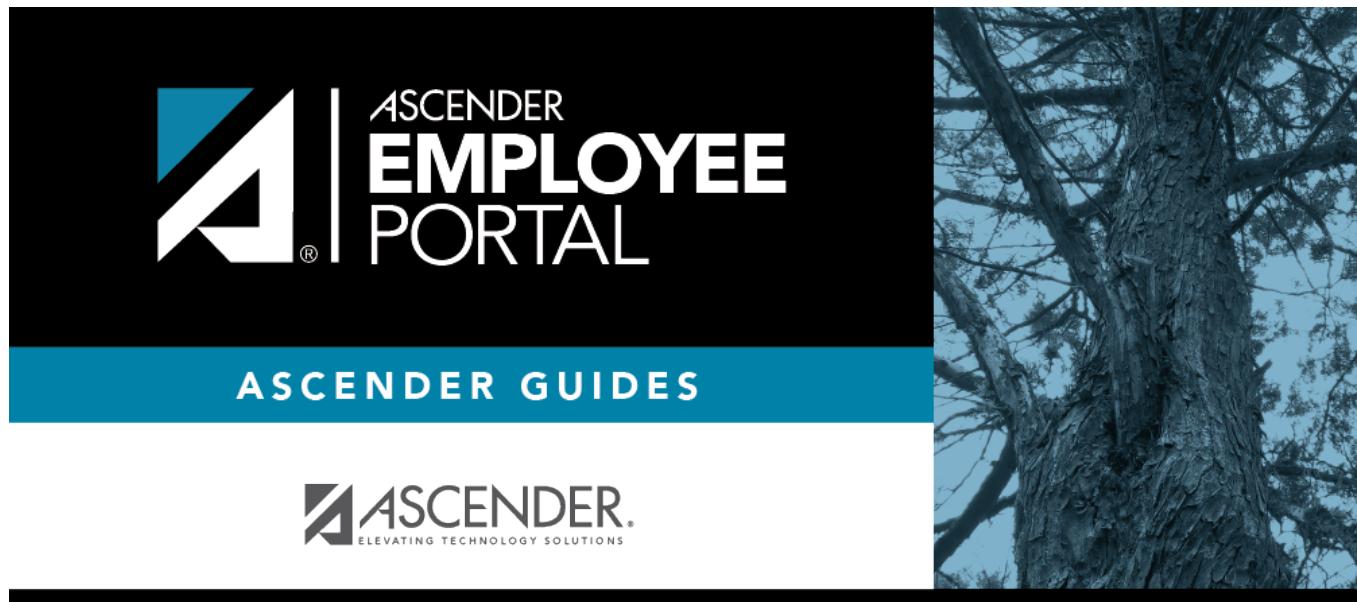
Leave Type	The specific leave codes for which you have leave data are displayed. The leave types are first displayed in the order that is set on the pay check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each 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 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.



Back Cover