Self Service
Leave Request
&
Approval Guide
This is the explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons authorized for your position.

Click on this to expand the icons column. Click on it again to shrink the column.

Click on this to display the Home Page

Click on this to display the User Options Menu

Click on this to display the Employment Menu

Click on this to display the Daily Work Menu
**Employee- Leave Balances/Requests**

From the Home Page, Click on `Employees, Student Employees and Off Campus Supervisors`

In 'Leave Plan Info/Balances' you will be able to view your Vacation and Sick/Personal balances and make leave requests. Click on “Leave”.

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**Leave Plan Info/Balances**

View your leave balances.
Notice you can view what you have used and your overall balance in the graphic at the top of the screen. Details about accrual earnings, usage and adjustments are found below. By clicking on “view” you can see additional details regarding your leave plans.

Employees can also request leave by clicking on the “Request Leave” button.
Next, select the type of leave and the start and end dates of the leave and a calendar will appear where you can enter the number of hours of leave you wish to take each day.

Once the leave has been “submitted” your outstanding leave requests will display on your dashboard. Once your supervisor “approves” the request, the “submitted” status will change to “approved.”
**Supervisor- Employee Leave Approval**

Supervisors can approve employee leave requests by either using the filter or selecting the drop down under the employee’s name.

By clicking on “view” the supervisor can see the employee’s current leave balance and days requested.
**Time History for Supervisor**

Enter in the name of the employee you would like to view and execute the search.

Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue “>” to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.