

Online Leave Requests

7/7/2015

The Online Leave Request system provides a paperless method for staff to request and for management to approve vacation and other types of leave. While many areas use the Department Calendar in Lotus Notes, use is not universal. Benefits of the Online Leave Request system include the ability to see current leave balances before making a request, and the ability for upper management to monitor and ensure that leave requests are processed promptly.

Access to the Online Leave Request system is made through the Mt. SAC portal.

1. Upon entering the system, users are presented with their current Leave Balances:

Welcome: RHUGHES Logout

My Balances My Requests My Queue

My Leave Balances

Type	Balance	Pending	Estimated
Sick Leave	1239.92	0	1239.92
Vacation Time	172	0	172

2. To make a new request, click on the 'My Requests' tab and click 'Create'.

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My Requests

My Requests

Create Submit Delete

The calendar opens with the current date highlighted. Click in the calendar for the starting date of your request. Adjust the start and end dates of the calendar and click 'Reload' if necessary.

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My Requests Create Request

Leave Calendar

Back

Start Date 23-Jun-15 End Date 21-Jul-15 Reload

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Enter the leave type, start time and end time for the first day requested. If applicable, enter your normal lunch hours. Note that the system calculates the number of hours being requested.

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My Balances **My Requests** My Queue

My Requests Create Request Create Leave Entry

Friday, July 17, 2015

Back Save Copy Delete

<input checked="" type="checkbox"/>	Leave Type	Leave Start	Leave End	Lunch Hours	Leave Hours	Remaining Hours
<input checked="" type="checkbox"/>	Vacation Time	8:00 AM	6:00 PM	60 Minutes	9	163

Add Row

To request additional days/hours, either click 'Add Row' to enter each day, or click 'Copy'. Additional days can be requested simply by clicking in the additional days on the calendar. Click 'Submit' when finished.

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My Balances **My Requests** My Queue

My Requests Create Request Create Leave Entry Copy Leave Entry

Copy Leave

Back Submit

Start Date 03-JUL-15 End Date 31-JUL-15 Reload

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	Vacation Time 9	18
19	Vacation Time 9	Vacation Time 9	Vacation Time 9	22	24	25
26	27	28	29	30	31	01

After creating a request, you can review and edit this one more time before submitting it to your manager for approval. Notes can also be entered at this stage. Hover your mouse over the number of hours to display the dates requested. Choose the appropriate manager for approval, and click 'Submit'. An e-mail notification will be sent to the manager.

- Managers can approve leave requests by clicking on the 'My Queue' tab. Hover over the hours to see the dates, and hover over the notes to see any notes entered. Managers can create notes on a request in the queue. Choose an appropriate status, then click 'Submit'.

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My Balances **My Requests** My Queue

My Requests

My Requests

Create Submit Delete

<input type="checkbox"/>	Status	Hours	Notes	Supervisor	Activity Date
<input type="checkbox"/>	Unsubmitted	36	Vacation Time 17-JUL-2015 from 08:00:00 AM to 06:00:00 PM 20-JUL-2015 from 08:00:00 AM to 06:00:00 PM 21-JUL-2015 from 08:00:00 AM to 06:00:00 PM 22-JUL-2015 from 08:00:00 AM to 06:00:00 PM		07-JUL-2015 08:24:03 AM