

## CREATE LEAVE REQUEST

1. In the dark blue navigation menu under Leave Requests, click Create Leave Request.
2. Enter all pertinent information. Required fields have an \* and may differ based on type of leave.
3. Click the blue Create Leave Request button (top of screen) to submit your request.
4. **BE PATIENT** – there is a thin blue progress bar moving across the screen near the top of the page. You will receive a green pop-up notification in the upper right corner of the screen stating the request was created successfully as well as an email that your request has been submitted.
5. **NOTE:** The 'Leave Type' and 'Total Time Requested' fields will be reset (and highlighted in red) to indicate you can enter your next leave request if desired. Do not re-enter the same leave.

The screenshot shows the 'Leave Request - Create' form. At the top left, a blue button labeled 'Create Leave Request' is highlighted with a blue arrow. A blue progress bar is visible at the top of the page. In the top right corner, a green notification box displays 'Operation Successful' and 'Leave Request Created' with a 'View' link. The form fields include: 'Position' (set to 'Cust'), 'Reason for Leave', 'Start of Leave' (04/15/2024, 12:00 AM), 'End of Leave' (04/15/2024, 12:00 PM), 'Total Time Requested' (highlighted in red), 'Phone Number', and 'Substitute Comments'. A red arrow points to the 'Total Time Requested' field, and a green arrow points to the notification box.

6. Be accurate with leave times (DO NOT use 12:00 am to 12:00 am). Enter the actual time you will be off during your scheduled work hours.
  - a. **TIP:** You can preset your default leave start & stop times to match your full work day schedule. At the bottom of the dark blue navigation menu, click the down arrow next to your name and select Profile—you can set your regular work day schedule there.
  - b. If the leave is after hours (ex: prof meeting, student activity, etc.) again enter the actual time.
7. Total Time Requested: Leaves are in half hour increments. Based on the conversion chart linked on the home page, enter the decimal amount of time being requested according to your specific position (example: If a HS Teacher will be out 7:30 am to 9:00 am for 1.5 hours enter .214).
8. Last Minute Leaves: If you call off or come in late/leave early, it is your responsibility to submit a leave request—it will no longer be entered by the Administration. Do this right away so you don't forget!!
9. You may edit your leave request as long as the request status is 'Initiated' or 'Rejected'. Once the request has been approved through the entire workflow, the status will change to 'Approved'. Once marked approved, you can still edit the leave request but it will be resubmitted through the whole workflow. 'Cancelled' leave requests cannot be edited.
10. You may cancel your leave request as long as its status is either 'Initiated' or 'Approved'. To cancel a leave request with an 'Exported' status, please contact Michele.
11. For Professional Meeting/Student Activity travel reimbursement or payment: In this system there is not an actual "form" generated like before. The work around is to go into My Leave Requests and view your approved leave. Click Print Leave Expense Form at the bottom right corner—it will generate a PDF (watch for a pop up at the top right of your screen). Open and print that and attach it to your travel expense form and timesheet.