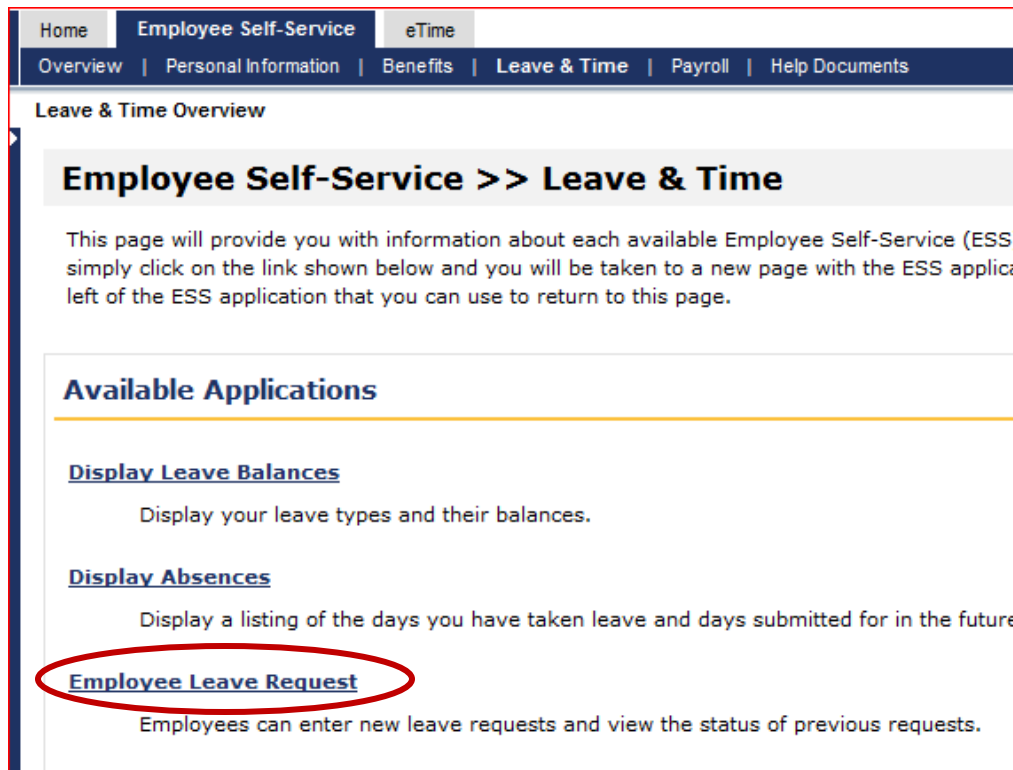


EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

Employee leave requests are stored under the “Leave & Time” area of ESS where all leave history is located. To access ESS, use this link: <https://portal.passhe.edu/irj/portal>.

1. Getting started:

- Select “Employee Leave Request”.



- The “Employee Leave Request–Main Menu” will appear.

2. Accessing the “Employee Leave Request – Create New Request”

- To enter a leave request, select “Create New Leave Request” (this is the default selection)
Next select “Continue” button.



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- The “Employee Leave Request – Create New Request” screen will then appear as shown below:

Staff (non Faculty) View - Start and End times are required and will default from your standard work schedule in the SAP HCM system:

Employee Leave Request - Create New Request

Leave Request

Name (Last, First, MI):

Employee Number:

1. Select the type of leave you are requesting. [Display Leave Balances](#)

Leave Type: *

2. Enter the date / time range for your leave request

Start Date: * Start Time (24 Hour Format): * :

End Date: * End Time (24 Hour Format): * :

3. Click the "Calculate Hours" button to check your time.

Hours:

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional):

Medical Appointment Start Time: : Enter in 24 hour format

Note: Available balances can be viewed prior to selecting the type of leave by clicking on “Display Leave Balances”.

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- Faculty View (Only Full or Half Day's of leave can be selected):

1. Select the type of leave you are requesting. [Display Leave Balances](#)

Leave Type: *

2. Enter the date / time range for your leave request

Start Date: *

End Date: *

Full Day
 Half Day

3. Click the "Calculate Hours" button to check your time.

Hours:

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional):

Medical Appointment Start Time: : Enter in 24 hour format

3. Completing the "Employee Leave Request – Create New Request"

- **Step 1:** Select the Leave Type – The type of leave (annual, personal, sick, etc.) is selected using the drop down menu. Available types of leave are specific for each union group. After the type of leave is selected the "Available Leave Balances" for that type of leave will automatically appear.

Leave Request

Name (Last, First, MI):

Employee Number:

1. Select the type of leave you are requesting. [Display Leave Balances](#)

Leave Type: *

Note: The leave balances are based upon calculations for the current day. The leave balance shown will match what is included on the "Display Leave Balances" screen. The leave balances in ESS will not match exactly what is shown on pay statements or any other printed report that does not have leave balances for the current day. Also, anticipated leave is not shown. However, when an employee submits a leave slip the ESS system does the same

EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

calculations for anticipated leave as is currently done in the Human Capital Management, (HCM), system.

- **Step 2:** Enter the date(s) and time(s) for the leave request. The drop down calendar can be used or the dates can be entered directly into the Start Date and End Date fields. The employee's normally scheduled hours will default into the Start Time and End Time fields (Note: Faculty will have "Full" and "Half" Days to select from instead of specific times). If requesting a partial day, the times can be changed using the 24 hour time format. The employee's lunch break (if applicable) is taken into account when the hours are calculated.

Staff (non Faculty View):

2. Enter the date / time range for your leave request

Start Date: * Start Time (24 Hour Format): * :

End Date: * End Time (24 Hour Format): * :

Faculty view:

2. Enter the date / time range for your leave request

Start Date: * Full Day

End Date: * Half Day

Note: If your Start and/or End Times do not appear to be correct, contact your Human Resource office.

- **Step 3:** Select the "Calculate Hours" button. After "Calculate Hours" is selected the total leave hours requested will appear in the "Hours" field.

3. Click the "Calculate Hours" button to check your time.

Hours:

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional):

Medical Appointment Start Time: : Enter in 24 hour format

- **Step 4:** "Additional Remarks" can be entered, if necessary. The Manager will see these remarks on your request in the Manager Self Service Leave approval application.

EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

- **Step 5:** Enter the duration in hours and minutes of the “Medical Appointment Time”, if applicable to the Leave Type requested such as Sick Leave. (Refer to the Human Resource guidelines for Sick Leave and medical appointments for further guidance).
- A completed leave request is shown below.

1. Select the type of leave you are requesting. [Display Leave Balances](#)

Leave Type: * Available Leave Balance (hours):

2. Enter the date / time range for your leave request

Start Date: * Start Time (24 Hour Format): * :

End Date: * End Time (24 Hour Format): * :

3. Click the "Calculate Hours" button to check your time.

Hours:

[If your leave request requires additional remarks, enter them here.](#)

Additional Remarks (Optional):

Medical Appointment Start Time: : Enter in 24 hour format

i Your leave request is valid and totals 8.50 hours. Please click the "Submit Leave Request" button to submit this request.

i If you need to change your leave request, click the "Clear Request" button and begin again.

w Please note, that if your request requires additional remarks, please enter them before submitting this request.

- **Step 6:** Review the leave request then select “Submit Leave Request” or “Clear Request” or “Return to the Main Menu”.

Note: Leave balances in the Human Capital Management system and ESS are not updated until the manager approves the leave. Even after clicking “Calculate Hours” the “Display Leave Balances” will show the leave available prior to approval of any leave requests.

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- If the “Submit Leave Request” was selected, the screen “Leave Request Creation Summary” will appear as shown below:

Leave Request Creation Summary

Your leave request has been submitted. Your supervisor will receive an email shortly with details about your leave request. When he/she approves or denies your request you will be notified. You may then check your updated leave balances in ESS as well.

Leave Request Summary

Name (Last, First, MI):	Leave, Employee Request	Employee Number:	00038658
Leave Type:	Personal Leave		
Leave Start Date & Time:	10/27/2008 08:30 AM	Leave End Date & Time:	10/28/2008 04:30 PM
Total Leave Hours:	15.00		

Other Remarks:

[Return to Main Menu](#)

4. After the supervisor approves the leave request, the following information is sent/available to the employee:
- An email indicating the supervisor’s decision to approve or disapprove the request will be sent to the employee’s Outlook email account
 - The employee will be able to view all leave requests submitted through ESS by selecting “View Status of Submitted Requests” from the “Employee Leave Request – Main Menu”. Status of all leave requests is shown here (submitted, approved, and rejected).

Employee Leave Request - Main Menu

Employee Name: Test, User G
Employee Number: 00017081

Select an option and click "Continue".

Create New Leave Request
 View Status of Submitted Requests
 Cancel A Leave Request

EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

Employee Leave Request - Status of Submitted Requests

Using this screen you can see the status of requests you have submitted through ESS, including if a request has been approved or rejected, when it was approved or rejected, and by whom it was approved or rejected.

Only requests submitted through ESS will show in the list below. Paper requests will not appear on this screen.

[Return to Main Menu](#)

This table is currently only showing requests that are for time off (or have had activity) in the last 3 months.

[Show All Requests](#)

Submitted Leave Requests							
Leave Type	Start Date	Start Time	End Date	End Time	Hours	Submit Date	Request Status
Sick Leave	10/6/2010	8:00:00 AM	10/6/2010	5:00:00 PM	8.50	10/7/2010	Approved
Personal Leave	10/18/2010	12:00:00 PM	10/18/2010	5:00:00 PM	4.50	10/14/2010	Approved
Sick Leave	11/12/2010	9:00:00 AM	11/12/2010	12:00:00 PM	2.50	11/15/2010	Approved
Annual Leave	11/18/2010	8:00:00 AM	11/18/2010	5:00:00 PM	8.50	8/3/2010	Approved
Annual Leave	11/19/2010	8:00:00 AM	11/19/2010	12:00:00 PM	3.50	8/3/2010	Approved
Personal Leave	12/3/2010	8:00:00 AM	12/3/2010	12:00:00 PM	3.50	12/6/2010	Approved
Personal Leave	12/28/2010	8:00:00 AM	12/29/2010	5:00:00 PM	17.00	12/13/2010	Submitted

- An example of the automated email the employee will receive is shown below.
 - Manager **approves** request:

Subject: Notification of absence no. 0000000629: Approved

The leave request you submitted on 01/14/2009, for your leave beginning 10/20/2008 and ending on 10/20/2008 has been approved by Test , Leave T on 01/14/2009.

- Manager **rejects** request:

Subject: Notice of Leave Rejection

This is a system generated alert that your supervisor has rejected your leave request submitted on 10/08/2008 for Annual Leave on 10/08/2008 to 10/08/2008.

[Print this message](#) [Print this message](#)

5. Cancelling or Changing a Leave Request

- An employee can submit a cancellation of leave request only for an approved leave request submitted through ESS within the last 30 calendar days or for future leave already approved. Paper *Request for Leave* forms must be completed for leave submitted earlier than the last 30 calendar days.
- ESS leave requests with a status of “Submitted” cannot be cancelled. If you want to cancel or change a request that you have “Submitted” but your Supervisor has not approved, ask your supervisor to “Reject” the request.
- Changing leave already submitted and approved is done in two steps:
 - Step 1; Cancel the previously approved leave
 - Step 2: Create a new request
- Only leave requested through ESS can be changed or cancelled through this application. To change or cancel leave originally requested using the paper *Request for Leave* form, you will need to use the same paper form for cancelling or changing that leave request.
- **Step 1:** Select “Cancel A Leave Request” then the “Continue” button.

The screenshot displays the 'Employee Self-Service' (ESS) interface. At the top, there are navigation tabs for 'Home', 'Employee Self-Service', and 'eTime'. Below these are menu items: 'Overview', 'Personal Information', 'Benefits', 'Leave & Time', 'Payroll', and 'Help Documents'. The main content area is titled 'Employee Leave Request - Main Menu'. On the left, there is a 'Detailed Navigation' sidebar with 'Leave & Time Overview' and 'Related Links' containing 'Leave Request Procedure'. The main content area shows the following information:

Employee Name: Test, User G
Employee Number: 00017081

Select an option and click "Continue".

- Create New Leave Request
- View Status of Submitted Requests
- Cancel A Leave Request

At the bottom, there is a 'Continue' button with a right-pointing arrow. The 'Cancel A Leave Request' radio button is circled in red in the original image.

EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

- The “Employee Leave Request – Cancel A Request” screen will then appear.
- **Step 2:** Click on the “Cancel Request” button next to the line of leave to be cancelled.

Note: Only leave requested and approved through ESS will be shown.

Employee Leave Request - Cancel A Request

Using this page you can cancel a previously approved leave request and have the time be returned to your available leave balances. To cancel a request, simply click the “Cancel Request” button next to the request in the table below. Once you have submitted a request for cancellation, the request will show in a pending status on the “View Status” page of the Employee Leave Request system.

Note: All leave request cancellations will require the approval of your supervisor before the time is returned.

[Return to Main Menu](#)

Requests Available for Cancellation

LeaveType	StartDate	StartTime	EndDate	EndTime	TotalHours	
Personal Leave	12/28/2010	8:00:00 AM	12/29/2010	5:00:00 PM	17.00	Cancel Request

- **Step 3:** After selecting the “Cancel Request” button for the leave to be cancelled the “Confirmation dialog” screen appears. Click on the “Yes” button.

Confirmation Dialog

Are you sure you wish to cancel your leave request for Personal Leave on 2010-12-28?

EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

The “Employee’s Leave Request – Status of Submitted Requests” screen will show “Cancellation Pending”.

Employee Leave Request - Status of Submitted Requests

Using this screen you can see the status of requests you have submitted through ESS, including if a request has been approved or rejected, when it was approved or rejected, and by whom it was approved or rejected.

Only requests submitted through ESS will show in the list below. Paper requests will not appear on this screen.

[Return to Main Menu](#)

This table is currently only showing requests that are for time off (or have had activity) in the last 3 months.

[Show All Requests](#)

Submitted Leave Requests							
Leave Type	Start Date	Start Time	End Date	End Time	Hours	Submit Date	Request Status
Sick Leave	10/6/2010	8:00:00 AM	10/6/2010	5:00:00 PM	8.50	10/7/2010	Approved
Personal Leave	10/18/2010	12:00:00 PM	10/18/2010	5:00:00 PM	4.50	10/14/2010	Approved
Sick Leave	11/12/2010	9:00:00 AM	11/12/2010	12:00:00 PM	2.50	11/15/2010	Approved
Annual Leave	11/18/2010	8:00:00 AM	11/18/2010	5:00:00 PM	8.50	8/3/2010	Approved
Annual Leave	11/19/2010	8:00:00 AM	11/19/2010	12:00:00 PM	3.50	8/3/2010	Approved
Personal Leave	12/3/2010	8:00:00 AM	12/3/2010	12:00:00 PM	3.50	12/6/2010	Approved
Personal Leave	12/28/2010	8:00:00 AM	12/29/2010	5:00:00 PM	17.00	12/13/2010	Cancellation Pending

- The employee’s manager will be notified by email, (through Outlook), that you have submitted a request for a cancellation of leave.
- If the Manager **approves** the cancellation request, the “Request Status” will change to “Cancelled”

Annual Leave	7/6/2009	8:00:00 AM	7/6/2009	4:30:00 PM	7.50	Cancelled
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- The employee will receive an email stating that the request has been approved.

Subject: Notification of absence Cancellation no. 000000469

The leave cancellation request you submitted on 07/06/2009, for your leave beginning 07/10/2009 at 08:00:00 and ending on 07/10/2009 at 16:30:00 has been approved by Manager ,Test on 07/07/2009.

EMPLOYEE SELF SERVICE, (ESS), ELECTRONIC LEAVE REQUEST PROCEDURE

- If the manager **rejects or does not approve** the cancellation within 7 calendar days the employee will receive an email to that affect and the employee's "Request Status" will change back to "Approved".

Subject: Notice of Leave Rejection

This is to inform you that your supervisor has rejected your leave cancellation request submitted on 07/06/2009 for Personal Leave on 07/08/2009 to 07/08/2009.

Your supervisor has not yet processed the cancellation request which you created on 06/29/2009. The leave you have requested to cancel begins on 07/02/2009 and ends on 07/02/2009.
Please consider forwarding this email to your supervisor as a reminder.

Note: Cancellation of leave can only be done through ESS for leave submitted and approved through ESS within the last 30 calendar days. Leave requests with a status of "Submitted" cannot be cancelled.

6. Electronic Leave Request Error Messages

- The list below explains some of the various errors employees may see upon clicking "Calculate Hours":
 1. Invalid start hour – "Please enter a valid value between 00 and 23 for your start time hour." (field is highlighted in red)
 2. Invalid start minute – "Please enter a valid value between 00 and 59 for your start time minute." (field is highlighted in red)
 3. Invalid end hour – "Please enter a valid value between 00 and 23 for your end time hour." (field is highlighted in red)
 4. Invalid end minute – "Please enter a valid value between 00 and 59 for your end time minute." (field is highlighted in red)
 5. If no leave type selected – "Please select a leave type."
 6. If end date/time is not after start date/time – "Please enter a Leave End Date / Time that is after the leave Start Date / Time."
 7. If start time is not valid with work schedule
 - a. "The entered start date is on a day you are not scheduled to work. Please enter a new date."
 - b. "The start time you have entered is before your scheduled start time. Please enter a new time."
 8. If end time is not valid with work schedule
 - a. "The entered end date is on a day you are not scheduled to work. Please enter a new date."
 - b. "The end time you have entered is after your scheduled end time. Please enter a new time."
 9. If start/end date/time is on a holiday – "The start/end date you have entered is on a paid holiday. Please enter a new date."
 10. If request has conflict with previous absence – "Leave request has a conflict with an existing absence on your record. Request cannot be submitted."
 11. If time is too much – "You do not have enough available time in the selected leave type for this request. Please change leave types, or reduce the amount of this request." If

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this error message appears then the employee will have to select “Clear Request” and resubmit their request. If an employee desires to use all available leave from a specific leave type such as “Personal Leave” and they do not have enough leave for their total hours requested the employee will have to submit 2 leave slips using several different leave types.

- Various errors the employee may see upon clicking “Submit Leave Request”:
 1. If no family member is selected (sick family/bereavement only) – “For the selected leave type, you must indicate your Family Relationship. Please select one before continuing.”
 2. If a invalid medical appointment time is entered (non-numeric) – “Please enter a valid value in the Hours/Minutes field of your Medical Appointment Time” (corresponding field will be highlighted)
 3. If time has exceeded balance – “Your request has exceeded your available and anticipated leave balance.”