ESS – Leave & Time – Employee Leave Request

The Employee Leave Request screen under Leave & Time allows employees to enter new leave requests, view the status of previously submitted requests, and to cancel leave requests.

1. Employee Leave Request - Select the Employee Leave Request link from the Leave & Time menu in ESS.

1.1. The Employee Leave Request – Main Menu will appear. Users may choose to:

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

1.2. To enter a leave request, select Create New Leave Request, which is the default selection.

1.3. Select Continue.
2. The *Employee Leave Request – Create New Request* screen will appear in one of the following two formats depending if the employee is Faculty or Non-Faculty:

2.1. **Non-Faculty View** – Start and End times are required and will default from the employee’s standard work schedule in the SAP HCM system.

![Employee Leave Request - Create New Request](image)

NOTE: Available balances can be viewed prior to selecting the type of leave by clicking on the *Display Leave Balances* link.
2.2. Faculty View – Faculty employees can only select from Full or Half Days of leave.

NOTE: If the Leave Type selected by the faculty member is Annual Leave or Annual FMLA Leave, the Full Day, Half Day – AM Off, and the Half Day – PM Off options will be replaced with the Start Time (24 Hour Format) and End Time (24 Hour Format) as displayed in section 2.1 above for Non-Faculty and default the employee’s scheduled work hours for that day. If the employee is not requesting leave for the entire amount of scheduled hours, the employee must adjust the time prior to submitting the request.

3. Step 1: For Non-Faculty employees, select the type of leave being requested (annual, personal, sick, etc.) from the drop-down menu, or for Faculty employees, select either Annual or Annual FMLA leave.

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

4. 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. 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 leave hours are calculated.

NOTE: Faculty selecting leave other than Annual or Annual FMLA will have Full and Half Days to select from instead of specific times.

NOTE: If the defaulted Start Time and/or End Time do not appear to be correct, contact your Human Resource Office.

4.1. Non-Faculty View (and Faculty view for Leave Types of Annual and Annual FMLA):

![Non-Faculty View](image)

4.2. Faculty View (for all Leave Types other than Annual and Annual FMLA):

![Faculty View](image)
5. **Step 3:** Select the *Calculate Hours* button. Once *Calculate Hours* is clicked, the total leave hours requested will appear in the *Hours* field.

6. **Step 4:** *Additional Remarks* (optional) can be entered if desired. The manager/supervisor will see these remarks on the leave request.

7. **Step 5:** Enter the duration in hours and minutes of the *Medical Appointment Time* if applicable to the *Leave Type* request such as *Sick Leave*. (Refer to the Human Resource guidelines for *Sick Leave* and medical appointments for further guidance.)

7.1. An example of a leave request that is ready for submission is shown below:
8. **Step 6:** Review the leave request and select *Review & Submit Request* if the entered information is correct. If you wish to modify the request, select *Modify Request*. To exit the *Leave Request*, select *Return to the Main Menu*.

![ Employee Self-Service (ESS) Screens – Leave & Time – Employee Leave Request ](image)

**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* feature will show the leave that is available prior to the approval of any leave requests.
9. If the **Review & Submit Leave Request** was selected, the **Employee Leave Request – Review Your Request** screen will appear as shown below. If modifications to the leave request are desired, click **Modify Leave Request**. Otherwise, select the **Submit Leave Request** button to submit the leave for processing.

![Employee Leave Request - Review Your Request](image)

10. After selecting **Submit Leave Request**, the **Leave Request Creation Summary** screen will appear to confirm the submission of the request as shown below:

![Leave Request Creation Summary](image)
11. After the manager/supervisor processes the leave request, the following information is sent to the employee:

- An email indicating the decision to approve or disapprove the request will be sent to the employee’s Outlook email account.

  o Email example of an approved leave request:

  ![Email example of an approved leave request]

  o Email example of a rejected leave request:

  ![Email example of a rejected leave request]
12. 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 where the status of all leave requests is shown (submitted, approved, and rejected).

![Employee Leave Request - Main Menu]

13. After choosing View Status of Submitted Requests and clicking Continue, the Employee Leave Request – Status of Submitted Requests will appear. All fields are self-explanatory.

![Employee Leave Request - Status of Submitted Requests]

14. The Cancel A Leave Request option on the Employee Leave Request – Main Menu allows for the following actions:

14.1. An employee can submit a cancellation of a 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.

14.2. 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.

14.3. Changing leave already submitted and approved is done in two steps:

14.3.1. Step 1: Cancel the previously approved leave.
14.3.2. Step 2: Create a new request.

14.4. Only leave requested through ESS can be changed or cancelled through this application. To change or cancel leave originally requested using a paper Request for Leave; you will need to use the same paper form for cancelling or changing that leave request.

15. Step 1: Select Cancel a Leave Request and click Continue.
16. The Employee Leave Request – Cancel a Request screen will appear. **Step 2:** Click on the Cancel Request button next to the line of the leave desired for cancellation.

![Employee Leave Request - Cancel A Request](image)

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

17. **Step 3:** After selecting the Cancel Request button for the leaves to be cancelled, the Confirmation Dialog box appears. Click the Yes button.

![Confirmation Dialog](image)
18. The *Employee Leave Request – Status of Submitted Requests* screen will show *Cancellation Pending.*

![Employee Leave Request - Status of Submitted Requests](image)

19. The employee’s manager/supervisor will be notified by email (through Microsoft Outlook) that a request for leave cancellation has been submitted.

20. If the manager/supervisor approves the cancellation request, the *Request Status* will change to *Cancelled.*

![Annual Leave](image)

21. The employee will receive an email stating that the request has been approved.
NOTE: If the manager/supervisor rejects the cancellation, the employee will receive an email indicating a rejection has been processed.

NOTE: If the manager/supervisor does not take any action on a leave request within five calendar days since the creation of the leave request, the following reminder will be sent to the manager/supervisor.

NOTE: If the manager/supervisor does not approve the cancellation within seven calendar days, the employee will receive an email indicating the request has not yet been processed.

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.

NOTE: Potential 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.”
2. Invalid start minute – “Please enter a valid value between 00 and 59 for your start time minute.”
3. Invalid end hour – “Please enter a valid value between 00 and 23 for your end time hour.”
4. Invalid end minute – “Please enter a valid value between 00 and 59 for your end time minute.”
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:**
   7.1. “The entered start date is on a day you are not scheduled to work. Please enter a new date.”
   7.2. “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:**
   8.1. “The entered end date is on a day you are not scheduled to work. Please enter a new date.”
   8.2. “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 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.

**NOTE:** Potential Electronic Leave Request Error Messages - The list below explains some of the various errors employees 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 an 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.”