

EMPLOYEE SELF-SERVICE, (ESS), ELECTRONIC LEAVE MANAGER APPROVAL PROCESS

I. General Information:

As employees request leave through the ESS Electronic Leave Request procedure, the appropriate approving manager will receive an Outlook email indicating a request for leave was submitted. This will include a link to ESS' Manager Self-Service, (MSS), portal.

An employee cannot submit a leave request that would exceed their current and anticipated leave accruals for the current leave calendar year as well as the submitted pending leave requests.

If the approving manager does not act on the submitted leave within 5 days, the manager will receive a reminder message in his or her Outlook Inbox indicating that there is a pending leave request in the MSS Business Inbox that needs to be processed.

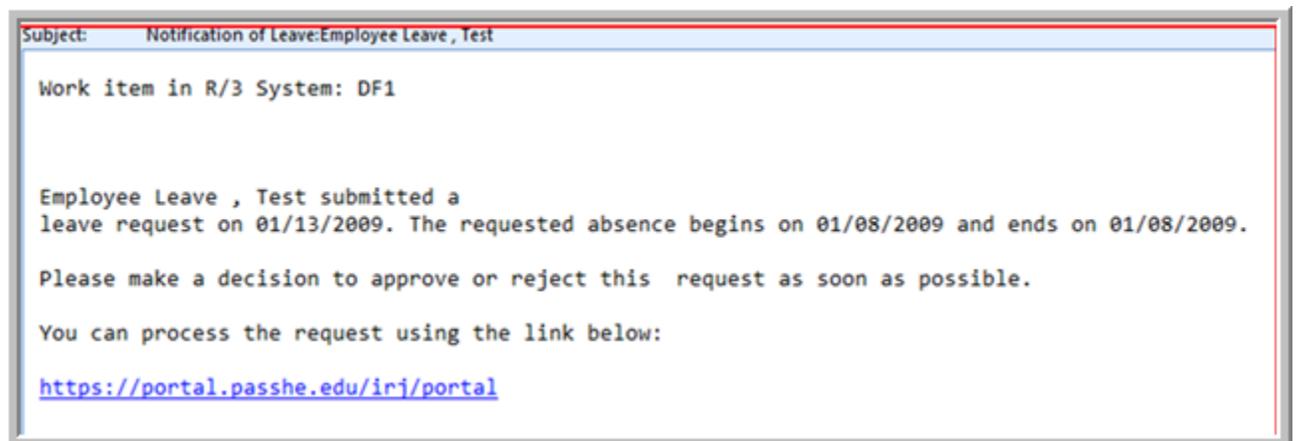
If the approving manager does not act on the submitted leave within 7 days, the employee will also receive an Outlook notification indicating that the leave has not been processed by the manager.

Only leave requested through the electronic leave request process will appear in the MSS portal.

Balances shown on the employee's ESS "Display Leave Balances" and "Display Absences" will show all leave requests (paper and portal).

II. Approving or Rejecting Submitted Leave Process: Each time an employee submits a leave request through the electronic leave request application, the approving manager should complete the following steps:

Step 1: The approving manager will receive an Outlook email each time leave is requested by one of their employees, as shown below. Click on the "link" provided in the email request and then sign on to the Employee Self-Service portal



Step 2: Select the “Manager Self-Service” tab to review the pending leave requests.

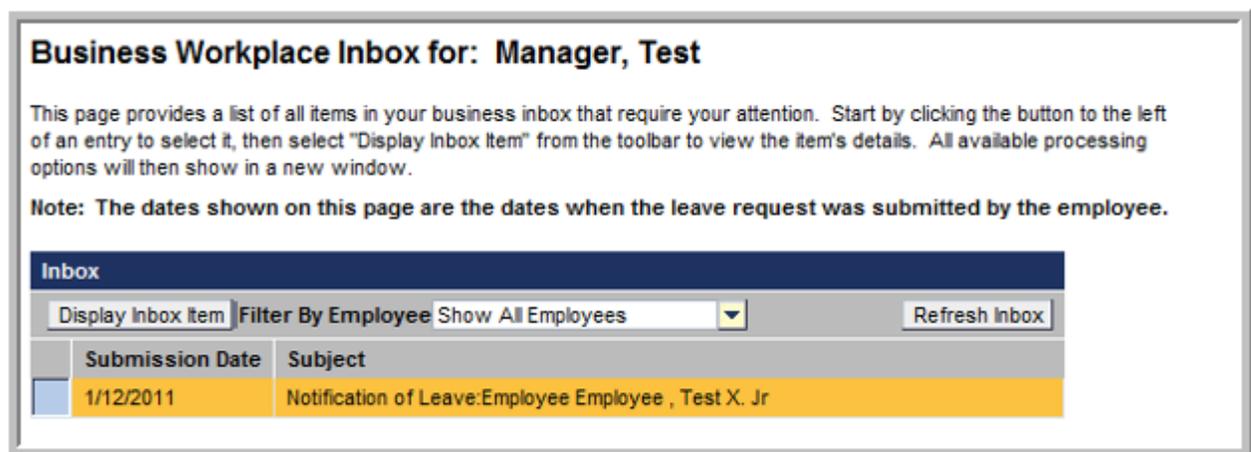


Step 3: Select “Employee Leave Approval” from the “Business Inbox” from the navigation.

Step 4: The “Business Workplace Inbox” will appear, containing the manager’s pending leave requests.

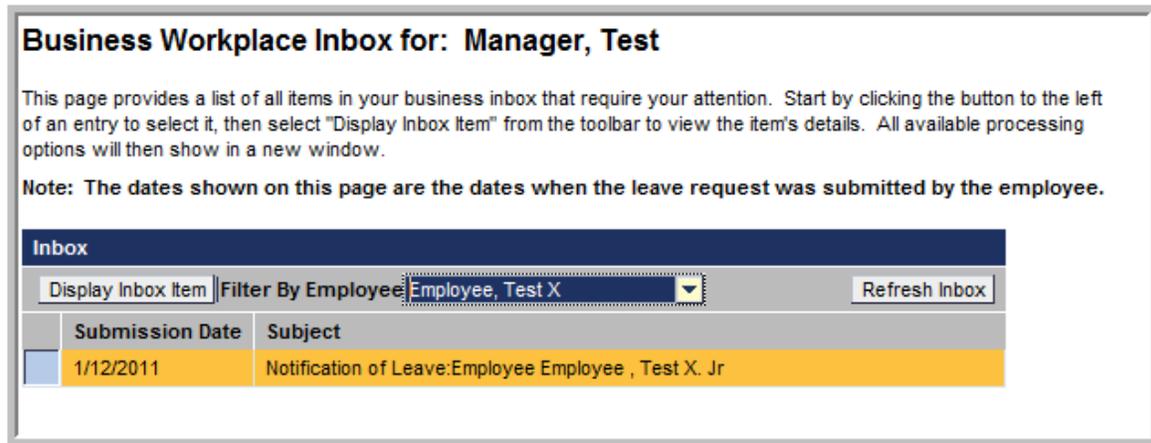
The manager can select to view all employee requests or a specific employee’s request by using the “Filter By Employee” drop-down menu. Select a single leave request to review. The dates shown are the dates when the leave was submitted, NOT the date the employee is planning to use the leave.

Note: If an employee’s request appears in your Inbox who does not report to you, contact your Human Resource department immediately, so they can correct the reporting relationship in the Human Capital Management system.



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Shown below is the screen shot after using the “Filter By Employee” option to view leave requested for the employee named “Employee Leave, Test”.



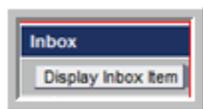
Business Workplace Inbox for: Manager, Test

This page provides a list of all items in your business inbox that require your attention. Start by clicking the button to the left of an entry to select it, then select "Display Inbox Item" from the toolbar to view the item's details. All available processing options will then show in a new window.

Note: The dates shown on this page are the dates when the leave request was submitted by the employee.

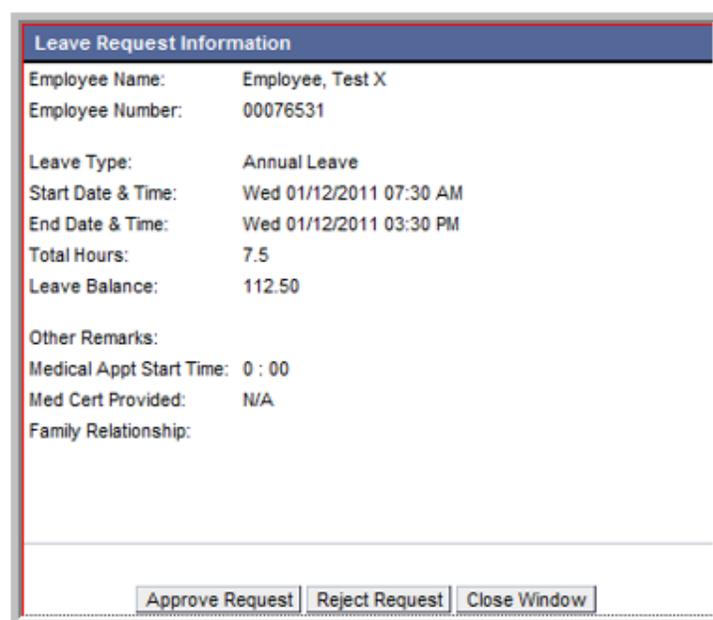
Inbox	
Display Inbox Item	Filter By Employee: Employee, Test X
Refresh Inbox	
Submission Date	Subject
1/12/2011	Notification of Leave:Employee Employee , Test X. Jr

Step 5: After highlighting a specific leave request, click on the “Display Inbox Item”.



A box will appear that includes the employee’s current leave balance for the type of leave requested, along with the: Date, Hours, and Total Hours for the current leave request. The leave balance is the employee’s current balance prior to the manager taking action on the leave slip.

Select Approve Request, Reject Request or close window.



Leave Request Information

Employee Name: Employee, Test X
Employee Number: 00076531

Leave Type: Annual Leave
Start Date & Time: Wed 01/12/2011 07:30 AM
End Date & Time: Wed 01/12/2011 03:30 PM
Total Hours: 7.5
Leave Balance: 112.50

Other Remarks:
Medical Appt Start Time: 0 : 00
Med Cert Provided: N/A
Family Relationship:

Approve Request Reject Request Close Window

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Step 6: When a manager approves or rejects the request the employee will receive an Outlook email as shown below:



NOTE: In leave situations that require documentation, (i.e. a medical certificate, jury duty summons, etc.), the documentation will need to be provided “manually” by the employee to the manager per existing Leave Guidelines. This documentation should be received by the manager prior to approving the leave request. Please contact your HR department for further details.

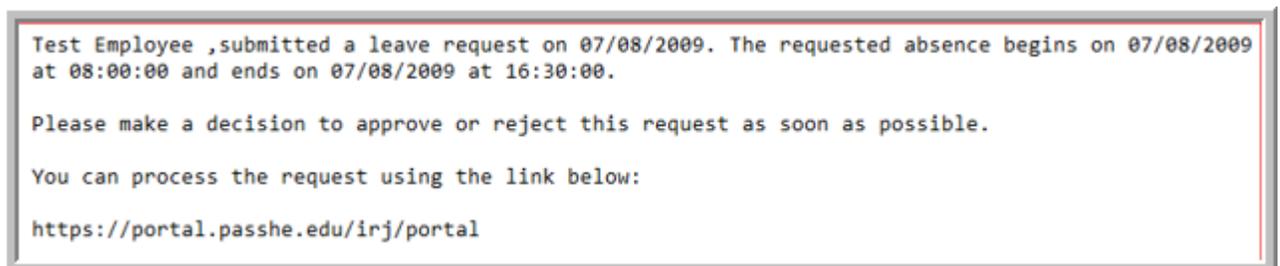
III. Employee Request to Cancel Previously Approved Leave Requests:

Departmental managers will receive an email (via Outlook) when an employee submits a cancellation for a leave request.

Cancellation of leave can only be done through ESS for leave submitted through ESS within the last 30 calendar days.

Unapproved leave requests with a status of “Submitted” cannot be cancelled.

Step 1: The approving manager will receive an Outlook email notifying them of their employee’s leave cancellation request, as shown below. Click on the “link” provided in the email request and then sign on to the Employee Self-Service portal. This is the same procedure used when an employee submits their initial leave request.



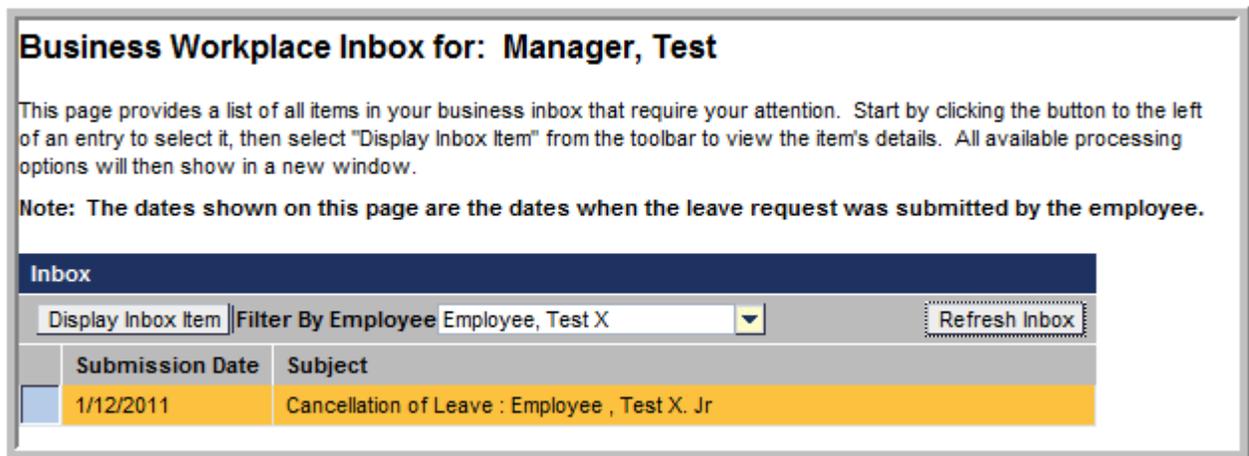
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Step 2: Select the „Manager Self-Service“ tab to review the pending leave requests.



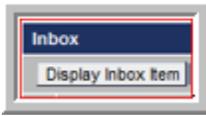
Step 3: Select "Employee Leave Approval" from the "Business Inbox" from the navigation.

Step 4: The "Business Workplace Inbox" will appear containing the manager's pending leave requests. Leave cancellation requests will be listed the same as initial leave requests, but will start with "Cancellation" under the Subject column.

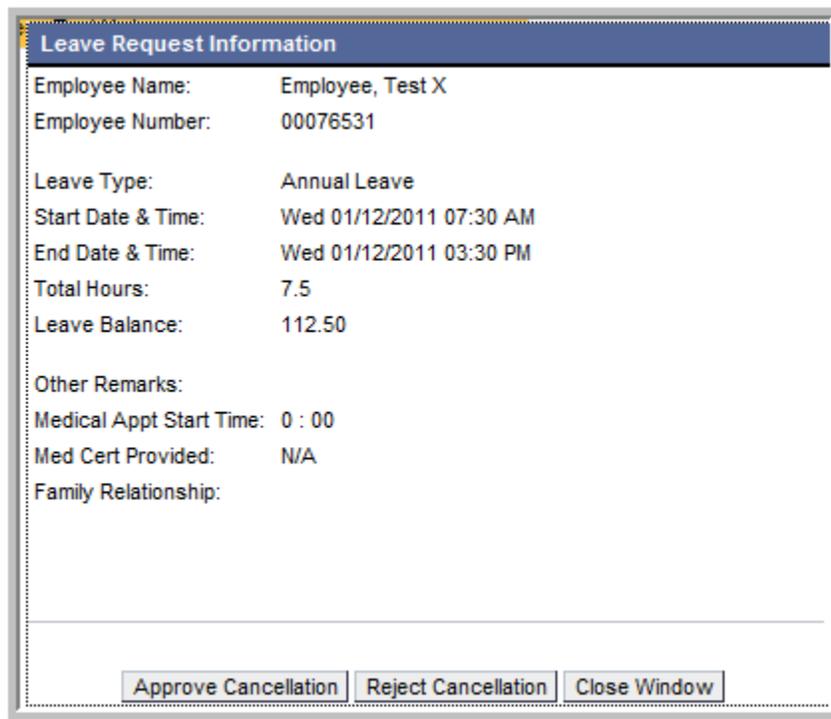


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Step 5: After highlighting a specific cancellation of leave request, click on the “Display Inbox Item”.



The manager will either “Approve or Reject” the employee’s leave cancellation request, and the employee will be notified through Outlook email of the manager’s decision. The employee’s leave status will be changed from “Cancellation Pending” to “Cancelled” or back to “Approved” if the cancellation request is rejected.

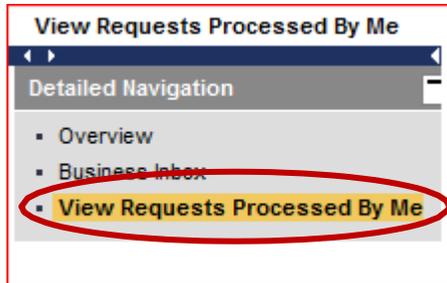


Leave Request Information	
Employee Name:	Employee, Test X
Employee Number:	00076531
Leave Type:	Annual Leave
Start Date & Time:	Wed 01/12/2011 07:30 AM
End Date & Time:	Wed 01/12/2011 03:30 PM
Total Hours:	7.5
Leave Balance:	112.50
Other Remarks:	
Medical Appt Start Time:	0 : 00
Med Cert Provided:	N/A
Family Relationship:	

At the bottom of the window, there are three buttons: 'Approve Cancellation', 'Reject Cancellation', and 'Close Window'.

IV. Reviewing Approved Leave:

Managers can view all of the leave requests they approved through the electronic leave request application by clicking on the “View Leave Requests Processed By Me” link.



Managers can search using the following selections:

- **“All Requests”** (The default date range will start with the 1st day of the month prior to the present date)
- **“Approved Requests”**
- **“Rejected Requests”**
- A specific date range

A screenshot of a search interface titled "View Leave Requests Processed By Me". It features a "Search for Leave Requests" section with a dropdown menu for "Search For:" set to "All Requests". Below this are two date input fields: "Show from:" with the value "5/1/2014" and "to:" with the value "12/31/9999". At the bottom are two buttons: "Search Leave Requests" and "Clear Results".

Once the manager has made their selection, they should click “Search Leave Requests”. All leave requests submitted through ESS / MSS will appear.