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.

Employee Leave Request - Main Menu				
Employee Name:	Test, User G			
Employee Number:	00017081			
Select an option and click "Continue".				
Create New Leave	Request			
O View Status of Su	bmitted Requests			
Cancel A Leave Re	equest			
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.

Leave Request	ve Request - Create New Request
Name (Last, First, MI): Employee Number:	test, User G 00025210
 Select the type of Leave Type: * 	f leave you are requesting. Display Leave Balances Annual Leave Available Leave Balance (hours): 0.00
2. Enter the date / t Start Date: * End Date: *	9/4/2012 Image: Start Time (24 Hour Format): * 08 : 00 9/4/2012 Image: Start Time (24 Hour Format): * 16 : 30
3. Click the "Calcula Hours:	0.0 Calculate Hours
If your leave request Additional Remarks (O Medical Appointment S	ptional): Start Time: 00 Enter in 24 hour format
	Return to the Main Menu Review & Submit Request Modify Request

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.

Leave Type: *	Sick Leave		-	Available Leav	ve Balance (hour	s): 2.250.00)
2. Enter the date / tir	me range fo	r your leave request			_		
Start Date: *	9/4/2012	🗊 💿 Full Da	у		1		
End Date: *	9/4/2012	🗊 🔿 Half Da	ay - AM Off	O Half Day - PM (Off		
. Click the "Calcula	te Hours" bu	itton to check your t	ime.				
6. Click the "Calcula" Hours:	te Hours" bu 0.0	Itton to check your t Calculate Ho	ime. urs				
6. Click the "Calcula" Hours:	0.0	Itton to check your t Calculate Ho	ime. urs				
Click the "Calcula Hours:	te Hours" bu 0.0 t requires ac	Calculate Ho	ime. urs nter them he	re.			
6. Click the "Calcula" Hours: f your leave reques	te Hours" bu	utton to check your t Calculate Ho dditional remarks, e	ime. urs nter them he	re.			
6. Click the "Calcula" Hours: f your leave reques: Additional Remarks (Optimized)	te Hours" bu 0.0 t requires ad btional):	dditional remarks, e	ime. urs nter them he	re.			
 Click the "Calcula" Hours: f your leave reques Additional Remarks (Op Iedical Appointment St 	te Hours" bu 0.0 t requires an otional): tart Time:	dditional remarks, e	ime. urs nter them he	re.			
Click the "Calcula" Hours: Hours: Your leave reques: vdditional Remarks (Op ledical Appointment St ledical Certificate Ava	te Hours" bu 0.0 t requires ad btional): tart Time: ilable:	dditional remarks, e	ime. urs nter them he	re.			
Click the "Calcula" Hours: Hours: Your leave reques: vdditional Remarks (Op ledical Appointment St ledical Certificate Ava	te Hours" bu 0.0 t requires ad otional): tart Time: ilable:	dditional remarks, e	ime. urs nter them he	re. nat			
Click the "Calcula" Hours: Hours: Your leave reques: Additional Remarks (Op ledical Appointment Si ledical Certificate Ava	te Hours" bu 0.0 t requires ad otional): tart Time: ilable:	dditional remarks, e	ime. urs nter them he	re. nat			

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

Leave Request			
Name (Last, First, MI):	Test, User G]	
Employee Number:	00024134		
1. Select the type of	leave you are requesting.		Display Leave Balances
Leave Type: *	Select 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 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 <u>other than</u> 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):

2. Enter the date / t	ime range for your	leave request
Start Date: *	9/4/2012	Start Time (24 Hour Format): * 08 : 00
End Date: *	9/4/2012	End Time (24 Hour Format): * 16 : 30

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

2. Enter the date / t	ime range fo	or your le	ave request	
Start Date: *	9/4/2012	5	Full Day	
End Date: *	9/4/2012	67	🔿 Half Day - AM Off	⊖ Half Day - PM Off

5. Step 3: Select the *Calculate Hours* button. Once *Calculate Hours* is clicked, the total leave hours requested will appear in the *Hours* field.

3. Click the "Calculate Hours"	button to check your time.
Hours: 0.0	Calculate Hours
If your leave request requires Additional Remarks (Optional): Medical Appointment Start Time:	additional remarks, enter them here.

- 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:

 Select the type of 	leave you are reque	sting.	Display Leave	Balances
Leave Type: *	Annual Leave	•	Available Leav	ve Balance (hours): 298.37
2. Enter the date / ti	me range for your lea	ave request		
Start Date: *	9/4/2012	Start Time (24 Hour Format	:* 08 : 00	D
End Date: *	9/4/2012	End Time (24 Hour Format	: * <mark>16</mark> : 30	D
. Click the "Calcula	te Hours" button to c	heck your time.		
Hours:	7.50	Calculate Hours		
Additional Remarks (Op Medical Appointment S	otional): tart Time: 00 :	00 Enter in 24 hour forma	ıt	
Your leave reque	st is valid and totals 7.50) hours. Please click the "Re	view & Submit Red	quest" button to continue.
Please note, that i	f your request requires	additional remarks, please er	ter them before p	proceeding.

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.*

	leave you are requesting.	1	Jopiay Loave D	alarrooo	
Leave Type: *	Annual Leave	▼ A	vailable Leave	Balance (hours):	298.37
2. Enter the date / tir	me range for your leave request				
Start Date: *	9/4/2012 🔄 Start Time (24 Hour Format): *	08 : 00		
End Date: *	9/4/2012 😰 End Time (24 Hour Format): *	16 : 30		
3. Click the "Calcula"	te Hours" button to check your to	me.			
Hours:	7.50 Calculate Hou	rs			
If your leave reques	t requires additional remarks, er	nter them here.			
If your leave reques Additional Remarks (Op Medical Appointment St	t requires additional remarks, en ational):	n 24 hour format			
If your leave reques Additional Remarks (Op Medical Appointment SI	t requires additional remarks, en ational): art Time: 00 : 00 Enter i st is valid and totals 7.50 hours. Pleas	n 24 hour format se click the "Review	/ & Submit Requ	est" button to con	tinue.
If your leave reques Additional Remarks (Op Medical Appointment SI If your leave reques	t requires additional remarks, en ational): art Time: 00 : 00 Enter i at is valid and totals 7.50 hours. Pleas nge your leave request, click the "Mo	n 24 hour format se click the "Review dify Request" butto	/ & Submit Requ	iest" button to con	tinue.
If your leave reques Additional Remarks (Op Medical Appointment SI If Your leave reques If you need to cha If you need to cha	t requires additional remarks, en ptional): art Time: 00 : 00 Enter i st is valid and totals 7.50 hours. Pleas nge your leave request, click the "Mo f your request requires additional rem	n 24 hour format n 24 hour format se click the "Review dify Request" butto narks, please enter t	/ & Submit Requ n. them before pro	rest" button to con ceeding.	tinue.

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 <u>prior</u> 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 L	eave Reques	t - Review Y	our Reques	ŧ		
Please review your request below. If everything is correct on your request, then you may click "Submit Leave Request". If you need to make any changes to the request, you can use the back button. Your request is not submitted until you click the "Submit Leave Request" button.						
Leave Request	Leave Request Summary					
Name (Last, First, Leave Type:	ne (Last, First, MI): Test, User G Employee Number: 00024134					
Leave Start Date	& Time: 09/04/2012	2 08:00 AM	Leave	End Date & Time: 0	09/04/2012 04:30 PM	
Total Leave Hours	s: 7.50 1	Work Day				
Other Remarks: Medical Appt Star	t Time: 00:00					
Work Schedule	During Your Leav	e Request				
Sch. Start Date	Sch. Start Time	Sch. End Date	Sch. End Time	Scheduled Hour	s Request Hours	
9/4/2012	8:00:00 AM	9/4/2012	4:30:00 PM	7.50	7.50	
	Your request is	s not submitte	d until you clia	k the "Submit I	Leave Request" b	outton.
		 Modify 	Leave Request	Submit Leave Requ	est	

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

eave Request Creation Summary					
Your leave request has When he/she approves n ESS as well.	been submitted. Your supe or denies your request you	ervisor will receive an email sh will be notified by email. You	nortly with details about your leave request. may then check your updated leave balances		
Leave Request Summa	ary				
Name (Last, First, MI):	Test, User G	Employee Number:	00024134		
Leave Type:	Annual Leave				
Leave Start Date & Time:	09/04/2012 08:00 AM	Leave End Date & Time:	09/04/2012 04:30 PM		
Total Leave Hours:	7.50				
Other Remarks:					
Medical Appt Start Time:	00:00				
		Return to Main Menu			

- **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.
 - Email example of an approved leave 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.
```

• Email example of a rejected leave 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.

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 Leav	ve Request - Main Menu
Employee Name:	Test, User G
mployee Number:	00017081
Create New Leave	d click "Continue". Request
Cancel A Leave Re	equest
Cancel A Leave Re	equest

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 Re	equest - Status o	of Submitt	ed Requ	ests			
Using this screen you can see approved or rejected, when it	the status of requests yo was approved or rejected	ou have submit d, and by who	tted through Es m it was appro	SS, including if	a request J.	has been	
Only requests submitted t	hrough ESS will show	in the list bel	ow. Paper r	equests will	not appe	ar on this scre	en.
Return to Main Menu This table is currently only sho	wing requests that are fo	or time off (or h	ave had activ	ty) in the last 3	months.	Show All Re	equests
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

- **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*.

Employee Leave Request	
Detailed Navigation	Employee Leave Request - Main Menu
Leave & Time Overview	Employee Name: Test, User G
Related Links	Employee Number: 00017081
Leave Request Procedure	Select an option and click "Continue".
	Create New Leave Request View Status of Submitted Requests Cancel A Leave Request

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.

ig this page you can can cancel a request simply	cel a previously approve	ed leave request	and have the time	e be returned to y	our available lea	ve balances.
uest for cancellation, the	request will show in a p	ending status on	the "View Status	s" page of the Em	ployee Leave Re	quest system.
		2 12 D				
: All leave request c	ancellations will requ	ire the approva	al of your super	visor before th	e time is retur	ned.
Return to Main Menu						
Return to Main Menu						
Return to Main Menu	Cancellation					
Return to Main Menu	Cancellation					
Return to Main Menu equests Available for (LeaveType	Cancellation StartDate	StartTime	EndDate	EndTime	TotalHours	
Return to Main Menu equests Available for (LeaveType Personal Leave	StartDate	StartTime 8:00:00 AM	EndDate 12/29/2010	EndTime 5:00:00 PM	TotalHours	Cancel Request

- 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	
Are you sure you wish to cancel your leave request for Personal Leave on 2010-12-28?	,
Yes No	

18. The Employee Leave Request – Status of Submitted Requests screen will show Cancellation Pending.

Jsing this screen you can approved or rejected, whe	see the status of requests n it was approved or reject	s you have sub cted, and by w	hom it was ap	ESS, including proved or reject	if a reque	est has been		
only requests submitte	d through ESS will sho	w in the list t	below. Pape	r requests w	ill not ap	pear on this so	creen.	
Return to Main Menu his 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 Requ	Cata							
Leave Type	Start Date ≜	Start Time	End Date	End Time	Hours	Submit Date	Request Status	
Leave Type Sick Leave	Start Date ▲ 10/6/2010	Start Time 8:00:00 AM	End Date 10/6/2010	End Time 5:00:00 PM	Hours 8.50	Submit Date 10/7/2010	Request Status	
Leave Type Sick Leave Personal Leave	Start Date ▲ 10/6/2010 10/18/2010	Start Time 8:00:00 AM 12:00:00 PM	End Date 10/6/2010 10/18/2010	End Time 5:00:00 PM 5:00:00 PM	Hours 8.50 4.50	Submit Date 10/7/2010 10/14/2010	Request Status Approved Approved	
Leave Type Sick Leave Personal Leave Sick Leave	Start Date ▲ 10/6/2010 10/18/2010 11/12/2010	Start Time 8:00:00 AM 12:00:00 PM 9:00:00 AM	End Date 10/6/2010 10/18/2010 11/12/2010	End Time 5:00:00 PM 5:00:00 PM 12:00:00 PM	Hours 8.50 4.50 2.50	Submit Date 10/7/2010 10/14/2010 11/15/2010	Request Status Approved Approved Approved	
Leave Type Sick Leave Personal Leave Sick Leave Annual Leave	Start Date ▲ 10/6/2010 10/18/2010 11/12/2010 11/18/2010	Start Time 8:00:00 AM 12:00:00 PM 9:00:00 AM 8:00:00 AM	End Date 10/6/2010 10/18/2010 11/12/2010 11/18/2010	End Time 5:00:00 PM 5:00:00 PM 12:00:00 PM 5:00:00 PM	Hours 8.50 4.50 2.50 8.50	Submit Date 10/7/2010 10/14/2010 11/15/2010 8/3/2010	Request Status Approved Approved Approved Approved	
Leave Type Sick Leave Personal Leave Sick Leave Annual Leave Annual Leave	Start Date ▲ 10/6/2010 10/18/2010 11/12/2010 11/18/2010 11/19/2010	Start Time 8:00:00 AM 12:00:00 PM 9:00:00 AM 8:00:00 AM 8:00:00 AM	End Date 10/6/2010 10/18/2010 11/12/2010 11/18/2010 11/19/2010	End Time 5:00:00 PM 5:00:00 PM 12:00:00 PM 5:00:00 PM 12:00:00 PM	Hours 8.50 4.50 2.50 8.50 3.50	Submit Date 10/7/2010 10/14/2010 11/15/2010 8/3/2010 8/3/2010	Request Status Approved Approved Approved Approved Approved	
Leave Type Sick Leave Personal Leave Sick Leave Annual Leave Personal Leave	Start Date ≜ 10/6/2010 10/18/2010 11/12/2010 11/12/2010 11/18/2010 11/19/2010 12/3/2010	Start Time 8:00:00 AM 12:00:00 PM 9:00:00 AM 8:00:00 AM 8:00:00 AM 8:00:00 AM 8:00:00 AM	End Date 10/6/2010 10/18/2010 11/12/2010 11/18/2010 11/19/2010 12/3/2010	End Time 5:00:00 PM 5:00:00 PM 12:00:00 PM 5:00:00 PM 12:00:00 PM 12:00:00 PM	Hours 8.50 4.50 2.50 8.50 3.50 3.50	Submit Date 10/7/2010 10/14/2010 11/15/2010 8/3/2010 8/3/2010 12/6/2010	Request Status Approved Approved Approved Approved Approved Approved	

- **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*.

A	
Annual Leave 7/6/2009 8:00:00 AM 7/6/2009 4:30:00 PM 7.50 0	Cancelled

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.

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.

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.

```
Subject: Missed Deadline: Notification of Leave: Employee, T
```

You have a Leave Request pending for Employee, Test submitted on 03/14/2012 in your MSS Business Inbox. Please process the request as quickly as possible. Failure to approve this leave promptly could result in pay and leave balance inaccuracies.

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.

```
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.

NOTE: **Potential Electronic Leave Request Error Messages** -The list below explains some of the various errors employees may see upon clicking *Calculate Hours*.

- 1. <u>Invalid start hour</u> "Please enter a valid value between 00 and 23 for your start time hour."
- 2. <u>Invalid start minute</u> "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."
- Invalid end minute "Please enter a valid value between 00 and 59 for your end time minute."
- 5. <u>If no leave type selected</u> "Please select a leave type."
- 6. <u>If end date/time is not after start date/time</u> "Please enter a Leave End Date / Time that is after the leave Start Date / Time."

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- 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.** <u>If request has conflict with previous absence</u> "Leave request has a conflict with an existing absence on your record. Request cannot be submitted.</u>
- 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. <u>If no family member is selected (sick family/bereavement only)</u> "For the selected leave type, you must indicate your Family Relationship. Please select one before continuing."
- 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.** <u>If time has exceeded balance</u> "Your request has exceeded your available and anticipated leave balance."</u>