



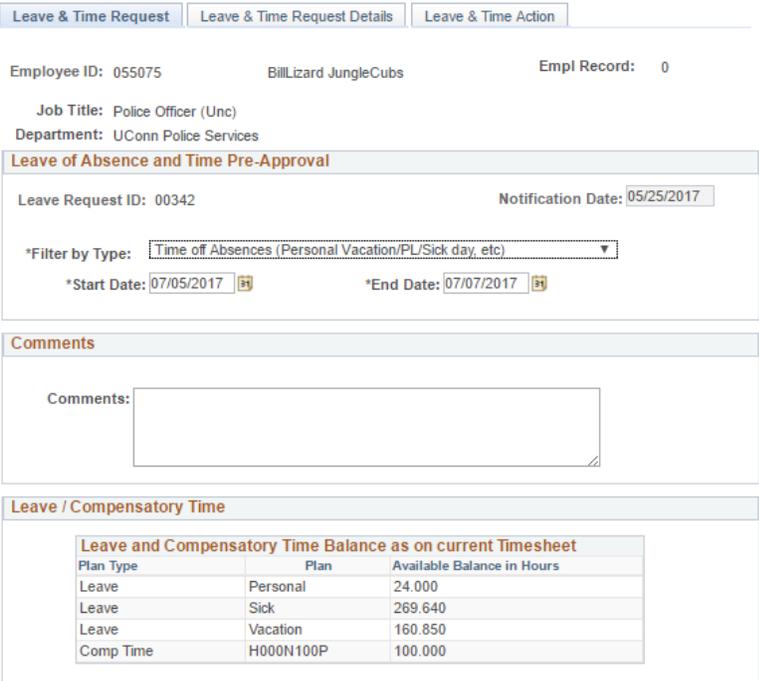
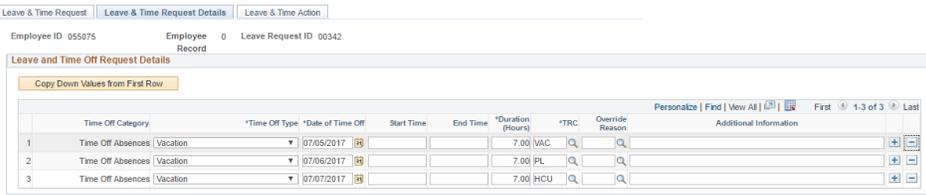
University of Connecticut

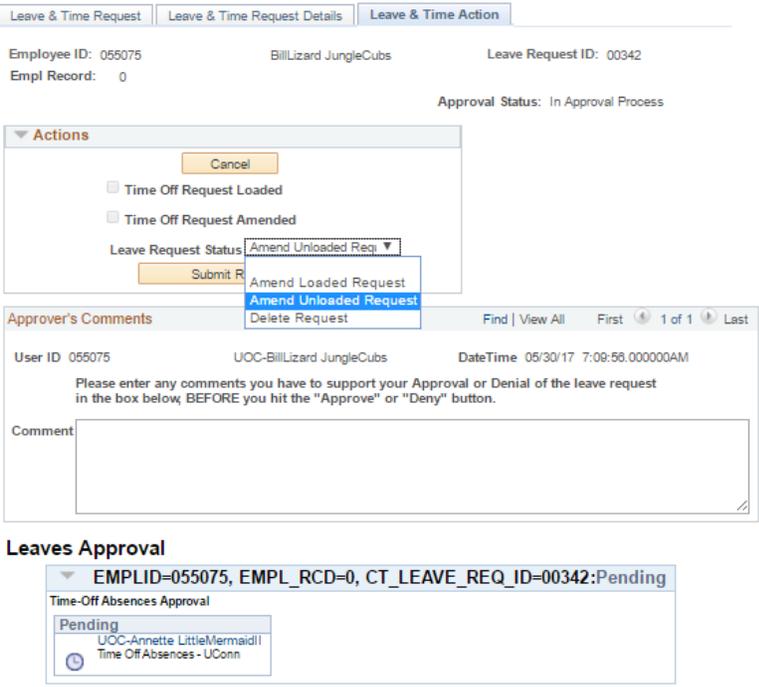
Modifying or Cancelling a Leave Request: Time Off Requests

Overview Employees will use this job aid to modify or cancel an already submitted request for time off, such as vacation and medical appointments, in Core-CT.

Process Steps

Step	Action	Screenshot																																			
1	<p>Navigation Home Screen: Click Submit or Modify Leave Request from the portal landing page. Navigation In Menu: Main Menu > Core-CT HRMS > Self Service > Leave Management > Leave Request</p>																																				
2	<p>On the Submit or Modify Leave Request page, click the Find an Existing Value Tab.</p> <p>Your employee ID will auto-populate and cannot be changed.</p> <p>You can search for your leave multiple different ways including strictly by employee number (all of your leaves will be returned), by Empl Record, or by leave request ID (the unique ID given to your specific leave).</p> <p>Enter your search criteria and click Search.</p> <p>If you search by employee number only, the list of your leaves will show below. Click on the leave which you want to modify.</p>	<table border="1"> <thead> <tr> <th>Empl Record Name</th> <th>Leave Request ID</th> <th>Leave Category</th> <th>Leave Type</th> <th>Start Date</th> <th>End Date</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>JungleCubs,BillLizard 00343</td> <td></td> <td>Leaves of Absence</td> <td>Medical</td> <td>05/22/2017</td> <td>05/31/2017</td> <td>All App</td> </tr> <tr> <td>0 JungleCubs,BillLizard 00342</td> <td></td> <td>Time Off Absences</td> <td>(blank)</td> <td>07/03/2017</td> <td>07/07/2017</td> <td>Apprv Proc</td> </tr> <tr> <td>0 JungleCubs,BillLizard 00042</td> <td></td> <td>Work OT or Comp-Time</td> <td>(blank)</td> <td>01/23/2017</td> <td>01/24/2017</td> <td>Apprv Proc</td> </tr> <tr> <td>0 JungleCubs,BillLizard 00041</td> <td></td> <td>Work OT or Comp-Time</td> <td>(blank)</td> <td>01/17/2017</td> <td>01/20/2017</td> <td>Needs App</td> </tr> </tbody> </table>	Empl Record Name	Leave Request ID	Leave Category	Leave Type	Start Date	End Date	Approval Status	JungleCubs,BillLizard 00343		Leaves of Absence	Medical	05/22/2017	05/31/2017	All App	0 JungleCubs,BillLizard 00342		Time Off Absences	(blank)	07/03/2017	07/07/2017	Apprv Proc	0 JungleCubs,BillLizard 00042		Work OT or Comp-Time	(blank)	01/23/2017	01/24/2017	Apprv Proc	0 JungleCubs,BillLizard 00041		Work OT or Comp-Time	(blank)	01/17/2017	01/20/2017	Needs App
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3	<p>After clicking on the leave, you will be taken to the Leave & Time Request tab.</p> <p>If you are modifying the start and/or end dates of your leave, enter the new dates on the Leave & Time Request tab.</p> <p>Once complete, move to the Leave & Time Request Details tab.</p> <p>If you are only modifying the number of hours being taken on your leave or the Time Reporting Codes, move directly to the Leave & Time Request Details tab.</p> <p>If you are cancelling your leave, move directly to the Leave & Time Action tab.</p>	 <p>The screenshot shows the 'Leave & Time Request' interface. At the top, there are three tabs: 'Leave & Time Request', 'Leave & Time Request Details', and 'Leave & Time Action'. Below the tabs, employee information is displayed: Employee ID: 055075, Name: BillLizard JungleCubs, Empl Record: 0, Job Title: Police Officer (Unc), and Department: UConn Police Services.</p> <p>The main section is titled 'Leave of Absence and Time Pre-Approval'. It shows 'Leave Request ID: 00342' and 'Notification Date: 05/25/2017'. There is a dropdown menu for 'Filter by Type' set to 'Time off Absences (Personal Vacation/PL/Sick day, etc)'. Below this are fields for '*Start Date: 07/05/2017' and '*End Date: 07/07/2017', both with calendar icons.</p> <p>There is a 'Comments' section with a text area. Below that is a 'Leave / Compensatory Time' section containing a table:</p> <table border="1" data-bbox="873 823 1446 951"> <thead> <tr> <th colspan="3">Leave and Compensatory Time Balance as on current Timesheet</th> </tr> <tr> <th>Plan Type</th> <th>Plan</th> <th>Available Balance in Hours</th> </tr> </thead> <tbody> <tr> <td>Leave</td> <td>Personal</td> <td>24.000</td> </tr> <tr> <td>Leave</td> <td>Sick</td> <td>269.640</td> </tr> <tr> <td>Leave</td> <td>Vacation</td> <td>160.850</td> </tr> <tr> <td>Comp Time</td> <td>H000N100P</td> <td>100.000</td> </tr> </tbody> </table>	Leave and Compensatory Time Balance as on current Timesheet			Plan Type	Plan	Available Balance in Hours	Leave	Personal	24.000	Leave	Sick	269.640	Leave	Vacation	160.850	Comp Time	H000N100P	100.000																						
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4	<p>If you modified the start and/or end dates of your leave on the Leave & Time Request tab, update the dates to reflect your new requested dates. The last row must be the End Date entered on the Leave and Time Request tab. <u>Please delete any days you are not scheduled to work.</u></p> <p>If you are modifying the number of hours being requested, update the Duration.</p> <p>Move to the Leave & Time Action tab.</p>	 <p>The screenshot shows the 'Leave and Time Off Request Details' tab. It has a 'Copy Down Values from First Row' button. Below is a table with columns: Time Off Category, *Time Off Type, *Date of Time Off, Start Time, End Time, *Duration (hours), *TRC, and Override Reason. There are also search and filter icons.</p> <table border="1" data-bbox="646 1180 1555 1270"> <thead> <tr> <th></th> <th>Time Off Category</th> <th>*Time Off Type</th> <th>*Date of Time Off</th> <th>Start Time</th> <th>End Time</th> <th>*Duration (hours)</th> <th>*TRC</th> <th>Override Reason</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Time Off Absences</td> <td>Vacation</td> <td>07/05/2017</td> <td></td> <td></td> <td>7.00</td> <td>VAC</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Time Off Absences</td> <td>Vacation</td> <td>07/06/2017</td> <td></td> <td></td> <td>7.00</td> <td>PL</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Time Off Absences</td> <td>Vacation</td> <td>07/07/2017</td> <td></td> <td></td> <td>7.00</td> <td>HCU</td> <td></td> <td></td> </tr> </tbody> </table>		Time Off Category	*Time Off Type	*Date of Time Off	Start Time	End Time	*Duration (hours)	*TRC	Override Reason	Additional Information	1	Time Off Absences	Vacation	07/05/2017			7.00	VAC			2	Time Off Absences	Vacation	07/06/2017			7.00	PL			3	Time Off Absences	Vacation	07/07/2017			7.00	HCU		
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5	<p>On the Leave & Time Action tab, review the time off request you are submitting. Ensure the modifications you have made are reflected here.</p> <p>When you are ready to submit, review the check boxes under the submit button. If the Leave Request Loaded check box is checked, in the drop down Leave Request Status, select Amend Loaded Request.</p> <p>If the Leave Request Loaded check box is unchecked, in the drop down Leave Request Status, select Amend Unloaded Request.</p> <p>Click Submit.</p> <p>If you are cancelling your leave, in the Leave Request Status drop down, select Delete Request.</p> <p>Click Cancel.</p>	 <p>The screenshot shows the 'Leave & Time Action' tab selected. It displays employee information: Employee ID: 055075, BillLizard JungleCubs, Empl Record: 0, and Leave Request ID: 00342. The approval status is 'In Approval Process'. Under the 'Actions' section, there are checkboxes for 'Time Off Request Loaded' and 'Time Off Request Amended'. The 'Leave Request Status' dropdown menu is open, showing options: 'Amend Loaded Request', 'Amend Unloaded Request' (highlighted), and 'Delete Request'. Below this is the 'Approver's Comments' section with a text area for comments. At the bottom, there is a 'Leaves Approval' section showing a 'Pending' status for 'EMPLID=055075, EMPL_RCD=0, CT_LEAVE_REQ_ID=00342:Pending' with a user profile for 'UOC-Annette Little/Mermaid II Time Off Absences - UConn'.</p>
6	<p>For leave modifications, an email notification will be sent to your supervisor to review and approve the request. If approved, your timesheet will be auto-populated with the requested time off. Edits made to your timesheet in Time and Labor will not be reflected in the Leave Request module.</p> <p>For leave cancellations, an email notification will be sent to your supervisor to alert them to the cancellation. No additional action will be required by your supervisor. If your leave request had been loaded to Time and Labor, your timesheet will be reverted back to REG time.</p>	