



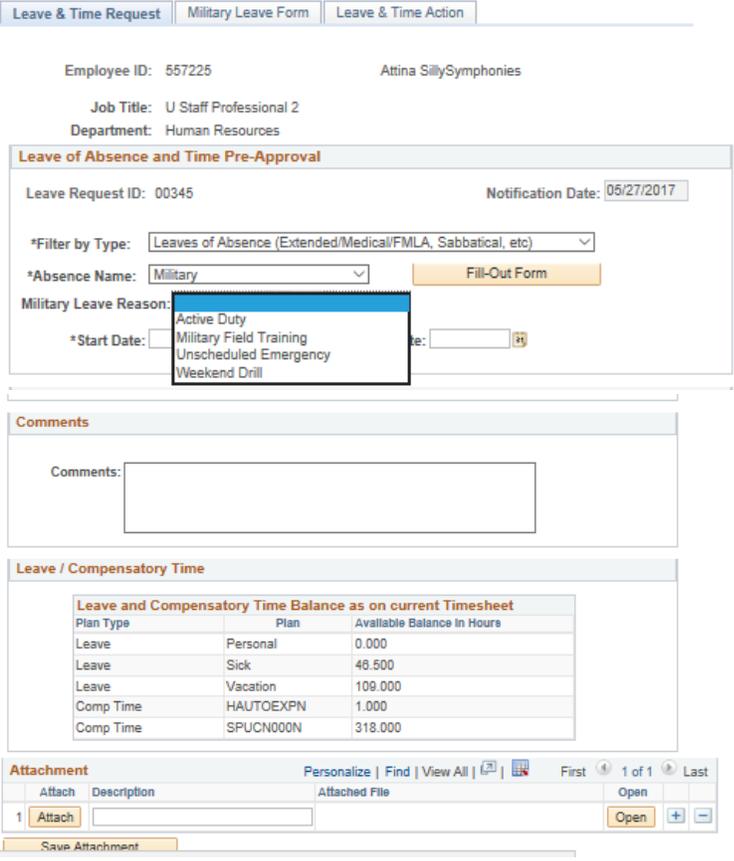
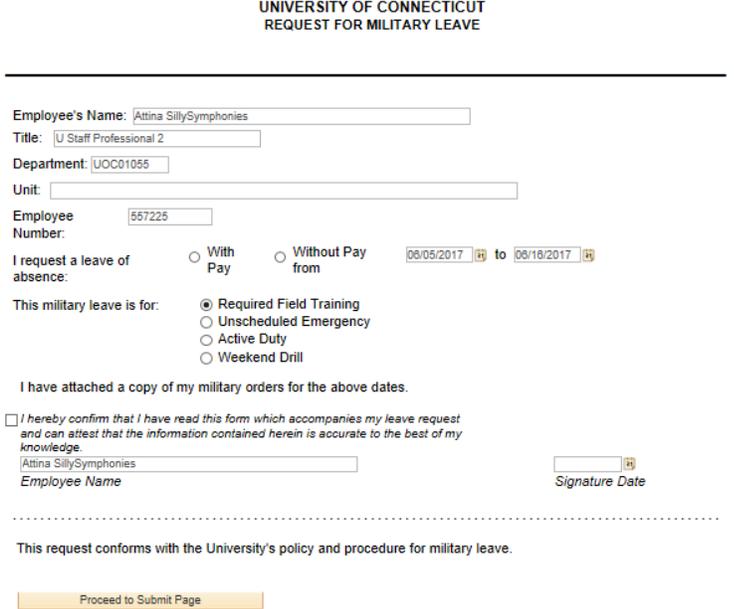
University of Connecticut

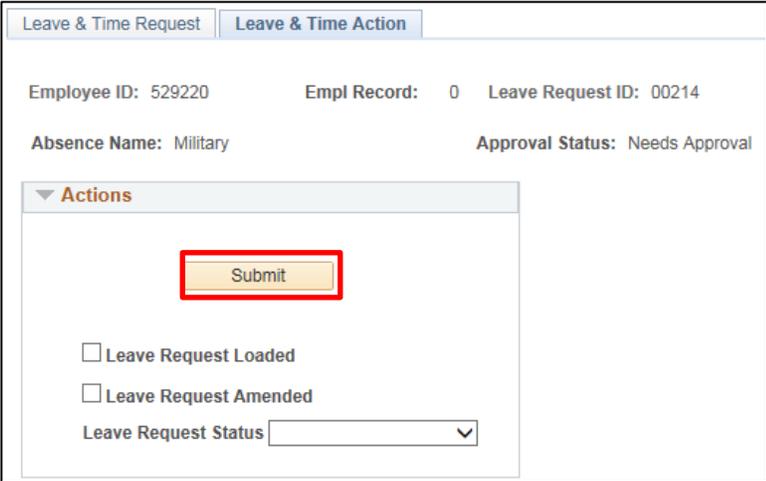
Submitting a Leave Request: Military

Overview Employees will use this job aid to request a military leave from the University.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Leave Management > Leave Request or From your Home page under Leave Management , click Submit or Modify Leave Request	
2	On the ESS Leave Request page, click on the Add a New Value tab. Your employee ID will auto-populate and cannot be changed. Your employee record will auto-populate with your primary job record number. If you are taking a leave from your primary job, click Add below to begin. If you are taking a leave from a secondary job, enter the employee record number of your secondary job, then click Add . Note: If you do not know the employee record number of your secondary job, click on the magnifying glass to open a search pop-up box. Click Look Up and each of your record numbers with a job description and department will be listed. Click on the record number from which you want to take your leave and it will auto-populate the Empl Record field.	

Step	Action	Screenshot
3	<p>Your job information will populate on the top of the Leave & Time Request tab.</p> <p>Select the following:</p> <ul style="list-style-type: none"> • Filter by Type: Leaves of Absence • Absence Name: Military • Military Leave Reason: Select from: <ul style="list-style-type: none"> – Active Duty – Military Field Training – Unscheduled Emergency – Weekend Drill <p>Enter the Start Date and End Date.</p> <p>The Comments section allows employees to provide additional information.</p> <p>The Attachment section should be used for uploading your military orders, which are required for all military leaves. Click Attach to search for and attach documents. Click Save Attachment to save your document(s) to the request form.</p> <p>Once complete, click Fill-Out Form or the Military Leave Form tab.</p>	 <p>The screenshot shows the 'Leave & Time Request' form for Attina SillySymphonies. It includes fields for Employee ID (557225), Job Title (U Staff Professional 2), and Department (Human Resources). The 'Leave of Absence and Time Pre-Approval' section shows a Leave Request ID of 00345 and a Notification Date of 05/27/2017. A dropdown menu for 'Military Leave Reason' is open, showing options: Active Duty, Military Field Training, Unscheduled Emergency, and Weekend Drill. Below this is a 'Comments' section with a text box. At the bottom, there is an 'Attachment' table with one row containing an 'Attach' button and a description field.</p>
4	<p>Complete the Request for Military Leave form and click on the attestation, which will auto-populate the signature date.</p> <p>Click Proceed to Submit Page.</p>	 <p>The screenshot shows the 'UNIVERSITY OF CONNECTICUT REQUEST FOR MILITARY LEAVE' form. It is pre-filled with employee information: Name (Attina SillySymphonies), Title (U Staff Professional 2), Department (UCC01055), and Employee Number (557225). The 'I request a leave of absence' section has radio buttons for 'With Pay' and 'Without Pay from', with dates 06/05/2017 to 06/16/2017. The 'This military leave is for:' section has radio buttons for 'Required Field Training' (selected), 'Unscheduled Emergency', 'Active Duty', and 'Weekend Drill'. There is a checkbox for 'I hereby confirm that I have read this form...' and a signature line with a date field. At the bottom, there is a 'Proceed to Submit Page' button.</p>

Step	Action	Screenshot
5	On the Leave & Time Action tab, click Submit .	 <p>The screenshot shows a web interface with two tabs: 'Leave & Time Request' and 'Leave & Time Action'. The 'Leave & Time Action' tab is active. It displays the following information: Employee ID: 529220, Empl Record: 0, Leave Request ID: 00214, Absence Name: Military, and Approval Status: Needs Approval. Below this is an 'Actions' section with a 'Submit' button highlighted by a red rectangle. There are also checkboxes for 'Leave Request Loaded' and 'Leave Request Amended', and a 'Leave Request Status' dropdown menu.</p>
6	The Military Leave of Absence request is sent to the Human Resources Leave Administrators (HRLA). HRLA will review the request and determine if you are eligible. HRLA will then contact you about the status of your request.	