University of Connecticut

Submitting a Leave Request: Time Off Requests

Overview   Employees will use this job aid to submit a request for time off, such as vacation and medical appointments, in Core-CT. Requests are then routed to the employee's supervisor for approval. If approved, the Time Reporting Codes entered in the leave request will auto-populate the employee's timesheet.

Process Steps

Step	Action	Screenshot
1	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**	
2	On the **Submit or Modify Leave Request** page, you will be directed to the **Add a New Value** tab. Your employee ID will auto-populate and cannot be changed. The Empl Record will default to your primary job. If you have more than one employment record, use the **magnifying glass** to search for employment record you are requesting the leave from. Click **Add.**	Find an Existing Value Add a New Value Empl ID 055075 Empl Record 0 Add Find an Existing Value │ Add a New Value

Step	Action	Screenshot
3	Your job information will populate on the top of the **Leave & Time Request** tab. Under the **Filter by Type**, select: • Time Off Absences (Personal Vacation/PL/Sick day, etc.) Enter the **Start Date** and **End Date** of the time of you are requesting. The **Start Date** is the first date you are scheduled to work and requesting time off and the **End Date** is the last date you are scheduled to work and requesting time off. The **Comments** section allows you to include additional information for your supervisor. At the bottom of the page, you can review your leave and compensatory time balances to ensure you have sufficient balances for our requested time off. Move to the **Leave & Time Request Details** tab.	Leave & Time Request Leave & Time Request Details Leave & Time Action Employee ID: 055075 BillLizard JungleCubs Empl Record: 0 Job Title: Police Officer (Unc) Department: UConn Police Services **Leave of Absence and Time Pre-Approval** Leave Request ID: 00346 Notification Date: 05/30/2017 *Filter by Type: Time off Absences (Personal Vacation/PL/Sick day, etc) ▼ *Start Date: 06/05/2017 *End Date: 06/07/2017 **Comments** Comments: [ ] **Leave / Compensatory Time** **Leave and Compensatory Time Balance as on current Timesheet** | Plan Type	Plan	Available Balance in Hours
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Leave	Personal	24.000
Leave	Sick	269.640
Leave	Vacation	160.850
Comp Time	H000N100P	100.000	
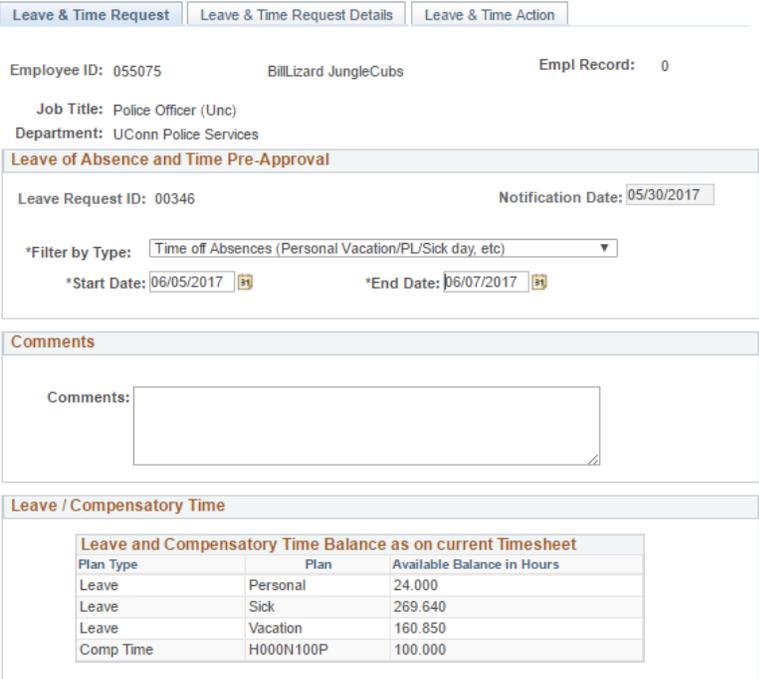
Step	Action	Screenshot
4	Use the **Leave & Time Request Details** tab to provide detailed information about the time off request you are submitting. On Line 1, enter the following: • Leave Type • Start Date of the Leave (this must agree with the **Start Date** entered on the **Leave and Time Request** tab) • Start Time (optional) • End Time (optional) • Duration (in hours) • Time Reporting Code (TRC) – you may use the magnifying glass to search for the correct TRC. You need at least one row for each day you are requesting time off. If you want to duplicate the information on Line 1, click **Copy Down Values from First Row**. To add rows manually, click the **plus sign (+)**. 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 (i.e weekends, holidays, etc).</u> **Note:** If approved, the information you populate here will be auto-populated on your timesheet. Move to the **Leave & Time Action** tab.	

Step	Action	Screenshot
5	On the **Leave & Time Action** tab, review the time off request you are submitting. When you are ready to submit, click **Submit**. **Note:** You do not need to select any of the checkboxes or dropdowns in the Actions section, as they are system generated.	Leave & Time Request Leave & Time Request Details Leave & Time Action Employee ID: 055075 BillLizard JungleCubs Leave Request ID: 00346 Empl Record: 0 Approval Status: Needs Approval You are submitting a Time Off Request to your Supervisor for the following: Time Off Absences for: 06/05/2017 to 06/07/2017 (Total of 3 days) Detailed Leave Days total 3 partial or full work days (for a total of 21 hours) **Actions** ☐ Time Off Request Loaded ☐ Time Off Request Amended Leave Request Status [▼] Submit Request Approver's Comments Find | View All First ⊕ 1 of 1 ⊕ Last User ID 055075 UOC-BillLizard JungleCubs DateTime 05/30/17 6:48:40.000000AM Please enter any comments you have to support your Approval or Denial of the leave request in the box below, BEFORE you hit the "Approve" or "Deny" button. Comment [ ]
6	An email notification will be sent to your supervisor to review and approve the request. If approved, any current or future timesheets will be auto-populated with the requested time off. Any time requested in a prior pay period must be manually reflected on your timesheet. Edits made to your timesheet in Time and Labor will not be reflected in the Leave Request module. You will be able to modify the details of your leave request after the time is loaded to your timesheet.	