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University of Connecticut

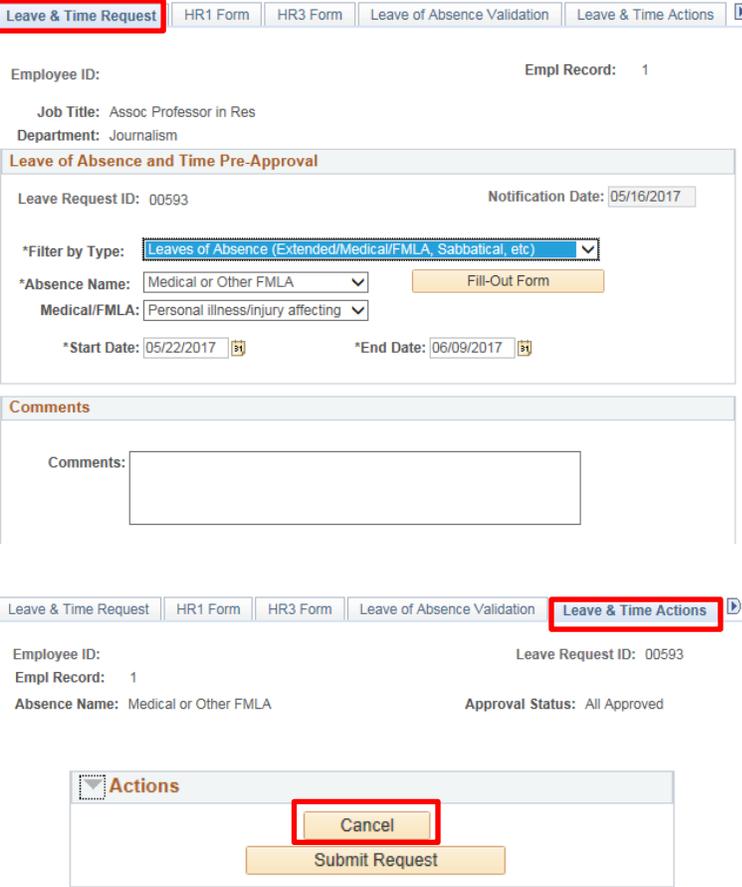
Modifying or Canceling a Leave: Non-Time Reporters

Overview UConn non-time reporters will use this job aid to assist them in modifying or canceling a previously submitted leave of absence (separate job aids for modifying sabbaticals or faculty personal and special leaves).

Reminder: Foreign Nationals on a University of Connecticut sponsored visa should consult with the Department of International Services and Programs regarding the impact of leaves of absence on their visa status and eligibility.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > 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 the Find an Existing Value tab. Your employee ID will auto-populate and cannot be changed. If you know the leave request ID, enter it next to Leave Request ID . Click Search .	

Step	Action	Screenshot																																				
3	<p>Under Search Results and column header Leave Type, click on leave you want to modify.</p>	 <p>Search [Search] [Clear] Basic Search [icon] Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>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></td> <td></td> <td></td> <td>00573</td> <td>Leaves of Absence Faculty</td> <td></td> <td>05/03/2017</td> <td>05/03/2017</td> <td>Apprv Proc</td> </tr> <tr> <td></td> <td></td> <td></td> <td>00572</td> <td>Leaves of Absence</td> <td>Medical</td> <td>07/01/2017</td> <td>09/01/2017</td> <td>Apprv Proc</td> </tr> <tr> <td></td> <td></td> <td></td> <td>00571</td> <td>Leaves of Absence Sabbatical</td> <td></td> <td>05/03/2017</td> <td>05/03/2017</td> <td>Apprv Proc</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Empl ID	Empl Record	Name	Leave Request ID	Leave Category	Leave Type	Start Date	End Date	Approval Status				00573	Leaves of Absence Faculty		05/03/2017	05/03/2017	Apprv Proc				00572	Leaves of Absence	Medical	07/01/2017	09/01/2017	Apprv Proc				00571	Leaves of Absence Sabbatical		05/03/2017	05/03/2017	Apprv Proc
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4a	<p>Your previous leave request will open on the Leave & Time Request tab.</p> <p>To cancel your leave, click on the Leave & Time Action tab. From the Leave and Time Action tab, click Cancel.</p> <p>A system notification will be sent to previous approvers notifying them the request was canceled.</p>	 <p>Leave & Time Request HR1 Form HR3 Form Leave of Absence Validation Leave & Time Actions</p> <p>Employee ID: Empl Record: 1</p> <p>Job Title: Assoc Professor in Res Department: Journalism</p> <p>Leave of Absence and Time Pre-Approval</p> <p>Leave Request ID: 00593 Notification Date: 05/16/2017</p> <p>*Filter by Type: Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc)</p> <p>*Absence Name: Medical or Other FMLA [Fill-Out Form]</p> <p>Medical/FMLA: Personal illness/injury affecting</p> <p>*Start Date: 05/22/2017 *End Date: 06/09/2017</p> <p>Comments</p> <p>Comments:</p> <p>Leave & Time Request HR1 Form HR3 Form Leave of Absence Validation Leave & Time Actions</p> <p>Employee ID: Leave Request ID: 00593 Empl Record: 1 Absence Name: Medical or Other FMLA Approval Status: All Approved</p> <p>Actions</p> <p>Cancel Submit Request</p>																																				

Step	Action	Screenshot
4b	<p>To modify your leave, click on each of the tabs and make your changes. Recheck the attestation box on any relevant forms, which will update the signature date.</p> <p>On the Leave & Time Action tab, click Submit Request.</p> <p>Your modified leave request will be circulated to the approvers for approval. You will be system-notified by email when your modified leave is approved.</p>	<p>The screenshot displays two screenshots of a web-based HR system interface. The top screenshot shows the 'Leave & Time Request' tab selected, with a red box highlighting the tab name. Below the tabs, employee information is shown: Employee ID, Empl Record: 1, Job Title: Assoc Professor in Res, and Department: Journalism. The main section is titled 'Leave of Absence and Time Pre-Approval' and contains fields for Leave Request ID (00593), Notification Date (05/16/2017), a filter dropdown set to 'Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc)', an absence name dropdown set to 'Medical or Other FMLA', a 'Fill-Out Form' button, a medical/FMLA dropdown set to 'Personal illness/injury affecting', and start/end date fields (05/22/2017 and 06/09/2017). A 'Comments' section with a text input box is also visible. The bottom screenshot shows the 'Leave & Time Action' tab selected, with a red box highlighting the tab name. It displays Employee ID, Empl Record: 0, Leave Request ID: 00581, Absence Name: Medical or Other FMLA, and Approval Status: Needs Approval. An 'Actions' section contains 'Cancel' and 'Submit Request' buttons, with the 'Submit Request' button highlighted by a red box.</p>