



UCONN | UNIVERSITY OF CONNECTICUT

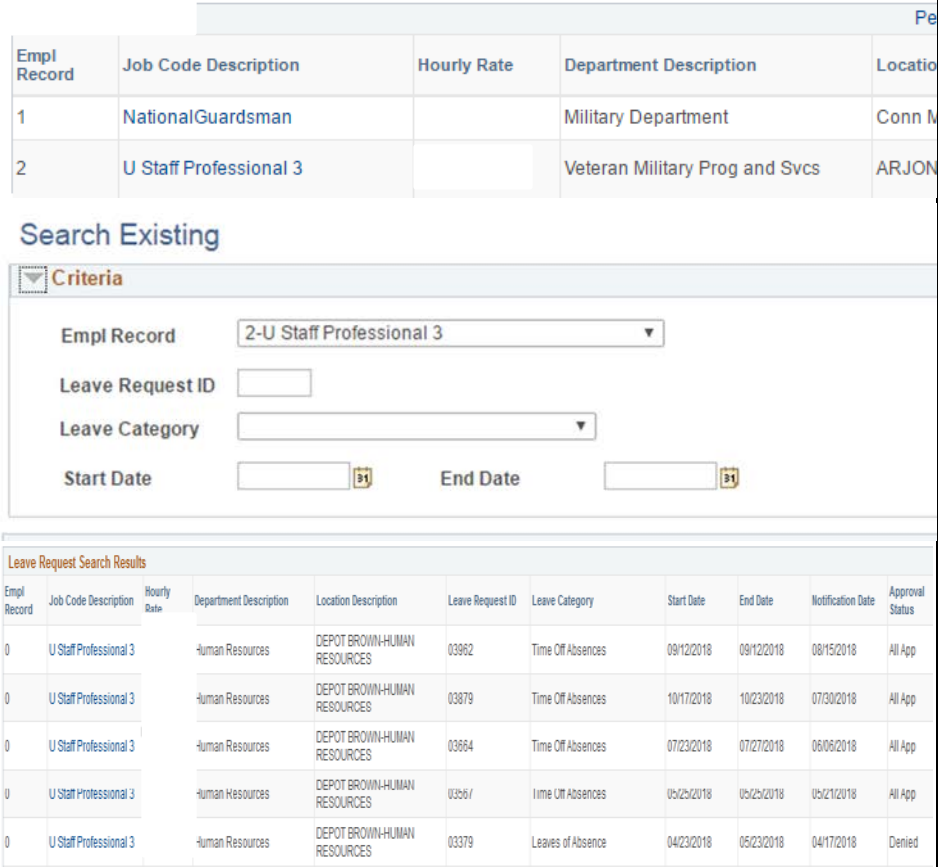
University of Connecticut

Search for a Leave or Time Off Request:

- Overview** Employees will use this job aid to search for leave requests that have been entered into CORE-CT.
- Leave of Absence Examples – Medical, VSRP, Sabbatical
 - Time off Absence Examples – Vacation, Personal, Holiday
 - Comp or OT – Request for approvals of Comp or OT time worked

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Leave Management > Submit, Search, Modify Leave or From your Home page under Leave Management , click Submit, Search, Modify Leave	

Step	Action	Screenshot																																																																																	
2	<p>On the Submit, Search, Modify Leave page, the active employment records associated with your name will populate.</p> <p>To Search for a leave, click on the Search Criteria button to bring up all leaves, or enter a leave request ID, choose a leave type from the category dropdown, or enter a start and end date to find leaves specific to a time period.</p> <p>Click on the Search Criteria button.</p> <p>Leave results populate in the Leave Request Search Results section. Click on the Job Code Description field for a leave to see the leave detail.</p> <p>Select the Clear Criteria button to start a new search.</p>	 <p>The screenshot shows the 'Search Existing' interface. At the top, there is a table with columns: Empl Record, Job Code Description, Hourly Rate, Department Description, and Location. Two records are visible: '1 National Guardsman' and '2 U Staff Professional 3'. Below this is the 'Search Existing' section with a 'Criteria' dropdown menu. The 'Empl Record' field is set to '2-U Staff Professional 3'. Other fields include 'Leave Request ID', 'Leave Category', 'Start Date', and 'End Date'. Below the search criteria is the 'Leave Request Search Results' table with columns: Empl Record, Job Code Description, Hourly Rate, Department Description, Location Description, Leave Request ID, Leave Category, Start Date, End Date, Notification Date, and Approval Status. Five results are shown, all for 'U Staff Professional 3' in 'Human Resources' at 'DEPOT BROWN-HUMAN RESOURCES'.</p> <table border="1" data-bbox="649 336 1588 493"> <thead> <tr> <th>Empl Record</th> <th>Job Code Description</th> <th>Hourly Rate</th> <th>Department Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>National Guardsman</td> <td></td> <td>Military Department</td> <td>Conn M</td> </tr> <tr> <td>2</td> <td>U Staff Professional 3</td> <td></td> <td>Veteran Military Prog and Svcs</td> <td>ARJON</td> </tr> </tbody> </table> <table border="1" data-bbox="649 850 1588 1165"> <thead> <tr> <th>Empl Record</th> <th>Job Code Description</th> <th>Hourly Rate</th> <th>Department Description</th> <th>Location Description</th> <th>Leave Request ID</th> <th>Leave Category</th> <th>Start Date</th> <th>End Date</th> <th>Notification Date</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>U Staff Professional 3</td> <td></td> <td>Human Resources</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>03962</td> <td>Time Off Absences</td> <td>09/12/2018</td> <td>09/12/2018</td> <td>08/15/2018</td> <td>All App</td> </tr> <tr> <td>0</td> <td>U Staff Professional 3</td> <td></td> <td>Human Resources</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>03879</td> <td>Time Off Absences</td> <td>10/17/2018</td> <td>10/23/2018</td> <td>07/30/2018</td> <td>All App</td> </tr> <tr> <td>0</td> <td>U Staff Professional 3</td> <td></td> <td>Human Resources</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>03664</td> <td>Time Off Absences</td> <td>07/23/2018</td> <td>07/27/2018</td> <td>06/06/2018</td> <td>All App</td> </tr> <tr> <td>0</td> <td>U Staff Professional 3</td> <td></td> <td>Human Resources</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>03567</td> <td>Time Off Absences</td> <td>05/25/2018</td> <td>05/25/2018</td> <td>05/21/2018</td> <td>All App</td> </tr> <tr> <td>0</td> <td>U Staff Professional 3</td> <td></td> <td>Human Resources</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>03379</td> <td>Leaves of Absence</td> <td>04/23/2018</td> <td>05/23/2018</td> <td>04/17/2018</td> <td>Denied</td> </tr> </tbody> </table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location	1	National Guardsman		Military Department	Conn M	2	U Staff Professional 3		Veteran Military Prog and Svcs	ARJON	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	Leave Category	Start Date	End Date	Notification Date	Approval Status	0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03962	Time Off Absences	09/12/2018	09/12/2018	08/15/2018	All App	0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03879	Time Off Absences	10/17/2018	10/23/2018	07/30/2018	All App	0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03664	Time Off Absences	07/23/2018	07/27/2018	06/06/2018	All App	0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03567	Time Off Absences	05/25/2018	05/25/2018	05/21/2018	All App	0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03379	Leaves of Absence	04/23/2018	05/23/2018	04/17/2018	Denied
Empl Record	Job Code Description	Hourly Rate	Department Description	Location																																																																															
1	National Guardsman		Military Department	Conn M																																																																															
2	U Staff Professional 3		Veteran Military Prog and Svcs	ARJON																																																																															
Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	Leave Category	Start Date	End Date	Notification Date	Approval Status																																																																									
0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03962	Time Off Absences	09/12/2018	09/12/2018	08/15/2018	All App																																																																									
0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03879	Time Off Absences	10/17/2018	10/23/2018	07/30/2018	All App																																																																									
0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03664	Time Off Absences	07/23/2018	07/27/2018	06/06/2018	All App																																																																									
0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03567	Time Off Absences	05/25/2018	05/25/2018	05/21/2018	All App																																																																									
0	U Staff Professional 3		Human Resources	DEPOT BROWN-HUMAN RESOURCES	03379	Leaves of Absence	04/23/2018	05/23/2018	04/17/2018	Denied																																																																									