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University of Connecticut

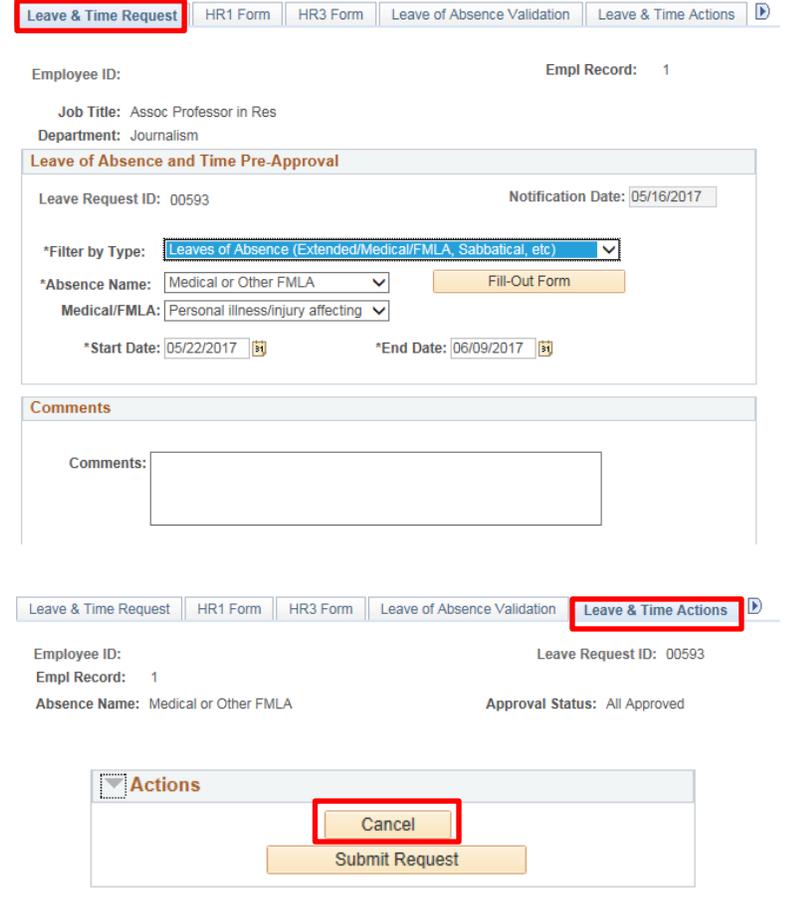
Modifying or Canceling a Leave: Non-Time Reporters

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 > Submit, Search, Modify Leave or From your Home page, under Leave Management , click Submit, Search, Modify Leave	
2	On the Submit, Search, Modify Leave page, the active employment records associated with your name will populate. To find the leave you need to modify or cancel , choose the appropriate Empl Record for the leave, and enter the Leave Request ID. With no Leave Request ID, you can search by Leave Category, or dates, or leave all fields blank to bring up all leaves. Click Search Criteria.	

Step	Action	Screenshot																
3	Under Search Results and column header Job Code Description , click on leave you want to modify.	 <p>Leave Request Search Results</p> <table border="1"> <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> </tr> </thead> <tbody> <tr> <td>0</td> <td>Assoc Professor</td> <td></td> <td>English</td> <td>UC-STAMFORD</td> <td>03234</td> <td>Leaves of Absence</td> <td>03/27/2018</td> </tr> </tbody> </table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	Leave Category	Start Date	0	Assoc Professor		English	UC-STAMFORD	03234	Leaves of Absence	03/27/2018
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0	Assoc Professor		English	UC-STAMFORD	03234	Leaves of Absence	03/27/2018											
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 <input type="button" value="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: <input type="text"/></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><input type="button" value="Cancel"/> <input type="button" value="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 views of the HR system interface. The top view shows the 'Leave of Absence and Time Pre-Approval' form. At the top, there are tabs for 'Leave & Time Request', 'HR1 Form', and 'HR3 Form', with 'Leave & Time Request' selected. Below the tabs, the form includes fields for Employee ID, Job Title (Assoc Professor in Res), and Department (Journalism). The 'Leave of Absence and Time Pre-Approval' section contains a 'Leave Request ID' (00593), a 'Notification Date' (05/16/2017), a '*Filter by Type' dropdown (Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc)), an '*Absence Name' dropdown (Medical or Other FMLA), a 'Medical/FMLA' dropdown (Personal illness/injury affecting), and '*Start Date' (05/22/2017) and '*End Date' (06/09/2017) fields. A 'Comments' section with a text area is also present. The bottom view shows the 'Leave & Time Action' tab selected. 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 'Submit Request' highlighted.</p>