



**UConn** | UNIVERSITY OF CONNECTICUT

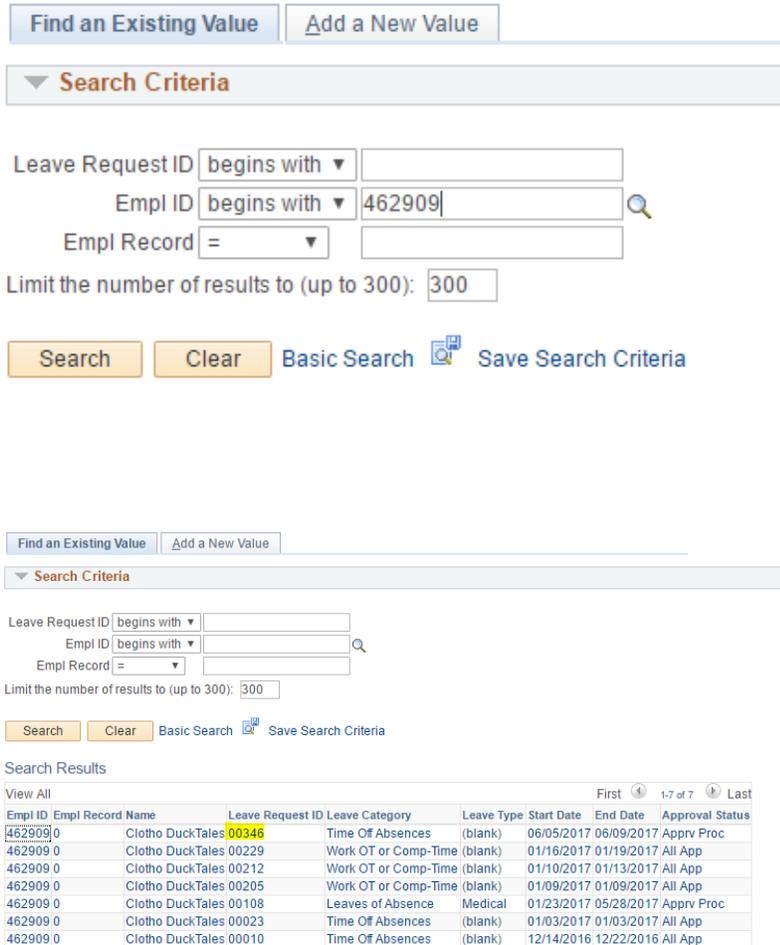
# University of Connecticut

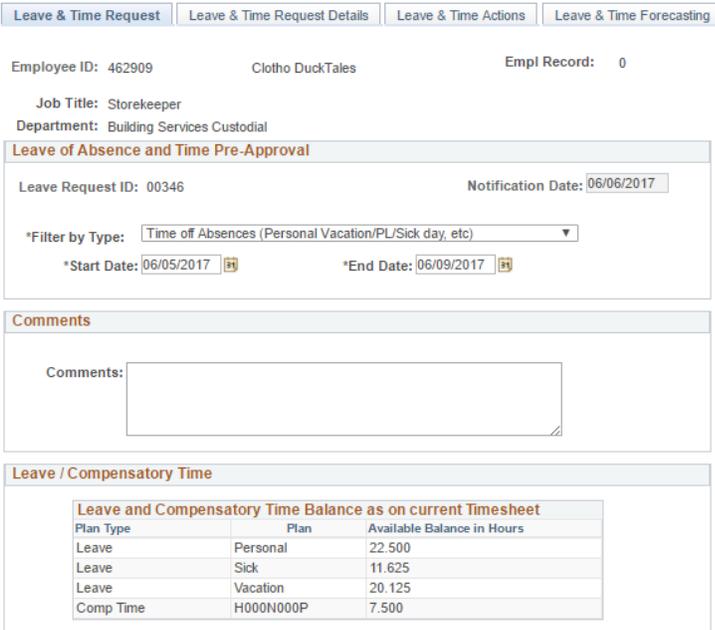
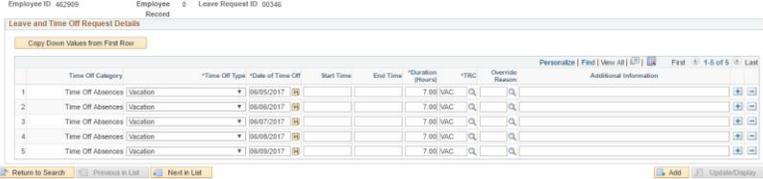
## Approving a Leave Request: Time Off Requests

**Overview** Supervisors will use this job aid to approve a request for time off, such as vacation and medical appointments, in Core-CT.

### Process Steps

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Screenshot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>There are 3 ways for a supervisor to navigate to a leave request submitted by the employee:</p> <p>Navigation: <b>Portal Landing Page &gt; Leave Management Pagelet &gt; Manage and Approve Empl Leaves</b></p> <p>Navigation: <b>Main Menu &gt; Core-CT HRMS &gt; Self Service &gt; Leave Management &gt; Manage and Approve Empl Leaves</b></p> <p>Navigation: <b>System generated email &gt; Click Link in email &gt; Log In with NetID and Password</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2    | <p>On the portal landing page, click on <b>Manage and Approve Empl Leaves</b>.</p> <p>OR click <b>Main Menu &gt; Self Service &gt; Leave Management &gt; Manage and Approve Empl Leaves</b></p> <p>OR click the <b>Link</b> in the email you received from the CORE system alerting you there was a leave awaiting your approval.</p>                                                                                                                              | <p>The screenshot shows two parts of the system interface. The top part is a 'Leave Management' pagelet with a title bar and a refresh icon. It contains a 'Leave Management' section with a clock icon and the text 'Leave Management Processing component'. Below this are three links: 'Submit or Modify Leave Request', 'Manage and Approve Empl Leaves', and 'MSS Leave Request Reports'. The bottom part of the screenshot shows the 'UConn UNIVERSITY OF CONNECTICUT' header and a 'Main Menu' dropdown. The 'Main Menu' is open, showing a list of folders: 'Core-CT HRMS', 'Self Service', 'Manager Self Service', 'Worklist', 'Reporting Tools', 'PeopleTools', 'Change My Password', 'My Personalizations', and 'My System Profile'. The 'Self Service' folder is highlighted, and its sub-menu is open, showing 'Leave Management', 'Personal Information', 'Benefits', 'Time and Labor', and 'Payroll'. The 'Leave Management' sub-menu is also open, showing the same three links as the top screenshot: 'Submit or Modify Leave Request', 'Manage and Approve Empl Leaves', and 'MSS Leave Request Reports'.</p> |

| Step     | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Screenshot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                  |                  |                |                 |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
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| <p>3</p> | <p>After clicking on <b>Manage and Approve Empl Leaves</b>, you will be taken to the <b>MSS Leave Request</b> page.</p> <p>You can search for specific leaves using the leave ID number, which you can find within the email that was sent to you. You can also search by employee ID or you can simply search for all leaves assigned to you.</p> <p>Click <b>Search</b>. If you searched by a specific leave request number, that leave request will automatically open on the screen. If you searched by employee number or for all leaves, a list of leaves will appear at the bottom of the screen. <b>Click</b> on the leave you want to approve.</p> <p>NOTE: You can sort these search results by any column heading, simply by clicking on the name of the column. For example, if you want to sort by leaves that are still awaiting approval, click the <b>Approval Status</b> column heading. If you want to sort the search results by start date of leave, click <b>Start Date</b>.</p> |  <p>The screenshot shows the MSS Leave Request search interface. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below this is a "Search Criteria" section with a dropdown arrow. The search criteria include: "Leave Request ID" (begins with), "Empl ID" (begins with 462909), and "Empl Record" (=). There is a search icon to the right of the Empl ID field. Below the search criteria is a field to "Limit the number of results to (up to 300):" with the value "300" entered. At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria".</p> <p>The second part of the screenshot shows the search results. It has the same search criteria section at the top. Below it is a "Search Results" section with a "View All" link and a "1-7 of 7" indicator. The results are displayed in a table with the following columns: Empl ID, Empl Record Name, Leave Request ID, Leave Category, Leave Type, Start Date, End Date, and Approval Status. The table contains 7 rows of data.</p> <table border="1" data-bbox="779 1071 1559 1239"> <thead> <tr> <th>Empl ID</th> <th>Empl Record 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>462909</td> <td>0 Clotho DuckTales</td> <td>00346</td> <td>Time Of Absences</td> <td>(blank)</td> <td>06/05/2017</td> <td>06/09/2017</td> <td>Apprv Proc</td> </tr> <tr> <td>462909</td> <td>0 Clotho DuckTales</td> <td>00229</td> <td>Work OT or Comp-Time</td> <td>(blank)</td> <td>01/16/2017</td> <td>01/19/2017</td> <td>All App</td> </tr> <tr> <td>462909</td> <td>0 Clotho DuckTales</td> <td>00212</td> <td>Work OT or Comp-Time</td> <td>(blank)</td> <td>01/10/2017</td> <td>01/13/2017</td> <td>All App</td> </tr> <tr> <td>462909</td> <td>0 Clotho DuckTales</td> <td>00205</td> <td>Work OT or Comp-Time</td> <td>(blank)</td> <td>01/09/2017</td> <td>01/09/2017</td> <td>All App</td> </tr> <tr> <td>462909</td> <td>0 Clotho DuckTales</td> <td>00108</td> <td>Leaves of Absence</td> <td>Medical</td> <td>01/23/2017</td> <td>05/28/2017</td> <td>Apprv Proc</td> </tr> <tr> <td>462909</td> <td>0 Clotho DuckTales</td> <td>00023</td> <td>Time Of Absences</td> <td>(blank)</td> <td>01/03/2017</td> <td>01/03/2017</td> <td>All App</td> </tr> <tr> <td>462909</td> <td>0 Clotho DuckTales</td> <td>00010</td> <td>Time Of Absences</td> <td>(blank)</td> <td>12/14/2016</td> <td>12/22/2016</td> <td>All App</td> </tr> </tbody> </table> | Empl ID              | Empl Record Name | Leave Request ID | Leave Category | Leave Type      | Start Date | End Date | Approval Status | 462909 | 0 Clotho DuckTales | 00346 | Time Of Absences | (blank) | 06/05/2017 | 06/09/2017 | Apprv Proc | 462909 | 0 Clotho DuckTales | 00229 | Work OT or Comp-Time | (blank) | 01/16/2017 | 01/19/2017 | All App | 462909 | 0 Clotho DuckTales | 00212 | Work OT or Comp-Time | (blank) | 01/10/2017 | 01/13/2017 | All App | 462909 | 0 Clotho DuckTales | 00205 | Work OT or Comp-Time | (blank) | 01/09/2017 | 01/09/2017 | All App | 462909 | 0 Clotho DuckTales | 00108 | Leaves of Absence | Medical | 01/23/2017 | 05/28/2017 | Apprv Proc | 462909 | 0 Clotho DuckTales | 00023 | Time Of Absences | (blank) | 01/03/2017 | 01/03/2017 | All App | 462909 | 0 Clotho DuckTales | 00010 | Time Of Absences | (blank) | 12/14/2016 | 12/22/2016 | All App |
| Empl ID  | Empl Record Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Leave Request ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Leave Category       | Leave Type       | Start Date       | End Date       | Approval Status |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
| 462909   | 0 Clotho DuckTales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00346                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Time Of Absences     | (blank)          | 06/05/2017       | 06/09/2017     | Apprv Proc      |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
| 462909   | 0 Clotho DuckTales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00229                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Work OT or Comp-Time | (blank)          | 01/16/2017       | 01/19/2017     | All App         |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
| 462909   | 0 Clotho DuckTales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00212                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Work OT or Comp-Time | (blank)          | 01/10/2017       | 01/13/2017     | All App         |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
| 462909   | 0 Clotho DuckTales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Work OT or Comp-Time | (blank)          | 01/09/2017       | 01/09/2017     | All App         |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
| 462909   | 0 Clotho DuckTales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Leaves of Absence    | Medical          | 01/23/2017       | 05/28/2017     | Apprv Proc      |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |
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| 462909   | 0 Clotho DuckTales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 00010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Time Of Absences     | (blank)          | 12/14/2016       | 12/22/2016     | All App         |            |          |                 |        |                    |       |                  |         |            |            |            |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                      |         |            |            |         |        |                    |       |                   |         |            |            |            |        |                    |       |                  |         |            |            |         |        |                    |       |                  |         |            |            |         |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Screenshot                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 4    | <p>Once the leave opens, you will be directed to the <b>Leave &amp; Time Request</b> tab. This tab shows you the overview of the leave request and you can view the employee's current accruals at the bottom.</p> <p>Move to the <b>Leave &amp; Time Request Details</b> tab.</p>                                                                                                                                                                                                                                  |    |
| 5    | <p>On the <b>Leave &amp; Time Request Details</b> tab, you can view the leave request day by day. You can view the Time Reporting Codes (TRCs) the employee has elected to use for this leave as well as any additional information the employee has provided.</p> <p>If you need to review the number of accruals the employee will have as of their leave start date, click on the <b>Leave &amp; Time Forecasting</b> tab (Step 6).</p> <p>If not, move to the <b>Leave &amp; Time Actions</b> tab (Step 7).</p> |  |
| 6    | <p>On the <b>Leave &amp; Time Forecasting</b> tab, you are able to view the expected accruals as of the start date of this requested leave. This will help you determine whether you can approve this leave as submitted or not.</p> <p>Once your review is complete, move to the <b>Leave &amp; Time Actions</b> tab.</p>                                                                                                                                                                                          |  |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Screenshot |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 7    | <p>On the <b>Leave &amp; Time Actions</b> tab, you are given the choice to either approve or deny the leave request. If you would like to send comments back to the employee regarding their leave, enter those comments into the <b>Approvers Comments</b> box prior to selecting Approve/Deny.</p> <p>Once a decision has been selected (Approve or Deny), the approval status of the leave is changed to "All Approved" or "Denied" and the employee will receive an email containing this decision. They can then log in to see the comments that you provided.</p> <p>(NOTE: <b>Submit Request</b> is only to be used if submitting a leave on behalf of an employee).</p> |            |