



**UConn** | UNIVERSITY OF CONNECTICUT

# University of Connecticut

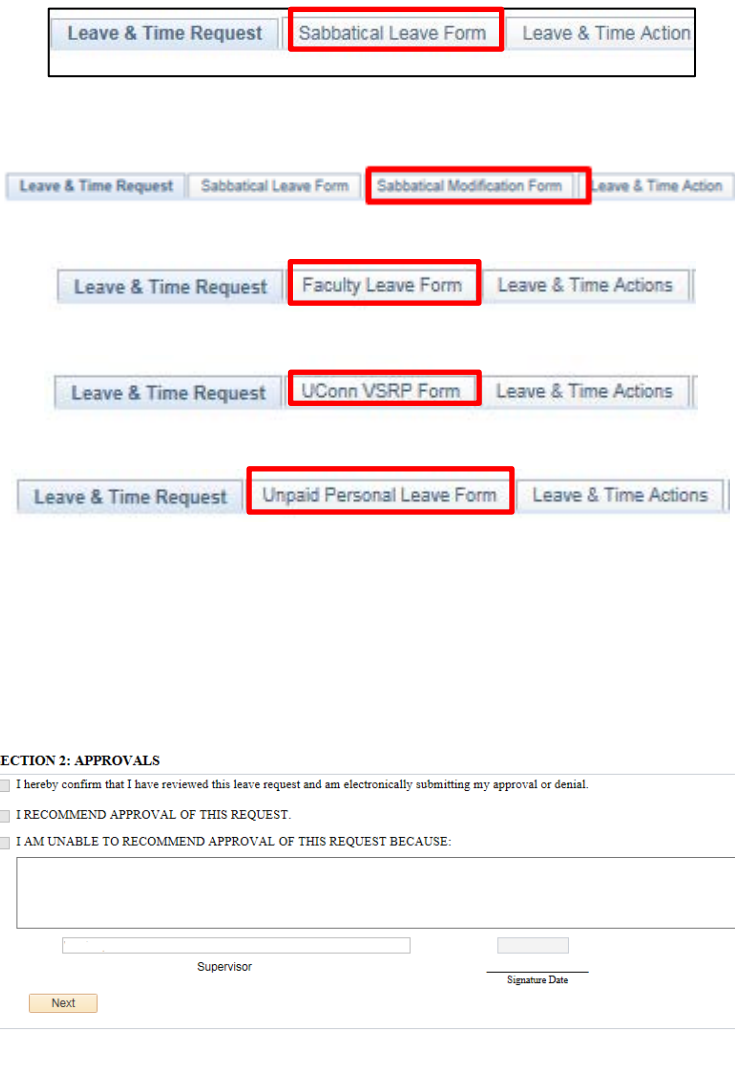
## Approving or Denying a Leave of Absence

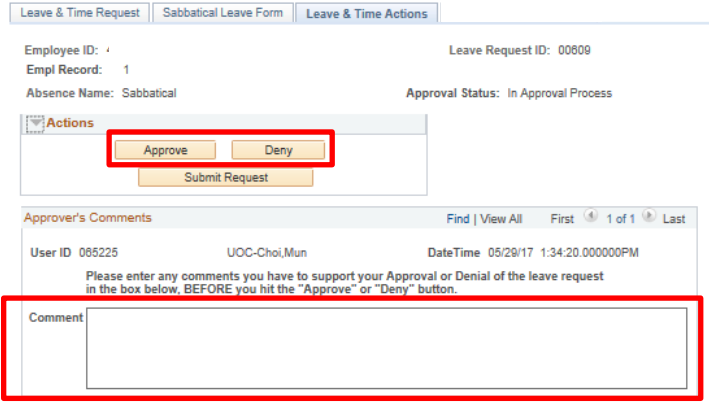
**Overview** Employees who approve or deny leaves of absence in CORE-CT will use this job aid.

### Process Steps

Step	Action	Screenshot
1	You will receive an email notification when an employee submits a leave request that requires your approval. Additionally, the leave request will appear in your Worklist in CORE-CT.	
2	<p>Click on the link in the email. If you are not logged into CORE-CT, you will be brought to the log in screen. When you log in, you will be automatically routed to the leave.</p> <p>As an alternative, you can search for leaves using the Management Self Service (MSS) Leave Management tool.</p> <p>Navigation: <b>Main Menu &gt; Manager Self Service &gt; Leave Management &gt; Leave Request</b></p> <p>or</p> <p>From your <b>Home</b> page, under the <b>Leave Management</b> section, click on <b>Manage and Approve Empl Leaves</b></p>	<p>DOIT.CORE.Test@po.state.ct.us Wed 5/24, 2:37 PM</p> <p>To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, <a href="#">click here</a>.</p> <p>To always show content from this sender, <a href="#">click here</a>.</p> <p>A Leave Request has been submitted by 195664 ( ) and is waiting for your Approval.</p> <p>Union Code: 29</p> <p>Click on the URL to Approve or Deny the request: <a href="https://corepe93uat.ct.gov/PE93UAT/uconnwf.html?wfuurl=EMPLOYEE/HRMS/c/CT_MENU_TL_CT_LEAVE_REQST_MSS.GBL?Page=CT_LEAVE_APPRVL&amp;Action=U&amp;EMPLID=195664&amp;EMPL_RCD=0&amp;CT_LEAVE_REQ_ID=00613">https://corepe93uat.ct.gov/PE93UAT/uconnwf.html?wfuurl=EMPLOYEE/HRMS/c/CT_MENU_TL_CT_LEAVE_REQST_MSS.GBL?Page=CT_LEAVE_APPRVL&amp;Action=U&amp;EMPLID=195664&amp;EMPL_RCD=0&amp;CT_LEAVE_REQ_ID=00613</a></p>

Step	Action	Screenshot
3	<p>If you have not linked directly to the leave, you can access the leave using the search tool. Click on the <b>Find an Existing Value</b> tab and enter any known information.</p> <p>Click <b>Search</b>.</p>	
4	<p>Under <b>Search Results</b> click on the Leave Request ID of the leave you want to review, approve, or deny.</p>	

Step	Action	Screenshot
<p>5</p>	<p>Each leave of absence request has a minimum of two tabs:</p> <p><b>Leave &amp; Time Request</b> – completed by the employee</p> <p><b>Leave &amp; Time Action</b> – tab on which you will submit your approval or denial of the leave request and indicate any comments</p> <p>The following leave of absence types also require that you approve or deny the leave on the specialized form, which will have its own tab:</p> <ul style="list-style-type: none"> <li>• Sabbatical</li> <li>• Sabbatical Modification</li> <li>• Faculty Education/Research Leaves</li> <li>• Voluntary Schedule Reduction Program (VSRP)</li> <li>• Unpaid Personal Emergency</li> </ul> <p>You must first approve or deny the leave on the specialized form.</p> <p>Please note that all approval sections on the form have attestation approval boxes <b>that are required</b> to be checked. (Example screenshot to the right)</p> <p>Click <b>Leave &amp; Time Action</b>.</p>	 <p>The screenshot displays a series of tabs for different leave types: 'Leave &amp; Time Request', 'Sabbatical Leave Form', 'Leave &amp; Time Action', 'Sabbatical Modification Form', 'Faculty Leave Form', 'UConn VSRP Form', and 'Unpaid Personal Leave Form'. The specialized forms are highlighted with red boxes. Below the tabs is the 'SECTION 2: APPROVALS' section, which includes three checkboxes: 'I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.', 'I RECOMMEND APPROVAL OF THIS REQUEST.', and 'I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE:'. A large text box is provided for the reason for denial. Below this are fields for 'Supervisor' and 'Signature Date', and a 'Next' button.</p>

Step	Action	Screenshot
6	<p>On the <b>Leave &amp; Time Action</b> tab, prior to clicking <b>Approve</b> or <b>Deny</b>, type any comments you have in the <b>Comment</b> box. Comments you enter will be viewable to anyone with access to the leave, including the employee.</p> <p>If you approve the leave, it will be circulated to the next approver. If you are the final approver, the employee will receive an email notification of the approval.</p> <p>If you deny the leave, the employee will be notified via email.</p>	 <p>The screenshot displays the 'Leave &amp; Time Actions' tab in a web application. At the top, there are navigation tabs: 'Leave &amp; Time Request', 'Sabbatical Leave Form', and 'Leave &amp; Time Actions'. The main content area shows details for a leave request: Employee ID: 4, Empl Record: 1, Absence Name: Sabbatical, and Leave Request ID: 00609. The Approval Status is 'In Approval Process'. Below this, there is an 'Actions' section with three buttons: 'Approve', 'Deny', and 'Submit Request'. The 'Approve' and 'Deny' buttons are highlighted with a red rectangular box. Underneath is the 'Approver's Comments' section, which includes a 'Find   View All' link and pagination controls (First, 1 of 1, Last). It also displays the User ID (065225), User Name (UOC-Choi,Mun), and DateTime (05/29/17 1:34:20.000000PM). A red rectangular box highlights a text input field labeled 'Comment' with the instruction: '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.'</p>