EMPLOYEE ACCESS (EA) TIME OFF LEAVE APPROVAL QUICK REFERENCE GUIDE



Time Off Overview

All leave must be approved by a Supervisor. Supervisors should discuss leave arrangements with staff members, as part of the annual work planning process.

The factors to be determined when considering a request for planned leave:

- Availability of paid leave
- Ability to maintain service provision
- Operational impact for the school / department
- Implications of not being able to grant reasonable requests for leave.

When an employee requests leave, the system checks the employee's calendar to determine:

- if the absence is entered on a work day, a non-working day, or a district holiday
- if there is sufficient available leave to cover the entire absence
- the number of hours per day does not exceed the employee's contracted hours
- an entry with an existing time data for the same day does not occur.

Time Off Requests Awaiting Approval Notifications

Leave requests awaiting approval notification displays on the Employee Access Main Dashboard page. Notification of new requests will be also sent to the approvers email address.

View and Approve Leave Requests

To view leave requests:

Home Em	Leon Count ployee Time off Employee	True Time	ls					School Principal Account Preferences Ext					
Jump to O	ther Dashboard	5			My Print Queue		Requisitions Awaiting My Approval						
*Calendar					Job	s	No Requisitions require action at this time						
Skyward L	Jser				No items available.		Journal Entries Awaiting My Approval						
Reset Dash	boards			Select Widgets	District Information		Not available when logged into the Employee Access Area						
Favorites					Leon County Schools	÷	My Employee's Time Off Per Week						
Edit Favorites					2757 W PENSACOLA TALLAHASSEE FL 32304	. /	0.15						
AP Payments Payment Payment Direct Date Ref. Number Deposit Amount				0	Time Off Awaiting	g My Approval	0	9 0.12 9 0.09 9 0.06					
12/11/2017	799863	Dopoon	346.49	Show Invoice(s)	ASSISTANT	04/10/2018 8h 00m ANNUAL		# 0.03 0 0 0 0					
09/26/2017	796875		332.67	Show Invoice(s)	PRINCIPAL-0,	04/16/2018 8h 00m ANNUAL							
06/15/2017	793683		139.20	Show Invoice(s)	ASSISTANT TEACHER-1, SCHOOL	04/24/2018 8h 30m SICK LEAVE							
08/26/2016	780766		132.46	Show Invoice(s)	TEACHER-1, SCHOOL	04/25/2018 8h 30m SICK LEAVE		4 20 2 10 2 10 1 20 1 20 1 20 1 20 1 20					
06/30/2016 Budget Tra	778882	My Approv	181.40	Show Invoice(s)	PRINCIPAL-1, ASSISTANT	04/26/2018 8h 00m JURY DUTY/OTHE WITNESS	ER	Date					
Budget Transfers Awaiting My Approval Not available when logged into the Employee Access Area				s Area	PRINCIPAL-0, 04/26/2018 8h 00m SICK LEAVE			<< 04/29/2018 - 05/05/2018 >>					
					TEACHER-1, SCHOOL	04/26/2018 8h 30m SICK LEAVE	My Time Off Status 🛛						
SBAA PO's	Awaiting My Ap	oproval			TEACHER-1, SCHOOL	04/27/2018 8h 30m SICK LEAVE		Time Off Code Remaining Approved Waiting Availab					
Not available when logged into the Employee Access Area					Time Sheets Awaitin	ig My Approval	ANNUAL 503h 00m 503h 00 BANKED SICK LEAVE 112h 30m 112h 30						
					Vou do not have any 7	Time Sheets Waiting Your Approval		BEREAVEMENT 0b.00m 0b.00					

1. From the Employee Access Main Dashboard, you can access the approvals one of 3 ways.

© Copyright Leon County Schools April 2018 – Leave Accounting www.leonschools.net/Page/31126



Employee Information

Click the **!** to open the Items **Waiting for My Approval / Attention** window.

Items Waiting for My Approval/Attention

Time Off Time Time Off	
My Status 1	
My Approvals	
My Employees	

True

Click the **Time Off** button to open the Time Off to submenu, to access the **My Approvals** link.

2. Click Time Off Awaiting My Approval from the EA Main Dashboard or Click TIME OFF REQUESTS

Time Off Requests Awaiting Approval

or Click My Approvals from the sub-menu to open the My Approvals Screen.

	My Approximation	ovals 😭										e) 🦺 📴 🛍 1	😭 Favorites 🔻 怕	New Win	dow #	My Pri
		quests set to Approve: quests set to Deny:	0														Sub Appro and De
Wews: Waiting for Approval (sorted by date) 🗸 🖬 🕙 🧟										۵. (Attach						
	Date 🔺	Name	Approve	Deny	Notes	Requested	Туре	Fut	Before Approved	After Approved	Time Off Code	Reason	Description	Start Time A		П	Select /
<u>0</u>	1/10/2018 Tue	ASSISTANT PRINCIP			No	8h 00m	Used		583h 00m	575h 00m	ANNUAL	ANNUAL LEAVE		8:00 am			-All Emp
0	1/16/2018 Mon	ASSISTANT PRINCIP/			No	8h 00m	Used		575h 00m	567h 00m	ANNUAL	ANNUAL LEAVE		8:00 am			Select
0	4/24/2018 Tue	SCHOOL C TEACHER			No	8h 30m	Used		522h 30m	514h 00m	SICK LEAVE	PERSONAL CHARGEI		8:00 am			-One En
0	1/25/2018 Wed	SCHOOL C TEACHER			No	8h 30m	Used		514h 00m	505h 30m	SICK LEAVE	PERSONAL CHARGEI		8:00 am			Quick Selec
	4/26/2018 Thu	ASSISTANT PRINCIP/			No	8h 00m	Used		80h 00m	72h 00m	SICK LEAVE	PERSONAL CHARGEI		8:00 am			
0	1/26/2018 Thu	ASSISTANT PRINCIP/			No	8h 00m	Used		0h 00m	-8h 00m	JURY DUTY/OTHER	EMPLOYEE REQUES		8:00 am			Unselect
	1/20/2018 Inu	SCHOOL C TEACHER			No	8h 30m	Used		505h 30m	497h 00m	SICK LEAVE	PERSONAL CHARGEI		8:00 am			Reques
0		SCHOOL C TEACHER									SICK LEAVE	PERSONAL CHARGEI		8:00 am			

To Approve / Deny a Leave Request:

3.

- 1. Review the leave request by clicking the chevon next the date of the leave request you want to approve.
- 2. Click either the approve or deny box.



- Click the Select All button to check the Approve box for all requests displayed.
- 4. Click the Submit Approvals button to submit the approvals and denials.
- **Note:** After the submittal process has completed the employee will receive an email notifying them that the request has been approved or denied.