# **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 Info	Iployee Time Off	True Time Access							🚔 Favorites 🕶 🐔 Ne	w Window 🖷 I	My Print Queu			
Jump to Other Dashboards					My Print Queue		Requisitions Awaiting My Approval							
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Favorites 🔗					Leon County Schools 2757 W PENSACOLA TALLAHASSEE FL 32304		My Employee's Time Off Per Week							
AP Payments 🔊					1 Time Off Awaiting	g My Approval	9 0.12 9 0.09							
Date	Ref. Number	Deposit A	mount		PRINCIPAL-0,	04/10/2018 8b 00m ANNUAL		bag 0.06						
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09/26/2017	796875	3	332.67	Show Invoice(s)	PRINCIPAL-0, ASSISTANT	04/16/2018 8h 00m ANNUAL		0		-	-			
06/15/2017	793683	1	139.20	Show Invoice(s)	TEACHER-1, SCHOOL	04/24/2018 8h 30m SICK LEAVE			N 04	n .*	5			
06/30/2016	778882	1	81.40	Show Invoice(s)	TEACHER-1, SCHOOL	04/25/2018 8h 30m SICK LEAVE		all all	25 2	2	200			
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Not available when logged into the Employee Access Area				: 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 On Status							
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								BANKED SICK LEAVE	112h 30m		112h 30r			

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

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Employee Information

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

Items Waiting for My Approval/Attention

	▼ Time Off	
ĺ	My Status	
	My Approvals	
Į	My Employees	

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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.

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04/16/2018 №	on ASSISTANT PRINCIP			No	8h 00m	Used		575h 00m	567h 00m	ANNUAL	ANNUAL LEAVE		8:00 am		Sele
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04/26/2018 1	hu ASSISTANT PRINCIP			No	8h 00m	Used		80h 00m	72h 00m	SICK LEAVE	PERSONAL CHARGEI		8:00 am		
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04/26/2018 1	hu SCHOOL C TEACHER			No	8h 30m	Used		505h 30m	497h 00m	SICK LEAVE	PERSONAL CHARGEI		8:00 am		Orm
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#### To Approve / Deny a Leave Request:

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- 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.