

This QRC provides instruction for requesting, changing and deleting vacation, sick, personal business, bereavement, and jury duty leave using the ESS Leave Request system.

Accessing ESS Lea	ive Requests
Log in to the <b>OnePurdue Portal</b> using your career account ID and password.	Welcome to the OnePurdue Portal   Please enter your Purdue Career Account User ID and password.   User ID *   Password *   Log on   Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action.   Please enter your Purdue Career Account User ID and password.
Click <b>Employee Self-</b> Service.	PURDUE         UNIVERSITY         Home       Employee Self-Service         Manager Self-Service       Financial Systems         Human Resources       System Info         Overview       Employee Search         Personal Information       Payment         Travel and Expenses       Benefits         Taxes       Working Time
Click Working Time.	Home         Employee Self-Service         Manager Self-Service         Financial Systems         Human Resources         System Info           Overview         Employee Search         Personal Information         Payment         Travel and Expenses         Benefits         Taxes         Working Time
Verifying Balance Available	
Prior to submitting a leave request, employees can verify available vacation hours through the Paid Time Off Report.	Home       Employee Self-Service       #         Overview       Employee Search       Perso         Paid Time Off Information / Report       Perso         Detailed Navigation       Image: Comparison of the person of t



**ESS Leave – Requests** 

For assistance in	07/31/2011  Quota Information as of 07/31/2011
viewing quota accruals, use the following QRC:	Absence Quotas: Total Accrual (Hours): Total Used (Hours): Remaining (Hours):
Viewing Paid Time Off Information/Report in	Vacation 396.00 288.00 108.00
ESS	Remaining hours are the total available vacation hours per pay period. This report is available the last day of the payroll period (which is the last day of the month.)
Requesting Time	Dff
Only the following leave requests can be made using ESS:	
<u>NOTE</u> : For all other leave requests, use form <b>33A Other</b> <b>Leave</b> .	Vacation – Paid Leave Sick Leave – EE Illness Sick Leave – Family Illness Personal Business Day 3/f
<u>NOTE</u> : AY (Academic Year) staff and faculty should not make <b>Vacation – Paid</b> Leave requests.	Bereavement Leave - Paid Other Leave with Pay (Jury Duty)
Click <b>Leave Request</b> from the <b>Detailed</b> <b>Navigation</b> toolbar.	Leave Request
	Show Team Calendar Hide Calendar Show Time Accounts Show Overview of Leave
Click <b>Show Time</b> Accounts.	Time Account     Deductible from     Deductible to     Entitlement     Remainder       Vacation     6/30/2007     12/31/9999     672.00 Hours     100.00 Hours
Verify enough time is available prior to submitting leave	Personal Business 7/1/2007 12/31/9999 56.00 Hours 24.00 Hours
request.	Approved vacation and personal business day requests are automatically subtracted from the remainder hours. Therefore, the total remainder hours may be different than the Paid Time Off report (which displays remaining hours per pay period.)



If request is made and not enough time exists the following message appears:	
NOTE: The same error displays for a <b>Vacation – Paid</b> <b>Leave</b> request submitted by AY staff or faculty. AY faculty or staff do not accrue vacation leave.	Not enough quota 02 for attendance/absence Vacation - Paid Leave(V) on 08/24/2011 for personnel no. 90012198
	A navigation bar displays the step currently being executed.
Select <b>Type of Leave</b> from drop-down menu.	Image: Display and Edit     2     3       Display and Edit     Review and Send     Completed
Select leave <b>Date</b> from the calendar, or input using the format: MM/DD/YYYY. Enter <b>Duration</b> if requesting a half day, otherwise leave blank. The work schedule determines the hours displayed. If the hours displayed are incorrect (shows 8; but you work 10 hours a day), complete a <u>Personnel Change</u> <u>Request</u> form with correct schedule. <b>Approver</b> will default to the assigned approver for org unit. Enter <b>Notes for</b> <b>Approver</b> as needed.	Show Team Calendar       Show Calendar       Hide Time Accounts       Show Overview of Leave         Time Account       Deductible from       Deductible to       Entitlement       Remainder         Vacation       1/31/2009       12/31/9999       412.00 Hours       84.00 Hours         Personal Business       1/20/2009       12/31/9999       60.00 Hours       24.00 Hours         To request or report leave, enter the required data and choose Review.       Type of Leave:       Vacation - Paid Leave       Image: Comparison of the comparison o
	HALF DAY INCREMENTS: increments, the Duration of hours must be entered. Half day requests must be submitted separately from full day requests.HOLIDAYS: university paid holidays. Requests surrounding a holiday must be submitted separately. Example: If a university paid holiday is observed on a Monday, and the request is to have the Friday before, and the Tuesday after the holiday off. Instead of creating one request for Friday – Tuesday, two requests are required.
Click <b>Review</b> .	Previous Step



	Leave Request
	Display and Edit Review and Send Completed
Review request information.	You want to request the following leave: Type of Leave: Vacation - Paid Leave
If correct, click <b>Send</b> .	Date: on Friday, April 22, 2011 Duration: 8 Hours Used: Vacation: 8.00 Hours
If incorrect, click <b>Previous Step</b> and make corrections.	Approver: To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.
	**Once a month the system is locked for 1 -3 days during payroll processing. A "system locked" message appears. Please submit requests when the system is available. **
The following message	The leave request has been sent.
appears:	What do you want to do next? Request Another Absence
The request displays on the <b>Calendar</b> , color coded according to the key found below the calendar.	April 2011       May 2011       June 2011
Monitoring Your R	equest
Once the approver has approved or rejected your request, you will receive this notification email:	"You submitted one or more leave requests. Your requests have now been processed. For more information, see the list of your absences in the OnePurdue Portal."
	Requester : Smith Joe ( 99xxxxxxx )
	Approved Requests:
	Request: Other Leave with Pay, 06/02/2011
	Rejected Requests:
	Request: Vacation - Paid Leave, 02/10/2011 Note:



**ESS Leave – Requests** 

The request displayed on the <b>Calendar</b> is blue if approved and is removed if rejected.	Image: Supervised system       April 201         Su       Mo       Tu       We       Th       Fr       Sa         14       27       28       29       30       31       1       2         15       3       4       5       6       7       8       9         16       10       11       12       13       14       15       16         17       17       18       19       20       21       22       23         18       24       25       26       27       28       29       30         19       1       2       3       4       5       6       7
Click <b>Leave</b> Overview.	Leave Request  Detailed Navigation  Direct Leave Report  Leave Request  Leave Request: Approval  Leave Overview
Result displays details of leave request and the status of that request.	Leave Overview         Leave Since:       1/1/2011       Display         Personnel Assignment       Personnel Assignment Text       Type of Leave       Start Date       End Date       Status       Used         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month Exempt FV       Vacation - Paid Leave       4/22/2011       Approved       8 Hours         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month Exempt FV       Vacation - Paid Leave       4/22/2011       4/22/2011       Approved       8 Hours         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month Exempt FV       Vacation - Paid Leave       4/22/2011       4/22/2011       Approved       8 Hours         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month Exempt FV       Vacation - Paid Leave       4/22/2011       4/22/2011       Approved       8 Hours         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month Exempt FV       Vacation - Paid Leave       4/22/2011       4/22/2011       Approved       8 Hours         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month Exempt FV       Vacation - Paid Leave       4/22/2011       Approved       8 Hours         X000000X       Web Coordinator/Developer Pay w/Ben Admin/Prof 12 Month       Xempt Admin Pay       Xempt Admin Pay
Adjusting Request	S
Click the <b>date</b> on calendar to view request. The request displayed on the <b>Calendar</b> is blue if approved and is pink, if sent, but not approved.	Image: April 2011       May 2011       June 201



## **Quick Reference Card** ESS Leave – Requests

Click <b>Change</b> .	You have selected the following leave request:         Type of Leave:       Vacation - Paid Leave         Date:       4/29/2011         Duration:       8 Hours         Used:       Vacation:       8.00 Hours         Approver:       Slaybaugh Susan K         Image:       Change:       Delete	
Make changes to <b>Type</b> of Leave, Date, or Duration. Click <b>Review</b> .	Change the leave request to suit your requirements and choose Review.         Type of Leave:       Vacation - Paid Leave         Date:       4/29/2011         Duration:       4         Used:       Vacation:         Approver:       Slaybaugh Susan K         Note for Approver:       If leave was approved, notes should indicate the change of date or duration of hours. Type of leave should not be changed without prior agreement with your manager.	
Review your changes. If correct, click <b>Send</b> . If incorrect, click <b>Previous Step</b> and make corrections.	Leave Request         Image:	
Deleting a Request		
Click leave date on calendar.	Su         Mo         Tu         We         Th         Fr         Sa           14         27         28         29         30         31         1         2           15         3         4         5         6         7         8         9           16         10         11         12         13         14         15         16           17         17         18         19         20         21         22         23           18         24         25         26         27         28         29         30           19         1         2         3         4         5         6         7	



Click <b>Delete</b> .	You have selected the following leave:         Type of Leave:       Vacation - Paid Leave         Date:       4/22/2011         Duration:       8 Hours         Previous Notes:       03/15/2011 16:02:31 Shields Robinson Glenn Vacation day is approved.         Image:       Previous Step         Change       Delete
Click <b>Review</b> .	Previous Step
Review delete request information.	Leave Request
If correct, click <b>Send</b> .	You want to delete the following leave: Type of Leave: Delete: Vacation - Paid Leave Date: on Friday, April 22, 2011
If incorrect, click <b>Previous Step</b> and make corrections.	Duration: 8 Hours Duration: 8 Hours Approver: Slaybaugh Susan K To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.  Previous Step Send
The following message appears:	The leave request has been sent. What do you want to do next? Request Another Absence
The delete request displays on the <b>Calendar</b> , color-coded according to the key found below the calendar.	Image: April 2011       May 2011       June 201
Viewing the Team	Calendar
Select <b>Show Team</b> <b>Calendar.</b> The <b>Team Calendar</b> is based on the organizational structure.	Show Team Calendar

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