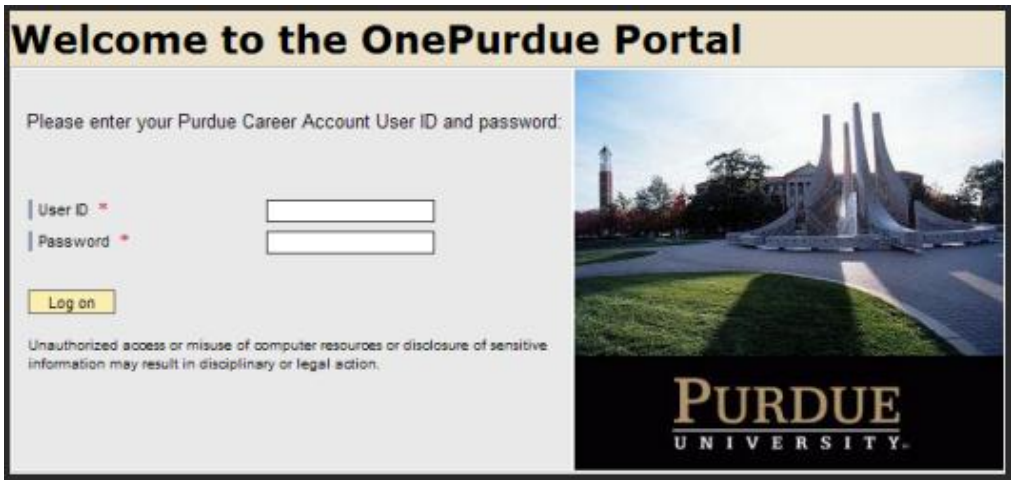
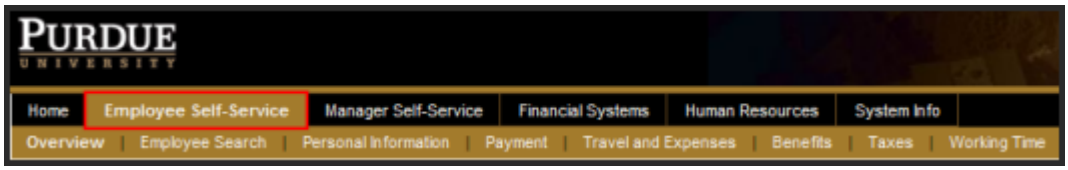
This QRC provides instruction for requesting, changing and deleting vacation, sick, personal business, bereavement, and jury duty leave using the ESS Leave Request system.

Accessing ESS Leave Requests

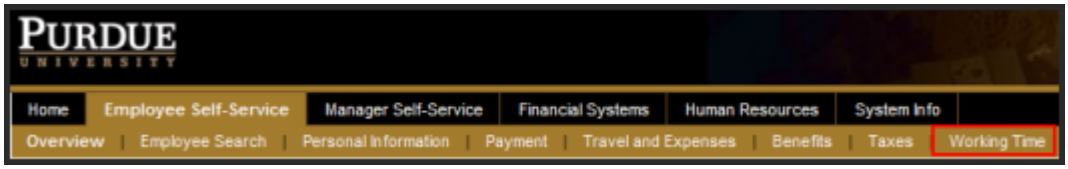
Log in to the **OnePurdue Portal** using your career account ID and password.



Click **Employee Self-Service**.



Click **Working Time**.



Verifying Balance Available

Prior to submitting a leave request, employees can verify available vacation hours through the Paid Time Off Report.

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For assistance in viewing quota accruals, use the following QRC:

[Viewing Paid Time Off Information/Report in ESS]

07/31/2011

Quota Information as of 07/31/2011

Absence Quotas:	Total Accrual (Hours):	Total Used (Hours):	Remaining (Hours):
Vacation	396.00	288.00	108.00

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 Off

Only the following leave requests can be made using ESS:

NOTE: For all other leave requests, use form **33A Other Leave**.

NOTE: AY (Academic Year) staff and faculty should not make **Vacation – Paid Leave** requests.

Vacation – Paid Leave
Sick Leave – EE Illness
Sick Leave – Family Illness
Personal Business Day 3/f
Bereavement Leave - Paid
Other Leave with Pay (Jury Duty)

Click **Leave Request** from the **Detailed Navigation** toolbar.

Leave Request

Detailed Navigation

- Leave Request
- Leave Request: Approval
- Direct Leave Report
- Leave Overview
- Paid Time Off Information / Report
- Quick Reference Cards

Click **Show Time Accounts**.

Verify enough time is available prior to submitting leave request.

Show Team Calendar | Hide Calendar | Show Time Accounts | Show Overview of Leave

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation	6/30/2007	12/31/9999	672.00 Hours	100.00 Hours
Personal Business	7/1/2007	12/31/9999	56.00 Hours	24.00 Hours

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.)

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If request is made and not enough time exists the following message appears:

NOTE: The same error displays for a **Vacation – Paid Leave** request submitted by AY staff or faculty. AY faculty or staff do not accrue vacation leave.

Select **Type of Leave** from drop-down menu.

Select leave **Date** from the calendar, or input using the format: MM/DD/YYYY.

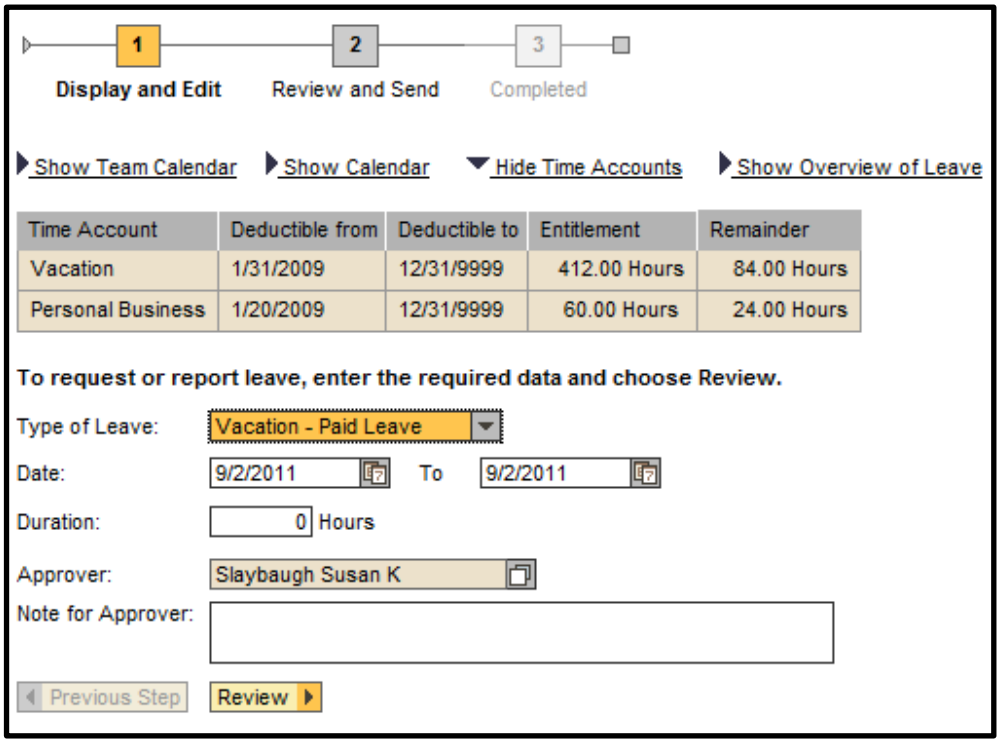
Enter **Duration** if requesting a half day, otherwise leave blank.

The work schedule determines the hours displayed. If the hours displayed are incorrect (shows 8; but you work 10 hours a day), complete a Personnel Change Request form with correct schedule.

Approver will default to the assigned approver for org unit.

Enter **Notes for Approver** as needed.

A navigation bar displays the step currently being executed.



HALF DAY INCREMENTS: When requesting time in half day increments, the **Duration** of hours must be entered. Half day requests must be submitted separately from full day requests.

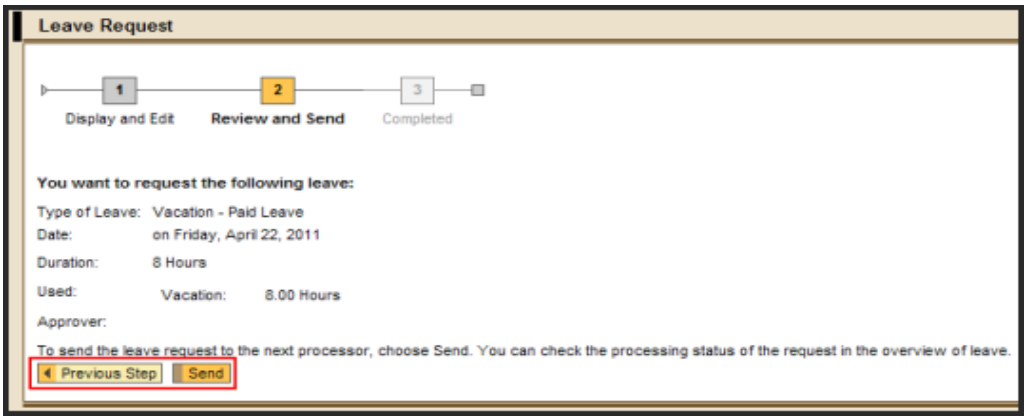
HOLIDAYS: The online leave application does not recognize university paid holidays. Requests surrounding a holiday must be submitted separately. Example: If a university paid holiday is observed on a Monday, and the request is to have the Friday before, and the Tuesday after the holiday off. Instead of creating one request for Friday – Tuesday, two requests are required.

Click **Review**.

Review request information.

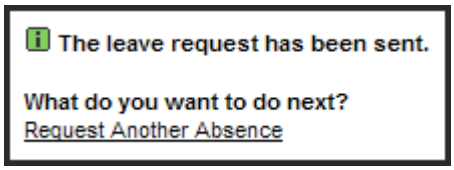
If correct, click **Send**.

If incorrect, click **Previous Step** and make corrections.

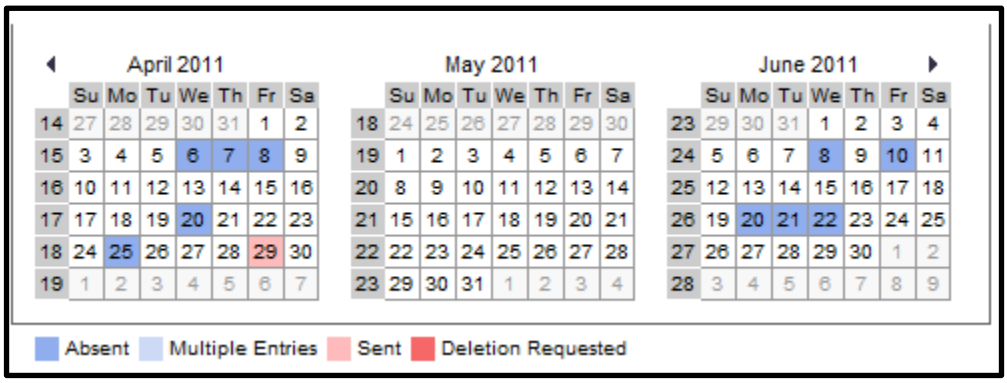


Once a month the system is locked for 1 -3 days during payroll processing. A "system locked" message appears. Please submit requests when the system is available.

The following message appears:



The request displays on the **Calendar**, color coded according to the key found below the calendar.



Monitoring Your Request

Once the approver has approved or rejected your request, you will receive this notification email:

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"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:
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Request: Other Leave with Pay, 06/02/2011

Rejected Requests:
------------------------------
Request: Vacation - Paid Leave, 02/10/2011
Note:
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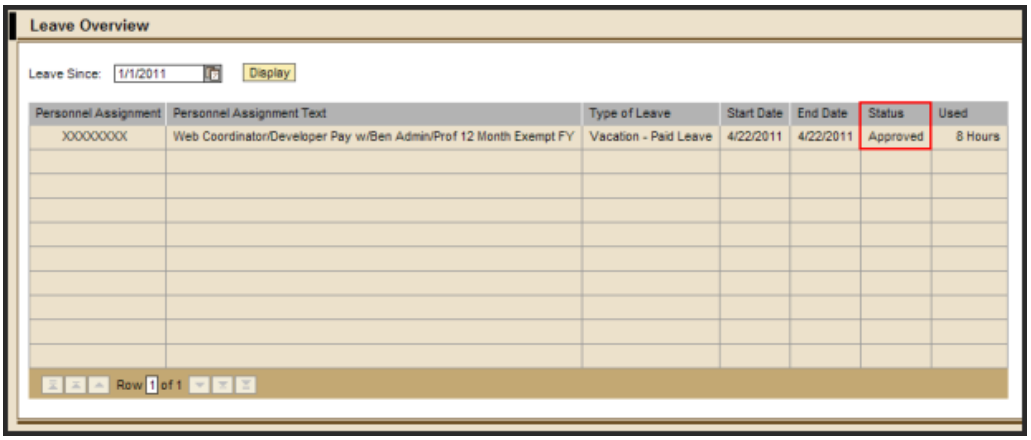
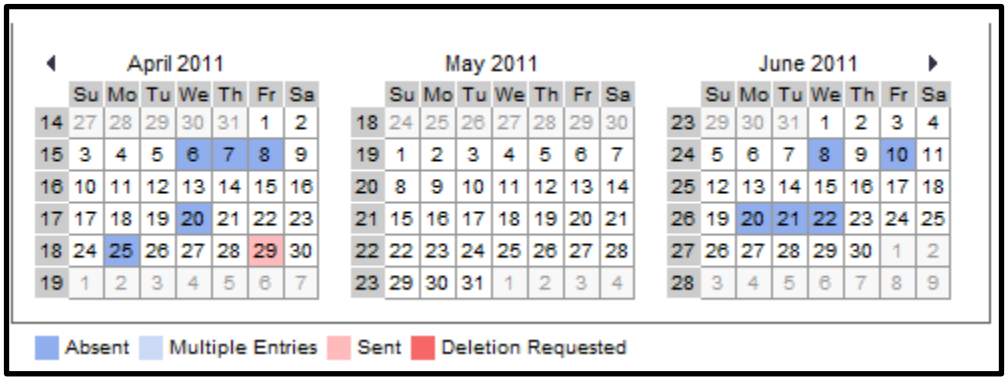
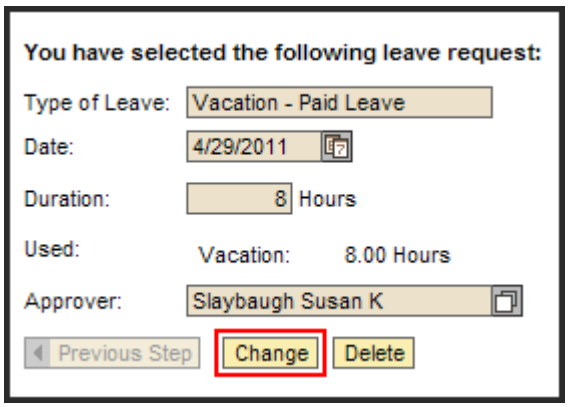
The request displayed on the **Calendar** is blue if approved and is removed if rejected.	
Click **Leave Overview**.	
Result displays details of leave request and the status of that request.	

Adjusting Requests

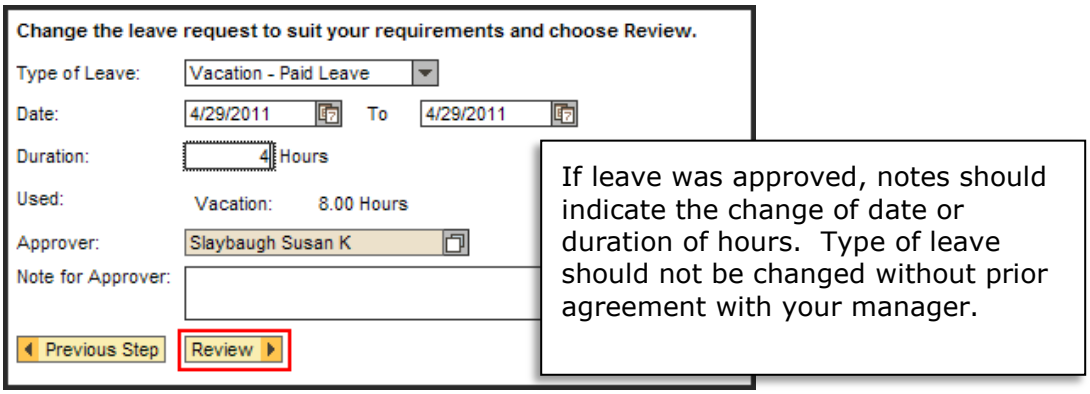
Click the **date** on calendar to view request. The request displayed on the **Calendar** is blue if approved and is pink, if sent, but not approved.	

Click **Change**.



Make changes to **Type of Leave**, **Date**, or **Duration**.

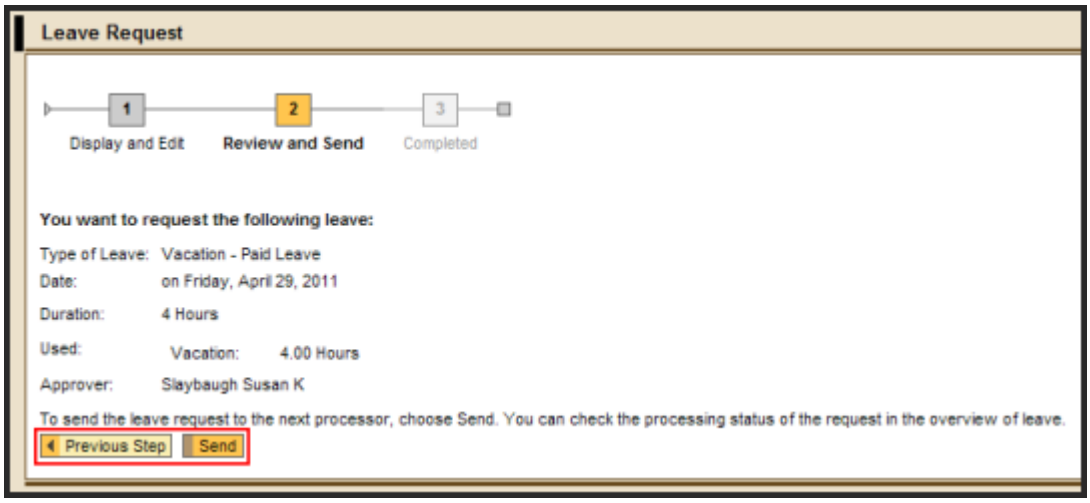
Click **Review**.



Review your changes.

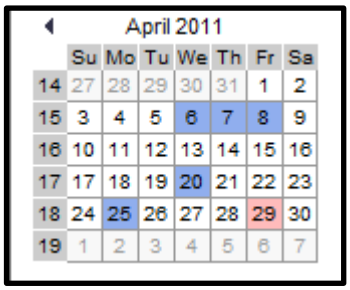
If correct, click **Send**.

If incorrect, click **Previous Step** and make corrections.



Deleting a Request

Click leave date on calendar.



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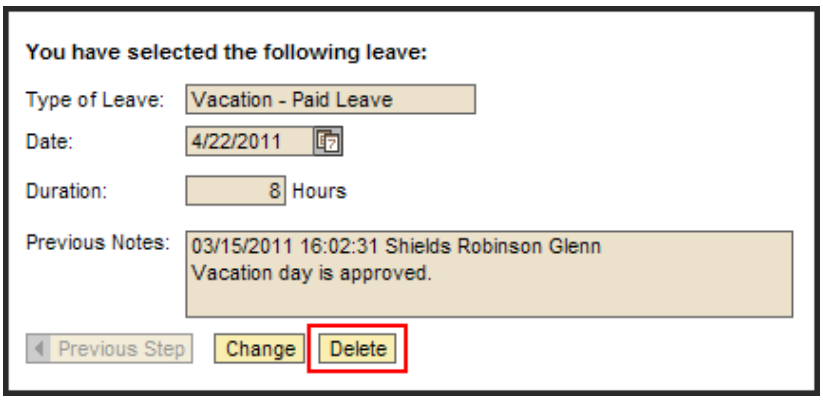
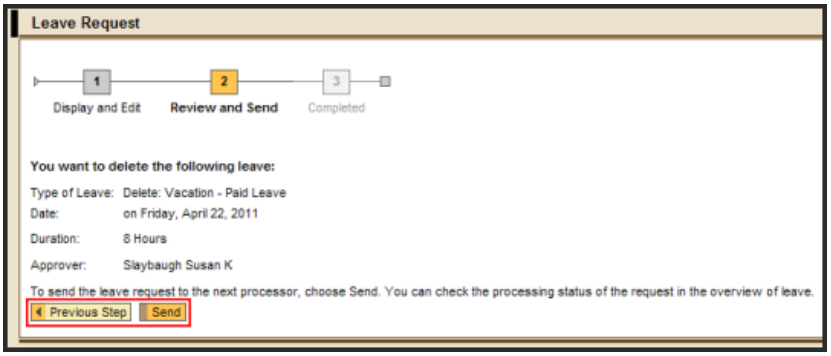
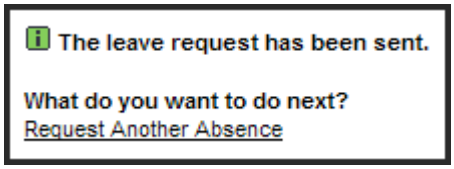
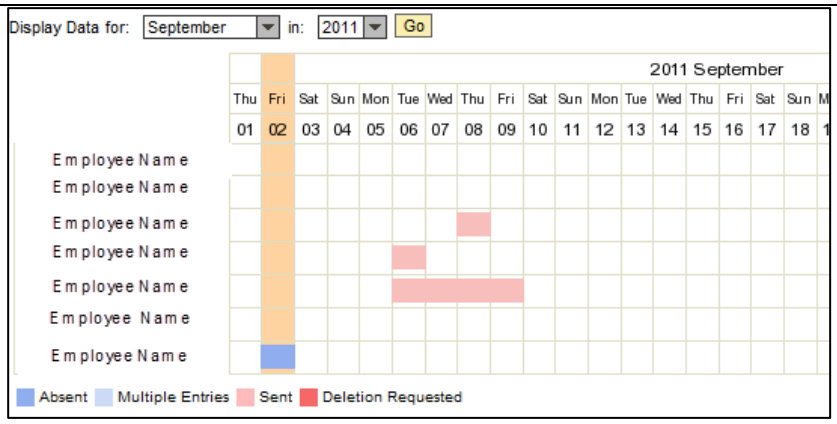
Click **Delete**.	
Click **Review**.	
Review delete request information. If correct, click **Send**. If incorrect, click **Previous Step** and make corrections.	
The following message appears:	
The delete request displays on the **Calendar**, color-coded according to the key found below the calendar.	
Viewing the Team Calendar	
Select **Show Team Calendar.** The **Team Calendar** is based on the organizational structure.	

The calendar shows everyone who has the same supervisor in the system plus any direct reports that person has. Anybody who is in a benefits eligible position or who has leaves recorded in the system will appear.	 If a supervisor is a substitute for another manager, the **Team Calendar** will also display all employees that report directly to the other manager. Managers viewing the **Team Calendar** located in **Manager Self Service** (instead of Employee Self Service) will only see themselves and their direct reports.