

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 OnePurdue Portal 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 * Leg 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 Employee Self- 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

	07/31/2011
For assistance in	Quota Information as of 07/31/2011
accruals, use the following QRC:	Absence Quotas: Total Accrual (Hours): Total Used (Hours): Remaining (Hours):
<u>Viewing Paid Time Off</u> 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 C	Dff
Only the following leave requests can be made using ESS:	
<u>NOTE</u> : For all other leave requests, use form 33A Other Leave .	Vacation – Paid Leave Sick Leave – EE Illness Sick Leave – Family Illness Personal Business Day 3/f
NOTE: AY (Academic Year) staff and faculty should not make Vacation – Paid Leave requests.	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 Leave Report Leave Overview Paid Time Off Information / Report Quick Reference Cards
	Show Team Calendar Hide Calendar Show Time Accounts
Click Show Time 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 Vacation – Paid Leave 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 Type of Leave from drop-down menu.	Image: Display and Edit 2 3 Display and Edit Review and Send Completed
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 <u>Personnel Change</u> <u>Request</u> form with correct schedule. Approver will default to the assigned approver for org unit. Enter Notes for Approver 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 - Paid Leave Date: 9/2/2011 To 9/2/2011 Image: Comparison - Paid Leave Image: Comparison - Paid Leave Duration: Image: One Hours Hours Hours Image: Comparison - Paid Leave Image:
	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 .	Previous Step Review



	Lague Deguest
Review request information. If correct, click Send . If incorrect, click	Leave Request Image: Display and Edit 2 3 Display and Edit Review and Send Completed You want to request the following leave: Type of Leave: Vacation - Paid Leave Date: on Friday, April 22, 2011 Duration: 8 Hours Used: Vacation: 8.00 Hours 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.
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 leave request has been sent. What do you want to do next? Request Another Absence
The request displays on the Calendar , color coded according to the key found below the calendar.	Image: Second system May 2011 June
Monitoring Your R	equest
	"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."
Once the approver has	Requester : Smith Joe (99xxxxxxx)
approved or rejected your request, you will receive this notification email:	Approved Requests:
	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.	Image: Superior of the state of the sta
Click Leave 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 date on calendar to view request. The request displayed on the Calendar 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 Change .	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 Type of Leave, Date, or Duration. Click Review .	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 Send . If incorrect, click Previous Step 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 Delete .	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 Review .	Previous Step
Review delete request information.	Leave Request
If correct, click Send .	You want to delete the following leave: Type of Leave: Delete: Vacation - Paid Leave
If incorrect, click Previous Step 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 Calendar , color-coded according to the key found below the calendar.	Image: April 2011 May 2011 June 201
Viewing the Team	Calendar
Select Show Team Calendar. The Team Calendar is based on the organizational structure.	Show Team Calendar Show Time Accounts Show Overview of Leave

Quick Reference Card ESS Leave – Requests



