

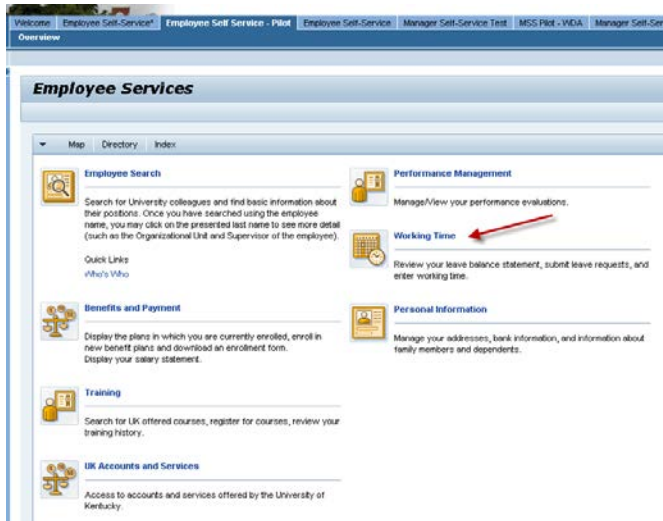
Agents and Support Staff

LEAVE REQUEST: Access Employee Self-Service through myUK.

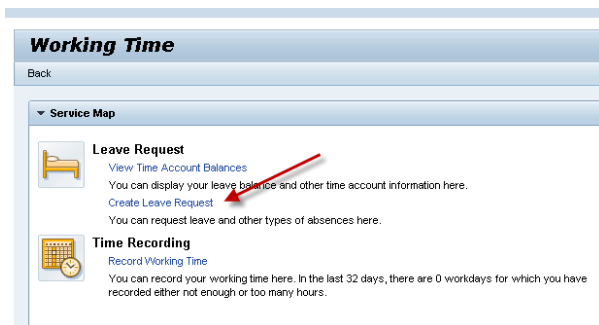
All exempt and non-exempt employees should submit online leave requests (sick, vacation, holidays, etc.) through Employee Self-Service. Please choose the “Employee Self Service-Pilot” tab for access to Leave Requests:



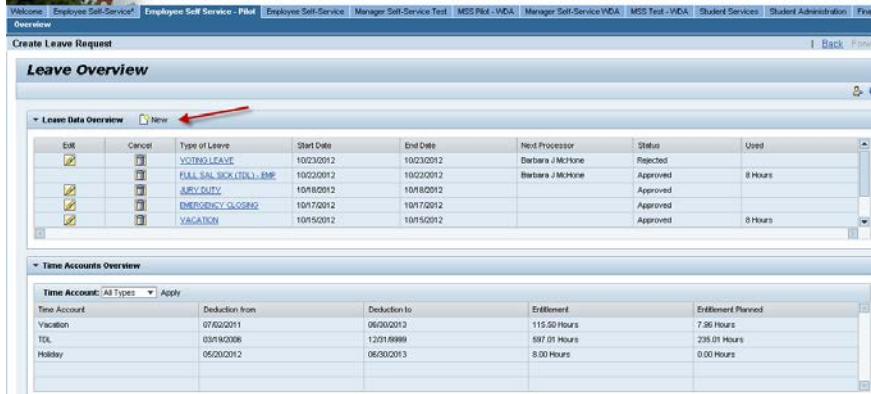
From the Overview, choose the **Working Time** area:



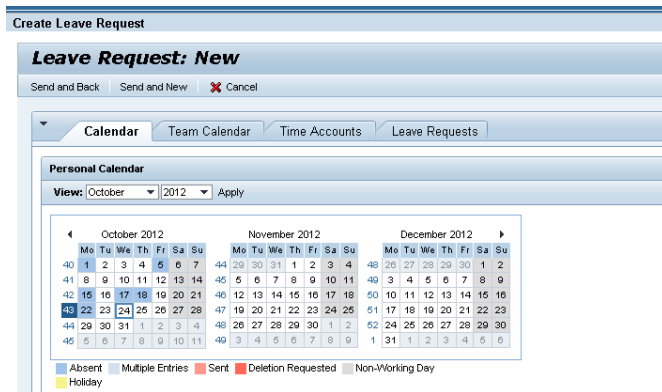
From Working Time, choose **Create Leave Request**:



You will see the Leave Data Overview outlining any prior Leave Requests, and a Time Accounts Overview showing your leave balances. Click the **New** icon to create a new Leave Request:



The new Leave Request page consists of two sections: Calendar and Leave Details. The calendar area displays tabs to assist with scheduling your leave and reviewing leave balances and other requests.



You will enter data about your leave request in the Leave Details area. First choose the type of leave from the drop down menu. Use the scroll bar to see all leave types (sick, vacation, etc.):

Create Leave Request

Leave Request: New

Send and Back Send and New Cancel

Calendar Team Calendar Time Accounts Leave Requests

▼ **Leave Details** Check

Type of Leave

* Type of Leave: **HOLIDAY-July 4th**
 Description: HOLIDAY-Christmas
 HOLIDAY-July 4th
 HOLIDAY-Labor Day
 HOLIDAY-MLK Day
 HOLIDAY-Memorial Day
 HOLIDAY-New Year

General Data

* Start Date:
 * End Date:
 Absence hours: **HOLIDAY-Pres Election**
 Approver Name: HOLIDAY-Special
 HOLIDAY-Thanksgiving
 New Note: EMERGENCY CLOSING

Next enter the **start/end date** and **absence hours** for the leave request. Your supervisor's name should appear in the Approver Name box. You may also enter a note for your supervisor with the leave request:

Calendar Team Calendar Time Accounts Leave Requests

▼ **Leave Details** Check

Type of Leave

* Type of Leave: **HOLIDAY-Pres Election**
 Description: HOLIDAY-Pres Election

General Data

* Start Date: 11/06/2012
 * End Date: 11/06/2012
 Absence hours: **8**
 Approver Name: **Barbara J McHone**
 New Note:

If you are requesting a partial day of leave, please save the partial day entry before creating another leave request. For example: you would like to request Friday afternoon off, as well as all day Monday off. Create the Leave Request for 4 hours on Friday, save it, and then create another Leave Request for 8 hours on Monday and save it.

Click the Check link to review your request before sending. You will receive a confirmation message:

Overview

Create Leave Request

Leave Request: HOLIDAY-Pres Election, 11/06/2012

Send and Back Send and New

Check of leave request was successful

Calendar Team Calendar **Time Accounts** Leave Requests

Time Account: All Types Apply

Time Account	Deduction from	Deduction to
Vacation	07/02/2011	06/30/2013
Vacation	10/20/2012	06/30/2014
TDL	03/19/2006	12/31/9999
Holiday	05/20/2012	06/30/2013

Leave Details Check

Type of Leave

* Type of Leave: HOLIDAY-Pres Election
Description: HOLIDAY-Pres Election

General Data

Click the **Send and Back** button to send your leave request. If you are submitting multiple leave requests, click the **Send and New** button to send your first request and open a new request:

Leave Request: HOLIDAY-Pres Election, 10/25/2012

Send and Back Send and New

Calendar Team Calendar Time Accounts Leave Requests

Leave Details Check

Type of Leave

* Type of Leave: HOLIDAY-Pres Election
Description: HOLIDAY-Pres Election

General Data

* Start Date: 11/06/2012
* End Date: 11/06/2012
Absence hours: 8
Approver Name: Barbara J McHone
New Note:

You will receive one last opportunity to confirm your leave request before it is sent to your supervisor. Click the **OK** button:

Pres Election, 11/06/2012

Time Accounts Leave Requests

ion from
011
012
006
012

Y-Pres Election
Y-Pres Election

012

Leave Request: HOLIDAY-Pres Election, 11/06/2012

Type of Leave

Type of Leave: HOLIDAY-Pres Election

General Data

Start Date: 11/06/2012
End Date: 11/06/2012
Absence hours: 8.00
Approver Name: Barbara J McHone
Note:

You will see a confirmation message, and the leave request will display as status “Sent” in the Leave Data Overview:

The screenshot shows the 'Create Leave Request' interface. At the top, there is a 'Leave Overview' section with a confirmation message: 'Leave request was sent successfully'. Below this is the 'Leave Data Overview' table, which lists several leave requests. The first row is highlighted, showing a 'Sent' status. Red arrows point to the confirmation message and the 'Sent' status in the table.

Edit	Cancel	Type of Leave	Start Date	End Date	Need Processor	Status	Used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOLIDAY-Fres Election	11/06/2012	11/06/2012	Barbara J McHone	Sent	8 Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	VOYAGER LEAVE	10/23/2012	10/23/2012	Barbara J McHone	Rejected	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FULL SAL SICK (TDL) - PMP	10/23/2012	10/23/2012	Barbara J McHone	Approved	8 Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABSENY DUTY	10/18/2012	10/18/2012		Approved	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EMERGENCY CLOSING	10/17/2012	10/17/2012		Approved	

The new Leave Request is complete. When it is approved by your supervisor, the status will change from “Sent” to “Approved”. **If you need to delete or edit a leave request**, choose the Edit or Cancel icons in the first two columns of the Leave Data Overview.

If you submit a leave request for a day in the past, you may receive **yellow warning messages** regarding time evaluation, retroactive accounting, etc. These messages are intended to let you know that your request will require retroactivity/time evaluation because the date is in the past. Review the messages, look for the green “Check of leave request was successful” message, and complete your request.

The screenshot shows the 'Overview' section of the 'Create Leave Request' interface. It displays a 'Leave Request: FULL SAL SICK (TDL)' with a 'Send and Back' button, a 'Send and New' button, and a 'Cancel' button. Below the buttons are several warning messages (yellow triangles) and one success message (green checkmark):

- Earliest recalculation for time evaluation exceeded - [Display Help](#)
- Personal payroll past not reached - [Display Help](#)
- Change in correction phase for Controlling area M1 - [Display Help](#)
- Time entry triggers retroactive accounting in payroll - [Display Help](#)
- Check of leave request was successful