

# REVIEWING ONLINE LEAVE REQUESTS

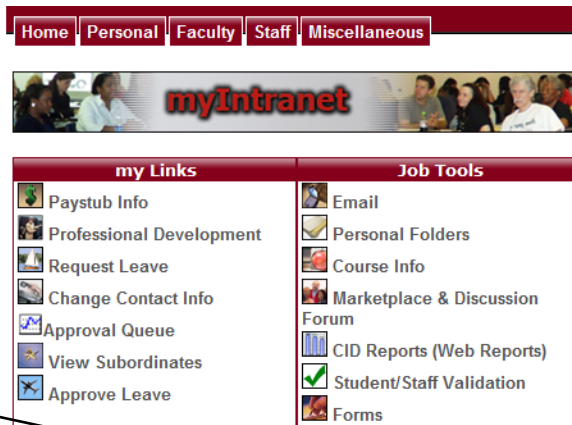
The Request for Leave system is a web-based application accessed through the Employee Web. This document covers:

- Approve, Reject or Cancel Leave Requests
- Back-up Approval for Supervisors
- View Subordinate Information
- View Department Leave Roster

## APPROVE, REJECT OR CANCEL LEAVE REQUESTS

1. Logon to the Employee Web at <http://www.broward.edu/employeeIntranet/>, using your Logon ID and Password.

2. Click on the **Supervisor** tab to view subordinate information leave requests and upcoming leave. **Or click Approve Leave under myLinks.**



3. To approve Leave Requests, click on the subordinate name. *Leave that exceeds current balance should not be approved.*

The screenshot shows the 'Supervisors' tab selected. A message states: 'You have 4 subordinate employee(s). Click here to view their information.' Below this is a table showing prior unapproved and all upcoming leave by subordinates.

Leave Date	Hours	Start Time	Name	Leave Type	Status
07/13/2011	10.00		Wendy Varela	Bcc Sick Day - Paid	Unapproved
07/14/2011	10.00		Wendy Varela	Bcc Sick Day - Paid	Unapproved

4. Leave submitted for approval will display.

5. To approve a leave request, check the box indicating that you authorize action to be taken and click on the “Approve” button.

A “Leave Request xx has been APPROVED” message will be displayed.

To view all approved leave requests, check here.

An email will be sent to both the employee requesting leave and the supervisor.

6. To see department leave requests, click the “View Leave for Department” button.

Leave request information for that department for 14 days prior and 14 days after current date (today’s date) will be listed. It will also list the status of the leave request, the name of the supervisor who approved leave, and the date and time leave was approved.

- To reject a leave request for a subordinate, add a comment, check the box that you authorize action to be taken, and click on “Reject” button. View Figure 3b. A “Leave Request xx has been REJECTED” message will be displayed. An email will be sent to both the employee requesting leave and the supervisor.

- To view leave requests for a subordinate, check the box next to “Also Show Approved Leave Requests”. Only the most recent requests will be shown.

By default, only Unapproved Leave Requests are shown. To view Approved Leave Requests for the purpose of Cancelling a Request or Reviewing it's details, check the box below. Only the most recent requests will be shown.  
**Also Show Approved Leave Requests?**

- To cancel a leave request for a subordinate after it's been approved, add a comment, check the box that you authorize action to be taken, and click **Cancel**.

A “Leave Request xx has been **CANCELLED**” message will be displayed.

An email will be sent to both the employee and the supervisor.

**The following Approved Leave Requests can be Cancelled.**

Requested By	Phone	Entered On	Request
<a href="#">Wendy Varela</a>	(954)201-4539	07/11/2011 @ 12:59 PM	32

Leave Type	Request Date	Hours	Start Time	End Time
Bcc Sick Day - Paid	07/13/2011 Wed	10.00		
Bcc Sick Day - Paid	07/14/2011 Thu	10.00		

[View Leave for Department 148025](#)

Add a comment:

I hereby authorize the following action to be taken on this leave request.

**Cancel**

If leave has already been approved in CID, a paper leave form must be used for adjustments.

## BACK-UP TIME & ATTENDANCE APPROVERS

Time and Attendance approvers can be back-up approvers for a supervisor who is not available to approve leave:

- Direct Command: PE TA AA**
- Enter **Check Date:** (use paycheck date), **Hourly/Salary:** (S), and **Cost Center.** Press Enter.

If there are any unauthorized web leave outstanding for that pay period, a notation at the bottom of the screen right above the direct command line will appear stating “**View Unapproved: N**”.

- Type a “**Y**” over the “**N**” and Enter.

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9 - Test_Linux@anthernet (pan2test.pbcc.edu)
File Edit Transfer Favorites Options Tools View Window Help

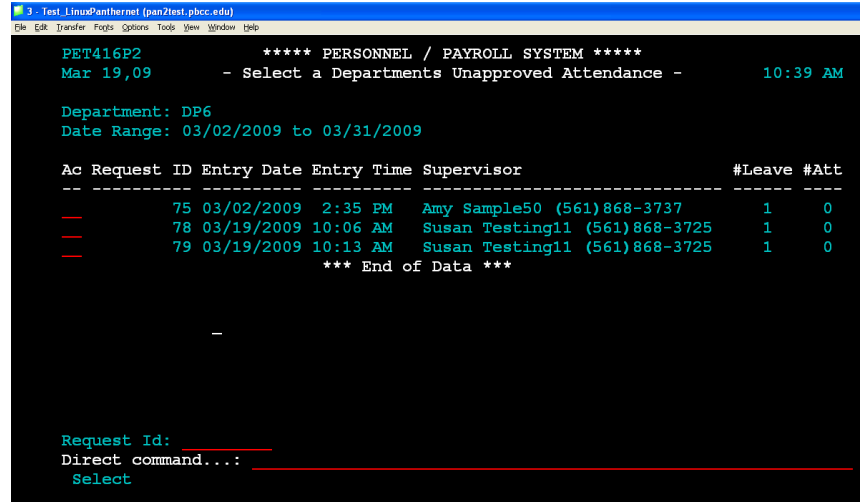
PET150P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET150M1
Mar 19,09        - Authorize Employee Attendance by Department -          2 more >
E A
x j
-----
Ac  Last      First  PID      Position Seq Course Worked OT
-----
--  TESTING12 MICHA  165      AA1005  009      Y
--  TESTING14 JUDITH 719      6103A   009      Y
--  TESTING11 SUSAN  1264     AA1300  009      Y
-----

*Check Date: 03/31/2009      *Hourly/Salary: S
*Dept: DP6                   *Authorize: N
*Last Name Begin: _____ *View Unapproved: Y
Direct Command:
Browse  Detail  Display  Select
PF5 = Missing Time Sheets
  
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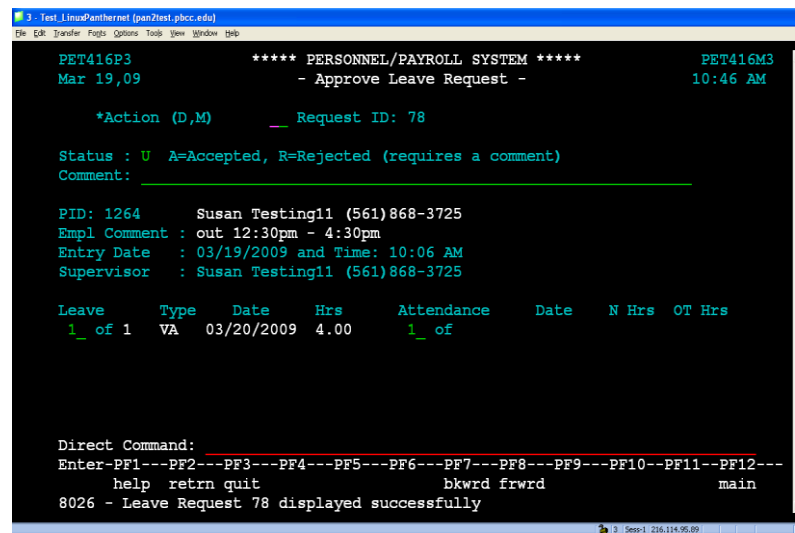
- Type "Y" at Leave Requests and press enter.



- The unapproved leave displays.
- Action – S and press Enter.



- The leave request will display.
- Action – M to Modify.
- Change the Status to A to approve or R to reject and press Enter.
- Press PF2 to return to the Approval screen.



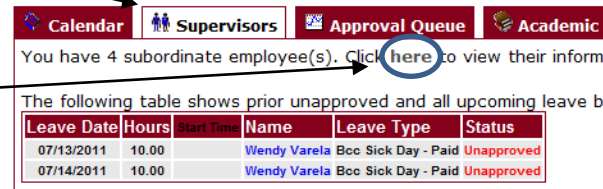
# VIEW SUBORDINATE INFORMATION

- To view Subordinate Information, click the Supervisors tab.



- Click "here" to display information:

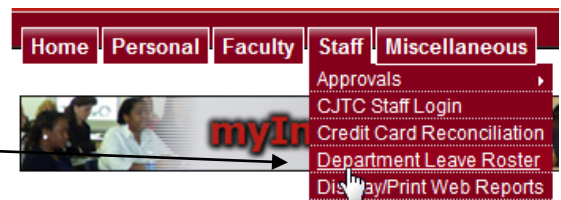
- Position number
- Work hours per day/week
- Salary information
- Hire date
- Exempt/Non-Exempt
- Birthday
- Professional development schedule and activity history
- Emergency contact information
- Leave used and available
- Click the subordinate's name to view staff reporting to the subordinate.



# DEPARTMENT LEAVE ROSTER

Department Leave Roster for employees with access to enter Time and Attendance in CID.

- To view Department Leave Roster, select **Staff** located on the tab bar and select **Department Leave Roster** from the drop down menu.



2. Select a **Cost Center** to view department leave requests.

Home Personal Faculty Staff Miscellaneous

Welcome

**Department Selection**

Select a department below to view the approved leave requests for the previous and next two weeks.

Department Code	Department Name
<a href="#">141232</a>	Learning Lab North
<a href="#">258432</a>	Sail
<a href="#">141302</a>	Library North
<a href="#">147732</a>	International Language Tutor

3. Subordinate leave information for 14 days prior and 14 days after current date (today's date) will be listed. It will also list the status of the leave request, the name of the supervisor who approved the leave, and the date and time leave was approved.

**Department Leave Requests**  
**Department: 148025**  
**Date Range: 07/12/2011 Tue to 08/09/2011 Tue**

Leave Date	Employee Name	Status	Leave Type	Hours	Start Time	End Time	Employee Phone	Notes
07/13/2011 Wed	<a href="#">Wendy Varela</a>	Approved	Sick Day - Paid	10.00			(954)201-4539	Approved by: <a href="#">Cheryl Graziose</a> on 07/11/2011 at 02:14 PM
07/14/2011 Thu	<a href="#">Wendy Varela</a>	Approved	Sick Day - Paid	10.00			(954)201-4539	Approved by: <a href="#">Cheryl Graziose</a> on 07/11/2011 at 02:14 PM

## QUESTIONS

If you are experiencing difficulties using the web-based Leave Request system, please contact the Payroll Department.