

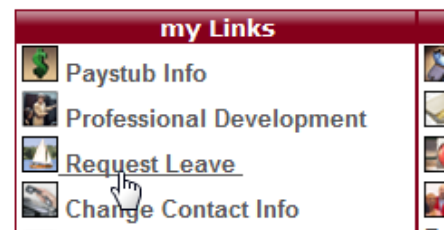
# ONLINE LEAVE REQUEST

The Request for Leave system is a web-based application accessed through the Employee Web. The system is designed to provide full-time employees with the ability to:

- View Leave Balances
- Request Leave

## HOW TO REQUEST LEAVE

1. Logon to the Employee Web at <http://www.broward.edu/employeeIntranet/>, using your Logon ID and Password.
2. On the “myIntranet” page, under “my Links,” select “Request Leave.”



A notice appears indicating how far in advance you may request leave using the online form.

Your current **Leave Balances** (in Hours and Days) are shown at top left of the page.

Any leave that has been requested, but not processed through the normal payroll run is shown in the **Pending Leave** columns.

Leave Balances				
Leave Description	Available		Pending	
	Hours	Days	Hours	Days
Bcc Vacation Day - Paid	439.46	58.59	9.50	1.26
Bcc Sick Day - Paid	1112.29	148.30	0.00	0.00
Bcc Personal Day - Paid (taken)	0.00	0.00	0.00	0.00

Upcoming Pay Periods		
Attendance Period	Due Date	Pay Date
07/01/2011 to 07/18/2011	07/21/2011	07/29/2011
07/19/2011 to 08/01/2011	08/04/2011	08/15/2011
08/02/2011 to 08/18/2011	08/23/2011	08/31/2011
08/19/2011 to 09/02/2011	09/07/2011	09/15/2011
09/03/2011 to 09/15/2011	09/22/2011	09/30/2011
09/16/2011 to 10/03/2011	10/06/2011	10/14/2011

Your **Upcoming Pay Periods** showing Attendance Period, Due Date, and Pay Date is at top right of the page. The list of pay periods help you determine the effect (if any) of your leave request on your pay checks. Leave Requests via the Web are accepted until time & attendance has been approved in CID for the current pay period, after that a paper form is necessary.

3. Select **Requested Leave Type** by clicking the drop down.
4. Select the **Leave Date** by clicking the calendar icon.
5. If you are taking the full day off, check the box for **Full Day** – there is no need to enter the number of hours.

Add your Leave Request details below.  
Click the calendar icon to select leave dates.  
You have the option of selecting a full day of leave or selecting specific hours/minutes.

**Add Leave Request**

You must check the following box to be able to Request your Leave  
I hereby certify that I wish to request this leave of absence.

Comment:

Requested Leave Type	Leave Date	Full Day?	Duration (Hours and Minutes)	Start Time (Hours and Minutes)	End Time (Hours and Minutes)
<input type="text"/>	07/25/2011	<input type="checkbox"/>	0 00		00 00
Bereavement	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Comp Time Used	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Jury Duty	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Leave Without Pay	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Paid Personal (taken from sick)	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Sick Leave	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Transfer of vacation to sick	<input type="text"/>	<input type="checkbox"/>	0 00		00 00
Vacation Leave	<input type="text"/>	<input type="checkbox"/>	0 00		00 00

Check here to confirm before clicking "Add Leave Request"

**HOWEVER**, if you are not using leave for a full day or if you are **flexing during the summer term**, **do not check Full Day**, you **MUST** enter the number of hours (Duration). For partial day leave request, enter the number of hours (Duration) and the Start/End time.

6. Check the check-box confirming that you wish to request this leave and click the **"Add Leave Request"** button.
7. A confirmation **"Your Leave Request has been added Successfully"** will show at the top of the page. An email will be sent to you and your supervisor detailing the leave request. Leave that has been requested, but not processed through the normal payroll run is shown in the Pending Leave columns.

**Your Leave Request has been added Successfully.**

Leave Balances				Upcoming Pay Periods			
Leave Description	Available		Pending		Attendance Period	Due Date	Pay Date
	Hours	Days	Hours	Days			
Bcc Vacation Day - Paid	439.46	58.59	53.00	7.06	07/01/2011 to 07/18/2011	07/21/2011	07/29/2011
					07/19/2011 to 08/01/2011	08/04/2011	08/15/2011

**NOTE:**

- You will receive an email notification when the Leave Request has been approved, rejected, or cancelled by your supervisor.
- You must submit a paper Request for Leave form when your supervisor is not available to approve the online leave request.
- Leave submitted after the authorized reporting period will not be accepted. You must then complete and submit a paper Request for Leave form to the Payroll Department.

# PRIOR LEAVE REQUESTS

To view leave that you have requested or to cancel leave requested in error:

1. Select **Personal** located on the tab bar, select **Leave Information**, and then select **Prior Leave Requests** from the menu.
2. Leave requested will display.
3. Leave that has been requested, but not yet approved may be cancelled.

Prior Leave Requests				
Entered On	Status	User Name	Date/Time	
08/02/2011 @ 8:56 AM	Unapproved	<a href="#">Cancel</a>		
	<b>Leave Type</b>	<b>Leave Date</b>	<b>Hours</b>	<b>Start Time End Time</b>
	Personal Day - Paid	09/02/2011 Fri	7.50	
	Personal Day - Paid	09/06/2011 Tue	7.50	
Entered On	Status	User Name	Date/Time	
07/21/2011 @ 1:21 PM	Approved	Patricia Senior	07/25/2011 @ 12:08 PM	
	<b>Leave Type</b>	<b>Leave Date</b>	<b>Hours</b>	<b>Start Time End Time</b>
	Vacation Day - Paid	10/03/2011 Mon	7.50	
	Vacation Day - Paid	10/04/2011 Tue	7.50	
	Vacation Day - Paid	10/05/2011 Wed	7.50	
	Vacation Day - Paid	10/06/2011 Thu	7.50	
	Vacation Day - Paid	10/07/2011 Fri	7.50	
	Vacation Day - Paid	10/10/2011 Mon	7.50	

# DEPARTMENT LEAVE ROSTER

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

1. 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.

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

- 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 Graziopse</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 Graziopse</a> on 07/11/2011 at 02:14 PM

## QUESTIONS

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