



eSTART

Course Guide for Employees

August 2015

General Information About This Manual

This manual is designed to provide State employees with an overview of the eSTART Time and Attendance System. This manual provides basic procedures; however, you may need to seek clarification on specific agency procedures or rules from your agency personnel manager or supervisor.

Nothing in this handbook should be construed to amend any laws, regulations, policies or procedures established by the State of Alabama or specifically the Alabama State Personnel Department.

Certain procedures contained within this manual are subject to change or revision without prior notice. Employees will be notified as soon as possible when changes or revisions occur.

All leave accruals and usages in eSTART are estimates and/or projections that are based on the concept that all employees earn leave and have leave to use. These estimates and projections may not be accurate.

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Getting Started

Importance and Benefits of eSTART

Purpose

It is important that you are compensated accurately. The application supports your ability to perform time tasks so that the data sent to payroll is accurate.

eSTART provides the following benefits to the State of Alabama:

- Provides system-wide accountability in time and labor management
- Provides up-to-date accrual balances and projections
- Assists with standardization and accuracy of payroll process
- Provides employees access to their own leave balances
- Eliminates manual processes ensuring cost and paper reduction



Roles and Responsibilities

Purpose

Each employee and manager has responsibilities that are important in the payroll process. Each person's role determines the responsibilities and tasks that he or she performs in the application.

Common Employee Tasks

On a daily basis or as-needed basis, employees perform the following tasks:

- Enter time data using a clock device or PC.
- Request time off
- Review and approve timecard each pay period
- Review schedules, punches, and accruals
- View messages in inbox
- Request extended leave cases

Common Manager Tasks

Managers perform the following tasks:

- Check for missing punches and other exceptions
- Handle unexpected absences and missed time
- Enter non-worked time for employees
- Make schedule changes
- Approves timecard



Logging On

Purpose

The eSTART log on page provides access to all the features of the eSTART application where you perform your time and attendance tasks.

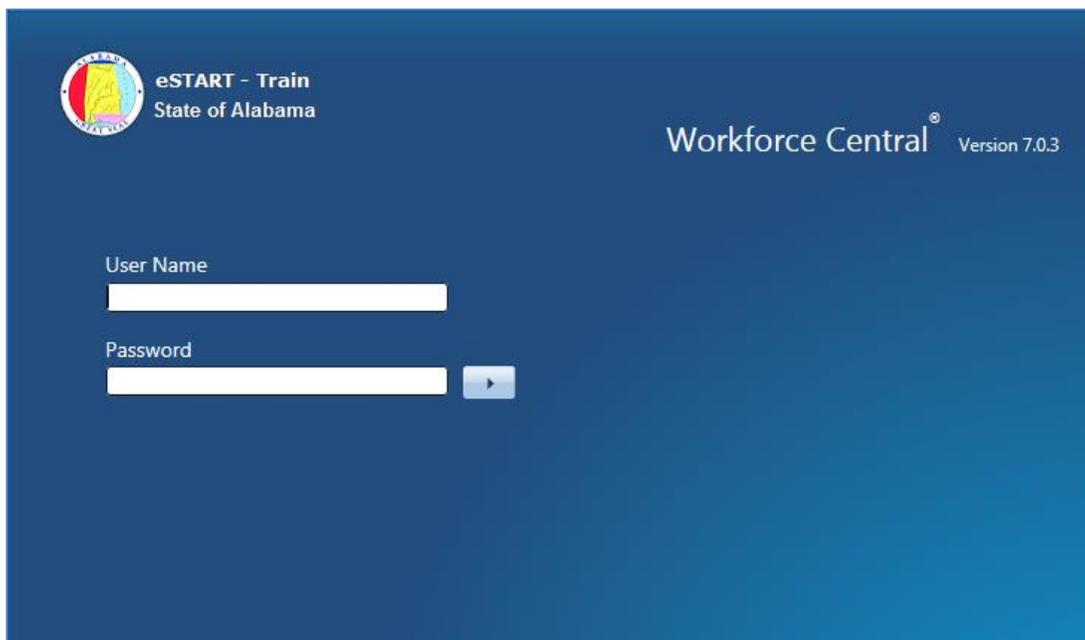
User Name and Password

If you use a computer and log on to the State's network, your User Name and Password will be the same as used to log into that network for the eSTART system. This is usually your full email address: **john.doe@finance.alabama.gov**.

If you do not have a network ID, your User Name will be provided by your Agency Administrator. The User Name will ordinarily be **firstname.lastname**. An initial password will also be provided that must be changed at first logon.

Exercise

You log on to the eSTART application at least once a day to review your timecard data.



Steps	
1	Access the eSTART log on page.
2	Enter your user name and password in the designated fields.
3	Click the Log On button or press the Enter key on the keyboard.



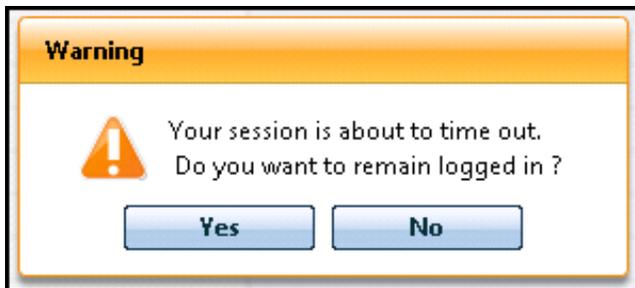
The Inactivity Timeout and Signing Out

Purpose

eSTART provides security to prevent other people from accessing your information. It also helps keep your employees' information confidential.

Regaining access after the inactivity timeout

The inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it attempts to automatically log you off. To regain access to the application, you must click **Yes** to remain logged in. When you regain access, the application restores the last page you were viewing.



Best Business Practice

The inactivity timeout message displays if there is no activity for 30 minutes.



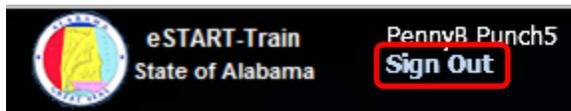
Caution

If you do not click Yes after receiving the inactivity timeout, you are logged out of the application. You will lose all unsaved edits.



Signing Out of eSTART

Upon completion of your tasks, you must sign out of eSTART to ensure that your information remains confidential.



Caution

Clicking the Close (X) button without first signing out can leave your connection to the application open, which might allow unauthorized people to view and edit your information.



Tip

eSTART is a browser-based application. However, you should not use the browser's navigation controls—the Back button on the toolbar, for example. Only use the links inside of eSTART to do your work.



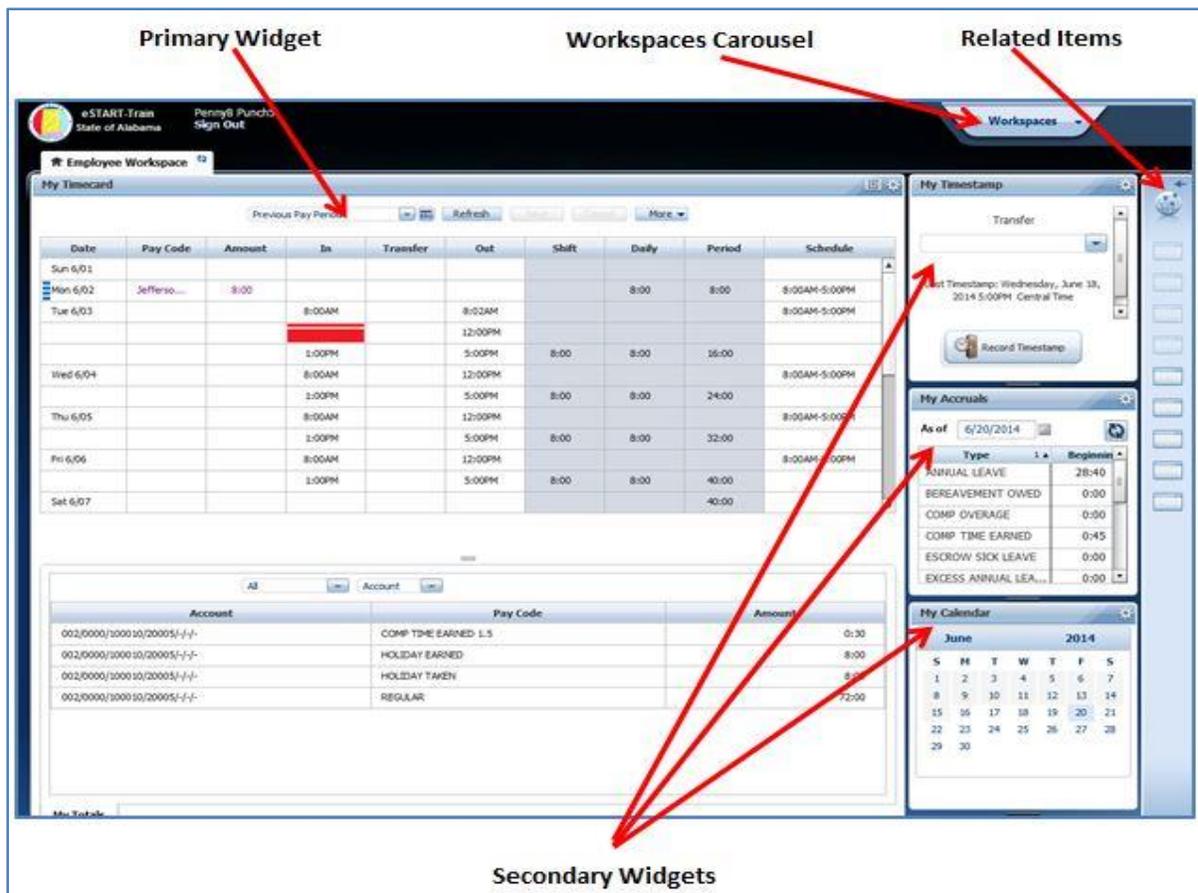


Navigating eSTART

Introducing the Navigator

Purpose

After you log on to eSTART, your Navigator pane displays. The Navigator is a customized view of the time and labor information that is important to completing your daily work tasks. It is designed to be simple with easy-to-use views. You should take a few minutes to get acquainted with its navigation features.



Workspace Components	Description
Widgets	Widgets are self-contained components that are used to access specific eSTART information or tasks.
Related Items	Widgets that are available but not displayed in the selected workspace are accessed via the Related Items pane. They can be clicked/dragged into an open workspace, or double-clicked to open the widget in a temporary workspace.
Workspaces carousel	Navigator is configured to include more than one workspace. Other workspaces are listed in the Workspaces carousel. You can display additional workspaces in your Navigator by selecting them in the Workspaces carousel.



Viewing Workspaces

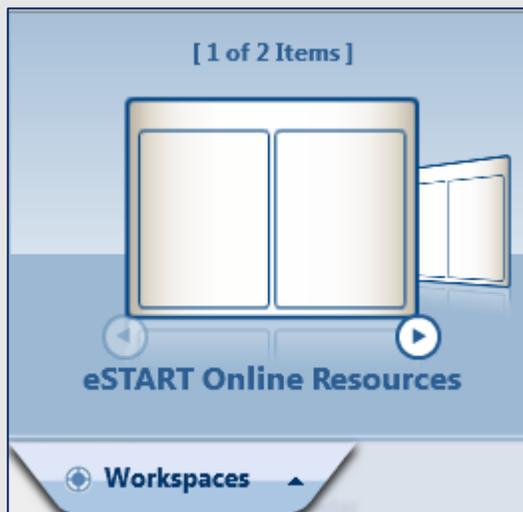
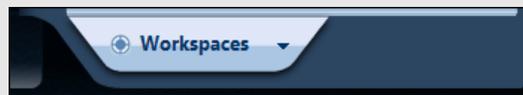
Purpose

Your Navigator is configured to provide more than one workspace. The default workspace for Employees is the Employee workspace, but you can select one other workspace to display. The additional workspace is for:

- **eSTART Online Resources** such as job aids, training videos, course guides, etc.

Example

Steps	
1	To open the Workspaces carousel, click the Workspaces tab.
2	Click the arrows to rotate through the available workspaces.
3	To select a workspace, click it. Note: To close the Workspaces carousel without selecting a workspace, click the Workspaces tab again.



The selected workspace opens and a tab for the workspace is added. The Workspaces carousel closes.





Switching between workspaces

After selecting workspaces from the workspace carousel, you can switch to a different workspace by selecting the associated tab. Note that your home workspace will be indicated by a 🏠 in the tab. The refresh button is used to refresh the page.



Closing a workspace

To close a workspace and return it to the carousel, hover the cursor over the workspace's tab and click X.





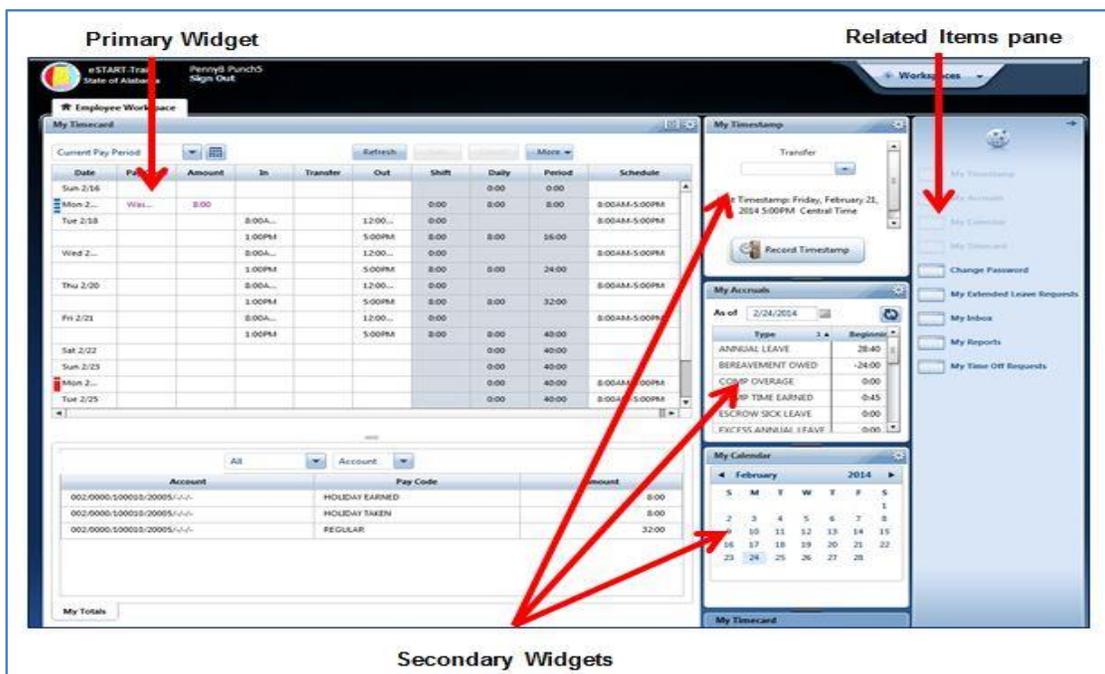
Using the Employee Workspace

From this workspace you have access to:

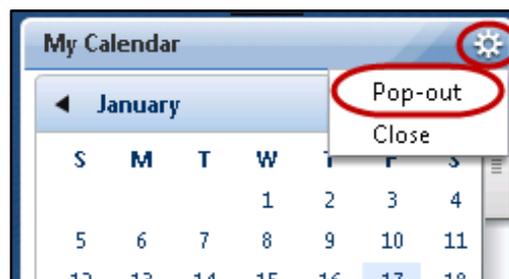
- My Timecard
- My Timestamp
- My Accruals
- My Calendar
- Change Password
- My Extended Leave Requests
- My Inbox
- My Reports
- My Time Off Requests

Primary and Secondary Widgets

The Employee Workspace includes four default widgets as well as a Related Items pane. These widgets can be in a primary position or secondary position. In most cases, you can only work in the primary widget.



You can make a secondary widget become the primary widget by clicking the gear icon in the upper-right corner of a widget and selecting **Pop-out**. The current primary widget will shift into a secondary widget position. Other available widgets can be accessed from the Related Items pane.





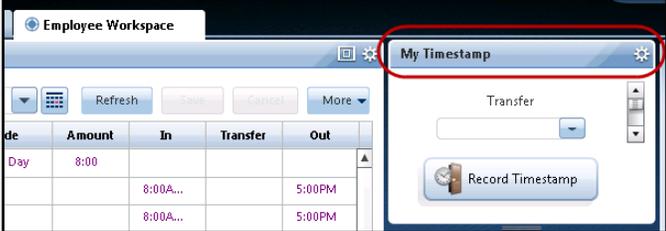
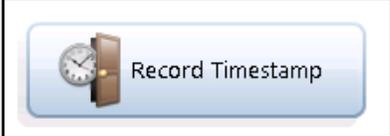
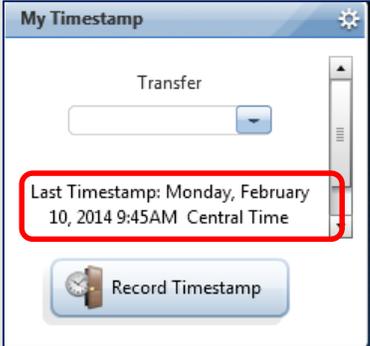
Using My Timestamp

Purpose

If you are an employee who is required to punch from your workstation, you will use the **My Timestamp** widget to record your punches during your shift.

Exercise

You want to record a punch for the start of your shift.

Steps		
1	Locate the My Timestamp widget	
2	Click the Record Timestamp button.	
3	Note: The date and time of the last recorded timestamp displays on the My Timestamp widget.	
4	Select the Refresh button to update the timecard.	



Note

There is a separate URL for the **Quick Time Stamp** application. This allows employees to quickly perform their time stamp without logging into the eSTART production application.

<https://estart.alabama.gov/wfc/applications/wtk/html/ess/quick-ts.jsp>



Reviewing and Approving your Time using My Timecard

Purpose

Your primary widget is your timecard. You will use the **My Timecard** widget to review your timecard and approve your time for the pay period. Currently, at the end of each pay period, you have to sign your timecard signifying that the times entered are true and correct. With eSTART, you electronically sign by “Approving” the electronic document.

Exercise

You want to review your timecard and approve it for the pay period.

Steps																	
1	Verify that My Timecard is the primary widget.																
2	(Optional) Click the Maximize button to enlarge the My Timecard widget. Note: Use the same button to return the widget to its default size.																
3	Select Previous Pay Period to review.																
4	Review your timecard. Note: You do not have rights to edit your own punches.	<p>Blue = Excused Absence Red = Exception (see manager before approving) Green = Manager has marked as reviewed  = Manager has added a comment Purple = Populated by eSTART</p>															
5	Review the Totals Detail section of the timecard, which contains the breakdown of your worked and non-worked time.	<table border="1"> <thead> <tr> <th>Account</th> <th>Pay Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>002.0000.100010.20005/-/-</td> <td>COMP TIME EARNED 1.5</td> <td>0:30</td> </tr> <tr> <td>002.0000.100010.20005/-/-</td> <td>HOLIDAY EARNED</td> <td>8:00</td> </tr> <tr> <td>002.0000.100010.20005/-/-</td> <td>HOLIDAY TAKEN</td> <td>8:00</td> </tr> <tr> <td>002.0000.100010.20005/-/-</td> <td>REGULAR</td> <td>72:00</td> </tr> </tbody> </table>	Account	Pay Code	Amount	002.0000.100010.20005/-/-	COMP TIME EARNED 1.5	0:30	002.0000.100010.20005/-/-	HOLIDAY EARNED	8:00	002.0000.100010.20005/-/-	HOLIDAY TAKEN	8:00	002.0000.100010.20005/-/-	REGULAR	72:00
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002.0000.100010.20005/-/-	COMP TIME EARNED 1.5	0:30															
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002.0000.100010.20005/-/-	HOLIDAY TAKEN	8:00															
002.0000.100010.20005/-/-	REGULAR	72:00															
6	To approve your timecard for the selected time period, click the More button and select Approve .																
7	Timecard is Approved displays above the Time Period drop-down.																
8	Select Restore Down to return the timecard widget to its original size.																



Note

A reminder to approve timecards will be sent to your inbox the day after the end of the pay period. Users who have an Agency email account will also receive these messages in their mailboxes.



Using My Accruals

Purpose

As an employee, you can review your own accrual balances from the Employee workspace using the **My Accruals** widget.

Exercise

You want to review your leave balances from the Employee workspace.

Steps	
1	Locate the My Accruals widget.
2	<p>Click the gear icon on the My Accruals widget and select Pop-out.</p> <p>Note: Another option is to click on the widget and drag it to the main workspace.</p>
3	<p>The My Accruals widget displays:</p> <p>Type: The type of accrual balance, such as Annual Leave or Sick Leave</p> <p>Balance Range of Dates: The leave reporting period (current year)</p> <p>Beginning Balance: The accrual balance from the payroll system as of the date in the As of drop-down</p> <p>Planned Usages: The total amount of time scheduled to be taken, from the As of date through the end of the Reporting Period (12/31)</p> <p>Pending Accruals: The total accruals projected from the As of date through the end of the Reporting Period (12/31)</p> <p>Ending Balance: The total accruals projected from the As of date through the end of the Reporting Period (12/31)</p>

My Accruals

As of: 1/17/2014

Accrual Profile: AL - EXEMPT BENEFIT ELIGIBLE

Type	Balance Range of Dates	Beginning Balance	Planned Usages	Pending Accruals	Ending Balance
ANNUAL LEAVE	1/01/2014 - 12/31/2014	476:20	0:00	95:20	480:00
BEREAVEMENT OWED	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
ESCROW SICK LEAVE	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
EXCESS ANNUAL LEAVE	1/01/2014 - 12/31/2014	52:45	0:00	91:40	144:25
EXCESS SICK LEAVE	1/01/2014 - 12/31/2014	92:25	0:00	95:20	187:45
HOLIDAY BANKED	1/01/2014 - 12/31/2014	0:00	16:00	16:00	0:00
HOLIDAY OVER 1 YEAR	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
LWOP - TAKEN	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
MILITARY - FED - TAK...	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
PERSONAL DAY	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
SICK LEAVE	1/01/2014 - 12/31/2014	1200:00	0:00	95:20	1200:00



Viewing My Calendar

Purpose

The **My Calendar** widget is used to view your schedule information and to view and request time off. You can hover over a shift to view more detailed information. You can also change the view size and use the filter at the top to show and hide particular item types in the calendar.

The following illustration shows a week wide view.

Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28
		<input checked="" type="checkbox"/> Time Off Request		<input type="checkbox"/> Time Off Request	<input checked="" type="checkbox"/> Time Off Request	
	<div style="background-color: #0070C0; color: white; padding: 2px;">0730am - 0400p...</div> <div style="background-color: #0070C0; color: white; padding: 2px;">7:30AM-4:00PM [8:30 h]</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Regular</div>	<div style="background-color: #008000; color: white; padding: 2px;">ANNUAL LEAVE ...</div> <div style="background-color: #008000; color: white; padding: 2px;">7:30AM [8:00 h]</div>	<div style="background-color: #008000; color: white; padding: 2px;">ANNUAL LEAVE ...</div> <div style="background-color: #008000; color: white; padding: 2px;">7:30AM [8:00 h]</div>	<div style="background-color: #0070C0; color: white; padding: 2px;">0730am - 0400p...</div> <div style="background-color: #0070C0; color: white; padding: 2px;">7:30AM-4:00PM [8:30 h]</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Regular</div>	<div style="background-color: #0070C0; color: white; padding: 2px;">0730am - 0400p...</div> <div style="background-color: #0070C0; color: white; padding: 2px;">7:30AM-4:00PM [8:30 h]</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Regular</div>	

Navigating in a calendar

The following table describes the actions that display information in a calendar for data analysis:

Action	Step
To view details of a particular day	Place your cursor over a shift to view details, such as the labor account the hours are assigned to for the shift.
To view different calendar formats	Select  to view one day across the screen. Select  to view one week across the screen. Select  to view one month across the screen.
To view certain elements in your calendar	Select  to display elements such as, time off requests, holidays, scheduled pay codes, or scheduled shifts. Uncheck an item to remove it from the display.

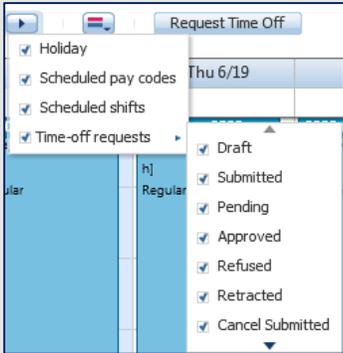


Exercise

You want to review your own calendar for the current week. Access My Calendar and use the tools to look at your calendar in different formats.

Steps	
<p>1 Locate the My Calendar widget.</p> <p>Note: This widget may still be open from the previous exercise.</p>	
<p>2 Click the gear icon on the My Calendar widget and select Pop-out.</p>	
<p>3 From the Time Period drop-down, select Current Schedule Period.</p>	
<p>4 You can also adjust the width of the calendar view.</p>	



Steps		
5	Click the Filter icon to select the elements you want to view in your calendar. Uncheck an item to remove it from the display.	
6	Review information in the calendar workspace.	
7	Return calendar to By Week view.	

Request Symbols

The symbols below will display on the request in the calendar, indicating the status of the request.

	Submitted - for approval or cancellation
	Retracted - prior to manager approval
	Approved - for taking or for cancellation
	Pending
	Refused



Changing Your Password

Purpose

If you have a Network/Email ID, your Logon ID is your email address; your password is your network password. You **cannot** use the Change Password widget on eSTART. Contact your agency Help Desk/IT staff to change your password.

If you do **not** have an email address, your ID will be **firstname.lastname** and your initial password will be **P@ssw0rdxxx** (xxx = your agency number). You are required to change your password at first login. Then you can use the Change Password widget to change your password.

Exercise

Follow the steps below to change your password.

Steps		
1	From the Employee Workspace , open the Related Items pane and select Change Password .	
2	In the Old Password field, enter the password you want to replace.	
3	In the New Password field, enter the new password.	
4	In the Verify Password field, re-enter the new password.	
5	Click Change Password Now .	



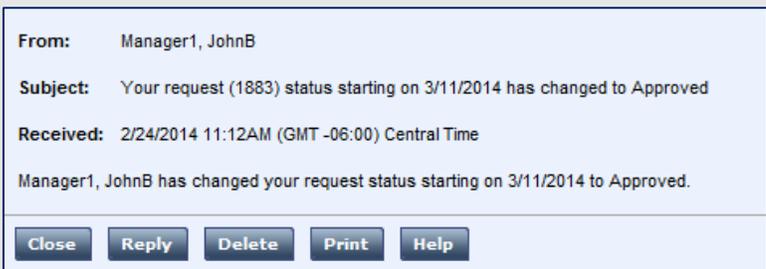
Using My Inbox

Purpose

When you submit a request for time off, the manager's response displays in your eSTART Inbox. You can review these messages in My Inbox.

Example

You want to review any messages you have received in eSTART.

Steps		
1	Select My Inbox from the Related Items pane.	
2	Click the Messages tab to review your messages.	
3	To read a message, select the message and click Open .	
4	After you have reviewed the message, select one of the following: <ul style="list-style-type: none"> Click Reply to respond to the message. Click Close to close the message and return to the Inbox. Click Delete to remove the message from the Inbox. Click Print to print the message to your local printer. <p>Select Close.</p>	
5	To close the My Inbox tab, hover your cursor over the My Inbox tab and then click the X .	

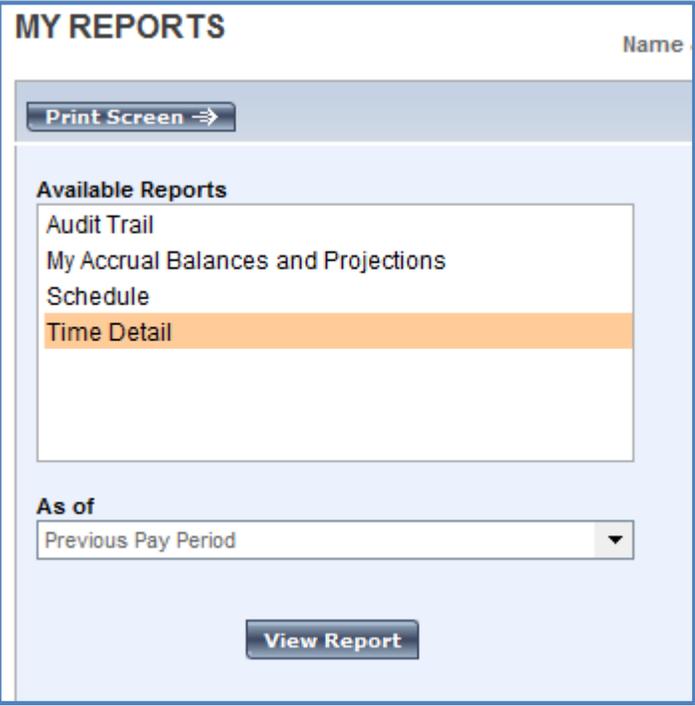


Using My Reports

Purpose

There may be times when you would like to print out information such as your audit trail, leave accrual balances, schedule or timecard data. You have access to four employee reports for this information using the My Reports widget. When you run one of these reports, it displays in a web browser tab or window, and you print the report using the web browser's Print options.

Exercise

Steps	
1	Select My Reports from the Related Items pane. 
2	Select Time Detail from the Available Reports . For this exercise, select Time Detail .
3	Select Previous Pay Period from the As of drop-down list.
4	Click View Report . The report will open in a new browser window. You may print the report using the browser's File>Print options. 



Requesting Time Off

Purpose

The Request Time Off screen displays a calendar to provide a consistent, easily accessible way to request or cancel time off. eSTART forwards the request to your manager to handle appropriately.

Exercise

Your childcare provider will be unavailable next Thursday and Friday and you need to take the afternoons off. Submit a time-off request for **four hours of Annual Leave** each day starting at **1 p.m. for next Thursday and Friday**.

Steps	
1	From Related Items , select My Time Off Requests .
2	In the calendar that displays, select Next Week from the Time Period drop-down. Then click the Apply button.
3	In the calendar, click on Thursday and Friday . The dates should become highlighted in light green.
4	Select Time Off Request from the lower left menu. Note: The My Current Requests selection may be used to view existing requests.
5	The dates selected in the calendar should be populated in the Start Date and End Date fields, but can be changed if needed.

My Time Off Requests

Refresh Day Detail Legend

Time Period: Next Week 6/22/2014 – 6/28/2014 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri
Jun	22	23	24	25	26	27

Refresh Day Detail Legend

Time Period: Next Week 6/22/2014 – 6/28/2014 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri
Jun	22	23	24	25	26	27

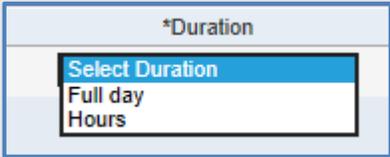
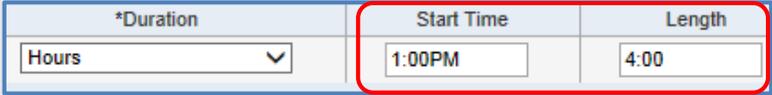
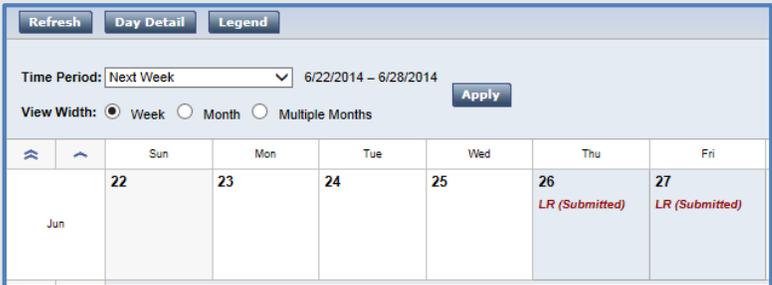
Requests

→ My Current Requests

→ Time Off Request

	*Start Date	*End Date	*Pay Code	*Duration	Start Time	Length
<input checked="" type="checkbox"/>	6/26/2014	6/27/2014	ANNUAL LEAVE TAKEN	Select Duration		



Steps		
6	Select the Pay code from the drop-down list.	
7	Select a Duration type. If you select Full Day , your scheduled hours will be used to determine the amount of time charged for each day. If you select Hours , you must specify a Start time and Length for the leave time to be used for each requested day. For this exercise, select Hours .	
8	Enter the Start time of 1p (always use am/pm) for the leave and 4 in the Length field. Note: The Start Time must be submitted in <u>15 minute increments</u> . Note: The Length field contains the <u>number of hours</u> being requested. The number of hours must be in <u>15 minute increments</u> .	
9	(Optional) Enter Notes for the request.	
10	Click Submit .	
11	The request has been submitted for approval and displays in the employee's calendar with the Submitted status. Note: Once the requested time is approved by your manager, the schedule will automatically be updated to show the scheduled leave time for the requested days.	



Best Business Practice

All requests for time off, including doctor visits (sick leave), should be submitted through the time clock or eSTART application.

Submit multiple requests whenever time off requests span across weekends to prevent the request from displaying in the timecard with zero hours for those days. A request that spans a holiday will result in the leave being charged on that day, which would require cancelling and resubmitting the request.



Note

Employees have access to specific pay codes when submitting a time off request. Additional selections are available if the employee has an open and approved extended leave case. The selections will vary based on the type of leave case. See the **Employee Pay Codes for Time Off Requests** job aid for a list of these pay codes



Tip

The **Request Time Off** selection within the **My Calendar** widget can also be used to request time off.



Annual Leave Cascade

A cascade defines how leave time is processed in the system. If Annual Leave is selected in eSTART, leave will be used, based on the time of the year, in the order as described in the chart below:

Annual Leave Cascade	
January 1 – July 31	August 1 – December 31
Comp Time	Personal Day
Excess Annual	Excess Annual
Annual	Comp Time
	Annual



Note

The following are not impacted by the cascade:

- Follow your agency's policy and procedures regarding the usage of personal leave days before August 1st.
- Your holiday banked time may be scheduled by your supervisor in the quarter in which it was earned.

If the cascade makes a change to the type of leave originally submitted, the timecard will display the information as indicated below. The changes made by the cascade will be shaded in gray. There will be a Historical Amounts tab on the lower portion of the page. This tab will display the changes that were made by the cascade.

In this example, the original request was for two hours of annual leave in May. Since the employee had one hour of Comp Time and also had Excess Annual Leave time, the cascade reversed the original request for annual leave, used the Comp Time first, then the Excess Annual Leave.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumu
Thu 5/08			7:58AM		4:00PM				8:00	8:00	48:00
Fri 5/09			7:58AM		1:00PM	1:30PM		4:30PM	8:00	8:00	56:00
Sat 5/10											56:00
Sun 5/11											56:00
Mon 5/12			7:55AM		1:00PM	1:30PM		4:30PM	8:00	8:00	64:00
Tue 5/13			7:59AM		12:01PM	12:31PM		4:30PM	8:00	8:00	72:00
Wed 5/14	ANNUAL LEAVE TAKEN	-2:00									
Wed 5/14	COMP TIME TAKEN	1:00									
Wed 5/14	EXCESS ANNUAL LEAVE	1:00									
Wed 5/14			8:05AM		2:03PM				6:00		
Wed 5/14	ANNUAL LEAVE TAKEN	2:00	2:00PM							8:00	80:00
Thu 5/15			8:00AM		10:00AM				2:00		

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
5/21/2014	5/14/2014	Historical Pay Code Edit				COMP TIME TAKEN	1:00 (paid)	Cascade Change	
5/21/2014	5/14/2014	Historical Pay Code Edit				ANNUAL LEAVE T...	-2:00 (paid)	Cascade Change	
5/21/2014	5/14/2014	Historical Pay Code Edit				EXCESS ANNUAL L...	1:00 (paid)	Cascade Change	

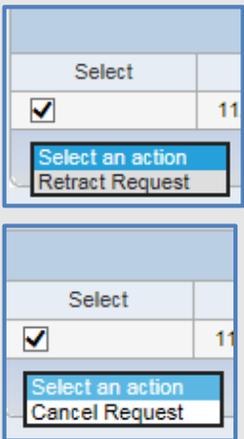
The Comments tab will also display a comment to indicate the change was made by the cascade.

Wed 5/14	Cascade Change
Wed 5/14	Cascade Change
Wed 5/14	Cascade Change



Cancelling a Time Off Request

If your need for time off changes, you may cancel or retract a request.

Steps																				
1	From Related Items , select My Time Off Requests .																			
2	<p>Scroll to the lower portion of the page. Current requests display in the My Current Requests section.</p> <p>Place a check mark in the Select column to the left of the request to be cancelled.</p>	 <table border="1"> <thead> <tr> <th colspan="6">My Current Requests</th> </tr> <tr> <th>Select</th> <th>Date /</th> <th>Request for</th> <th>Status</th> <th>Comments</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>11/26/2014</td> <td>Time Off Request</td> <td>Submitted</td> <td>Notes</td> <td></td> </tr> </tbody> </table>	My Current Requests						Select	Date /	Request for	Status	Comments	Notes	<input checked="" type="checkbox"/>	11/26/2014	Time Off Request	Submitted	Notes	
My Current Requests																				
Select	Date /	Request for	Status	Comments	Notes															
<input checked="" type="checkbox"/>	11/26/2014	Time Off Request	Submitted	Notes																
3	<p>From the Select an action drop-down, select one of the following:</p> <ul style="list-style-type: none"> • Retract Request - if the request has NOT been approved by your manager. • Cancel Request – if the request HAS been approved by your manager. <p>Note: Cancellations must be approved by your manager.</p>																			
4	Click Apply .																			



Tip

Cancelled requests must be approved by your manager.

The **My Calendar** widget may also be used to cancel/retract time off requests.

You cannot cancel part of a request. All days associated with a request are cancelled. For example, if you originally requested three days off and then decide you only need two days, you must cancel the original request and submit a new request for two days.



Using My Extended Leave Requests

Purpose

Employees can submit a request for extended leave for FMLA (Family and Medical Leave Act) or Military Leave using eSTART. Employees who are already on leave of absence can request additional time against an existing leave case using the same workspace. Requests for new leave cases and additional leave time are forwarded to your Agency's Leave Administrator.

Exercise

You have upcoming surgery and need to request FMLA leave from work. Submit a continuous leave request for FMLA time.

Steps	
1	Select My Extended Leave Requests from the Related Items pane. 
2	In the My Leave Requests calendar, click Request New Leave Case from the Requests list. 



Steps	
3	From the Leave Category drop-down list, select the type of leave: Choose FMLA .
4	From the Leave Reason drop-down list, select Serious Health Condition .
5	From the Leave Frequency drop-down list, select Continuous .
6	From the Leave Start Date drop-down calendar, select 1st Monday of the following month .
7	From the Leave End Date drop-down calendar, select the date when you expect the leave to end. Note: You can leave this field blank if the end date is unknown. For this exercise, leave the field blank .
8	Leave Same hours each day selected in the Leave Hours field.
9	In the Approximate Daily Leave Hours field, enter the number of hours you expect to take each day. For this exercise, key 8 .
10	The Temporary Mailing Address is an optional field that can be used to inform of the address of the relative you are assisting or the rehab center where you will be staying, etc.
11	Enter an explanation of the leave request in the Describe Details of Your Request field. Key Surgery .
12	Click Save . A message displays: Notification has been sent to leave administrator .

REQUEST NEW LEAVE CASE

* Leave Category:

* Leave Reason:

Leave Frequency:

* Leave Start Date:

Leave End Date:

Leave Hours:

* Approximate Daily Leave Hours:

Temporary Mailing Address:

* Describe Details of your Request:

Note: (*) Asterisk - Denotes a required field

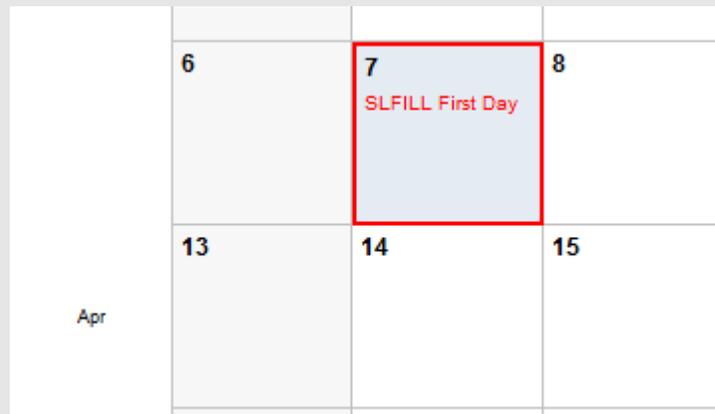


Steps

13 Choose **Next Month** from the **Time Period** drop down.

Click **Apply**.

14 The Leave Request displays as an entry in the **My Leave Requests** calendar.



15 To review your leave requests, select **View My Leave Cases** from the **Requests** list.



Note

You may cancel a leave case request from the same **My Extended Leave Requests** calendar as well. Select a leave case and click **Cancel Leave Case** in the **Requests** list. Enter a reason for cancelling the request and click **Save**.





NOTES: