I. General Information:

As employees request leave through the ESS Electronic Leave Request procedure, the appropriate approving manager will receive an Outlook email indicating a request for leave was submitted. This will include a link to ESS' Manager Self-Service, (MSS), portal.

An employee cannot submit a leave request that would exceed their current and anticipated leave accruals for the current leave calendar year.

If the approving manager does not act on the submitted leave within 10 days, the employee will receive an Outlook email stating this fact and requesting the employee to resubmit their leave request.

Only leave requested through the electronic leave request process will appear in the MSS portal.

Balances shown on the employee's ESS "Display Leave Balances" and "Display Absences" will show all leave requests (paper and portal).

II. Approving or Rejecting Submitted Leave Process: Each time an employee submits a leave request through the electronic leave request application, the approving manager should complete the following steps:

Step 1: The approving manager will receive an Outlook email each time leave is requested by one of their employees, as shown below. Click on the "link" provided in the email request and then sign on to the Employee Self Service portal

```
Subject: Notification of Leave:Employee Leave, Test

Work item in R/3 System: DF1

Employee Leave , Test submitted a

leave request on 01/13/2009. The requested absence begins on 01/08/2009 and ends on 01/08/2009.

Please make a decision to approve or reject this request as soon as possible.

You can process the request using the link below:

<u>https://portal.passhe.edu/irj/portal</u>
```

	Lennsylvania State System of Fligher Laucation
Horme Employee Self-Service	Anager Self-Service eTime
Information	
Account Status	DWEAD
Password Expiration Monitor	
Your password expires in 66 days.	STATE SYSTEM OF Higher Education
Account Messages	A A A A A A A A A A A A A A A A A A A
You have no alerts for your account	WELCOME TO THE SELF-SERVICE PORTAL
Current Weather	Welcome Web Tests

Step 2: Select the 'Manager Self-Service' tab to review the pending leave requests.

Step 3: The 'Business Workplace Inbox' will appear, containing the manager's pending leave requests.

The manager can select to view all employee requests or a specific employee's request by using the "Filter By Employee" drop down menu. Select a single leave request to review. The dates shown are the dates when the leave was submitted, <u>NOT</u> the date the employee is planning to use the leave.

Note: If an employee's request appears in your Inbox who <u>does not report to you</u>, contact your Human Resource department immediately so they can correct the reporting relationship in the Human Capital Management system).

Home	Employee Self-	Service	Manager Self-Service	eTime	SyTEC Internal Tools			
Busin	ess Inbox Viev	v Leave R	equests Processed By Me					
Busine	Business Inbox							
Bus	iness Workp	lace In	box for: Test. Mana	ager Lea	ave			
			,					
This p of an	age will give a list of entry to select it, the	all items in select "E	n your business inbox that req Display Inbox Item" from the too	uire your att olbar to view	ention. Start by clicking t the item's details. All av	he button to the left ailable processing		
option	s will then show in a	new win	dow.					
Inho	v							
Dian		tor By En	playao Shaw All Employees		Dofron	history		
Disp	ay index item Fil	пегрусп	Tpioyee Show All Employees		Reffes	n inbox		
	Submission Date	Subject						
	12/11/2008	Notificati	on of Leave:Employee Leave ,	Test				
	12/11/2008	Notificati	on of Leave:Employee Leave ,	Test				
	12/11/2008	Notificati	on of Leave:Employee Leave ,	Test				
	12/11/2008	Notificati	on of Leave:Employee Leave ,	Test				
	12/11/2008	Notificati	on of Leave:Employee Leave ,	Test				
	12/11/2008	Notificati	on of Leave:Employee Leave ,	Test				
	12/12/2008	Notificati	on of Leave:Employee Peiffer	, Agnes Ma	garet			
	12/12/2008	Notificati	on of Leave:Employee Leave	Employee F	Request			

Shown below is the screen shot after using the "Filter By Employee" option to view leave requested for the employee named "Employee Leave, Test".

Business Workplace Inbox for: Test, Manager Leave

This page will give a list of all items in your business inbox that require your attention. Start by clicking the button to the left of an entry to select it, then select "Display Inbox Item" from the toolbar to view the item's details. All available processing options will then show in a new window.

Inb	Inbox					
Dis	Display Inbox Item Filter By Employee Leave, Test Refresh Inbox					
	Submission Date	Subject				
	12/11/2008	Notification of Leave:Employee Leave , Test				
	12/11/2008	Notification of Leave:Employee Leave , Test				
	12/11/2008	Notification of Leave:Employee Leave , Test				
	12/11/2008	Notification of Leave:Employee Leave , Test				
	12/11/2008	Notification of Leave:Employee Leave , Test				
	12/11/2008	Notification of Leave:Employee Leave , Test				

Inbox

Step 4: After highlighting a specific leave request, click on the "Display Inbox Item" Display Inbox tem]. A box will appear that includes the employee's current leave balance for the type of leave requested, along with the: Date, Hours and Total Hours for the current leave request. The leave balance is the employee's <u>current</u> balance <u>prior</u> to the manager taking action on the leave slip.

Leave Request In	formation
Employee Name:	Leave, Test
Employee Number:	00093337
Leave Type:	Annual Leave
Start Date & Time:	Thu 12/11/2008 08:00 AM
End Date & Time:	Thu 12/11/2008 04:30 PM
Total Hours:	7.5
Leave Balance:	37.20
Other Remarks:	
Medical Appt Time:	0 hours 0 minutes
Med Cert Provided:	N/A
Family Relationship:	
Appro	ve Request Reject Request Close Window

Select Approve Request, Reject Request or close window.

Step 5: When a manager <u>approves</u> or <u>rejects</u> the request the employee will receive an Outlook email as shown below:

```
Subject: Notification of absence no. 0000000629: Approved
```

```
The leave request you submitted on 01/14/2009, for your leave beginning 10/20/2008 and ending on 10/20/2008 has been approved by Test , Leave T on 01/14/2009.
```

NOTE: In leave situations that require documentation, (i.e. a medical certificate, jury duty summons, etc.), the documentation will need to be provided "manually" by the employee to the manager per existing Leave Guidelines. This documentation should be received by the manager prior to approving the leave request. Please contact your HR dept for further details.

III. Employee Request to Cancel Previously Approve Leave Requests:

Departmental managers will receive an email (via Outlook) when an employee submits a cancellation for a leave request.

If the manager does not approve or rejects the cancellation request within 7 calendar days the employee will receive an email stating that the request was rejected or not approved and the employee's "Request Status" will change back to "Approved".

Cancellation of leave can only be done through ESS for leave submitted through ESS within the last 30 calendar days.

Unapproved leave requests with a status of "Submitted" cannot be cancelled.

Step 1: The approving manager will receive an Outlook email notifying them of their employee's leave cancellation request, as shown below. Click on the "link" provided in the email request and then sign on to the Employee Self Service portal. This is the same procedure used when an employee submits their initial leave request.

```
Test Employee ,submitted a leave request on 07/08/2009. The requested absence begins on 07/08/2009
at 08:00:00 and ends on 07/08/2009 at 16:30:00.
Please make a decision to approve or reject this request as soon as possible.
You can process the request using the link below:
https://portal.passhe.edu/irj/portal
```

	Sennsylvania State System of Fligher Laucation
Horrie Employee Self-Service Ma	anager Self-Service eTime
Information	
<u> </u>	
Account Status	NWET
Password Expiration Monitor	
Vour paseword expires in 66 days	Higher Education
r our pussitiona expires in oo auys.	Gundan
Account Messages	WASYLVAN
You have no alerts for your	
account	WELCOME TO THE SELF-SERVICE PORTAL
Current Weather	Walcoma Wah Tasti

Step 2: Select the 'Manager Self-Service' tab to review the pending leave requests.

Step 3: The 'Business Workplace Inbox' will appear, containing the manager's pending leave requests. Leave cancellation requests will be listed the same as initial leave requests, but will start with 'Cancellation...' under the Subject column.

Home	e Employee Self-	Service	Manager Self-Service				
Busi	nessInbox View	w Leave Re	quests Processed By Me				
Busi	ness Inbox						
Bu	siness Workp	lace Int	oox for: Manager,	Test			
This of ar optio	page provides a list on entry to select it, the ns will then show in a	of all items in en select "Di a new wind	your business inbox that re splay Inbox Item" from the to ow.	quire your atten olbar to view the	tion. Star e item's de	t by clicking the butto etails. All available pr	n to the left ocessing
Note	: The dates show	n on this p	age are the dates when	the leave requ	est was	submitted by the e	employee.
Inb	ох						
Dis	play Inbox Item Fi	ilter By Em	ployee Show All Employee	s 💌		Refresh Inbox	
	Submission Date	Subject					
	7/8/2009	Cancellati	on of Leave : Employee , Te	st			

Step 4: After highlighting a specific cancellation of leave request, click on the "Display Inbox Item" Item" The manager will either "Approve or Reject" the employee's leave cancellation request.

Business Inbox						
Business Workplace Inbox for: Manager, Test						
This page provides a list of all items in your business inbox that require your attention. Start by clicking the button to the left of an entry to select it, then select "Display Inbox Item" from the toolbar to view the item's details. All available processing options will then show in a new window.						
Note: The dates shown on this page are the dates when the leave request	was submitted by the	employee.				
Inbox						
Display Inbox Item Filter By Employee Show All Employees	Refresh Inbox					
Submission Date Subject						
7/8/2009 Cancellation of Leave : Employee , Test						
	Leave Request Inform	nation				
	Employee Name:	Test, Excel				
	Employee Number:	00015284				
	Leave Type:	Annual Leave				
	Start Date & Time:	Mon 07/06/2009 08:00 AM				
	End Date & Time:	Mon 07/06/2009 04:30 PM				
	Total Hours:	7.5				
	Leave Balance:	363.00				
	Other Remarks:					
	Medical Appt Start Time:	0:00				
	Med Cert Provided:	N/A				
	Family Relationship:					
	Approve Cano	ellation Reject Cancellation Close Window				

The employee will be notified through Outlook email that the cancellation request is either approved or rejected and the employee's leave status will be changed from "Cancellation Pending" to "Cancelled" or back to "Approved" if the cancellation request is rejected.

IV. <u>Reviewing Approved Leave:</u>

Managers can view all of the leave requests they approved through the electronic leave request application by clicking on the "View Leave Requests Processed By Me".

Home	Employ	ee Self-Service	Manag	er Se	If-Service	eTime		
Business	Business Inbox View Leave Requests Processed By Me							
View Le	ave Requ	ests Processe	d By Me					
View	View Leave Requests Processed By Me							
Search	h for Lea	ve Requests						
Search	For:	All Requests	-					
Show	from:	1/1/2008	67	to:	12/31/9999	67		
Search Leave Requests Clear Results								

Managers can search using the following selections:

- "All Requests" (which is the default)
- o "Approved Requests"
- o "Rejected Requests"
- A specific date range

Once the manager has made their selection they should click "Search Leave Requests". All leave requests submitted through ESS / MSS will appear.