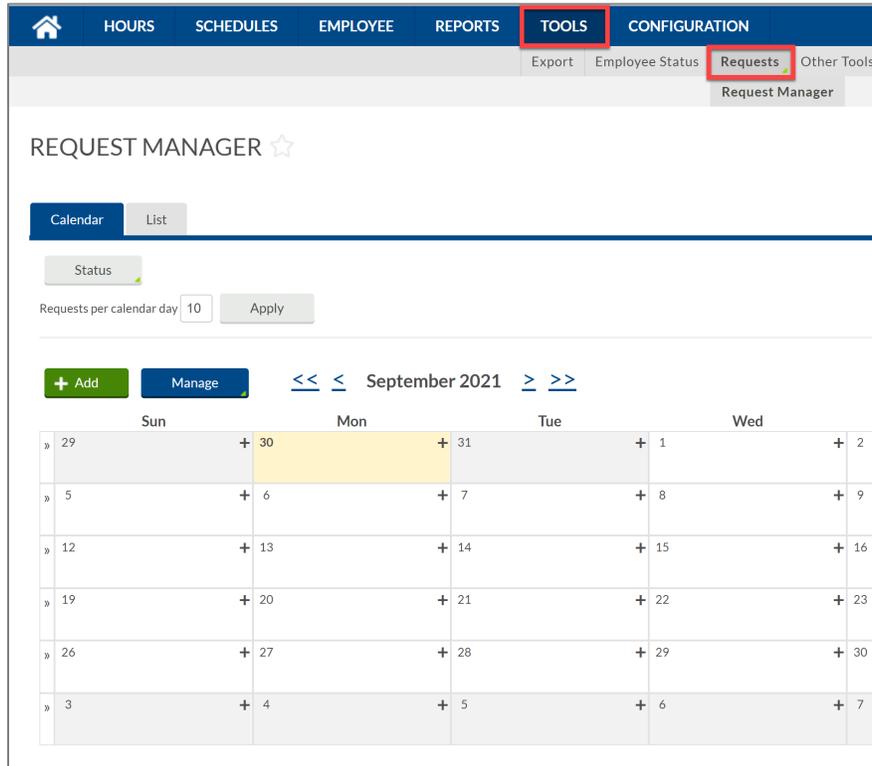


### Add Leave Request for Employee Job Aid

The purpose of this job aid is to explain how to add a Leave Request for an employee.

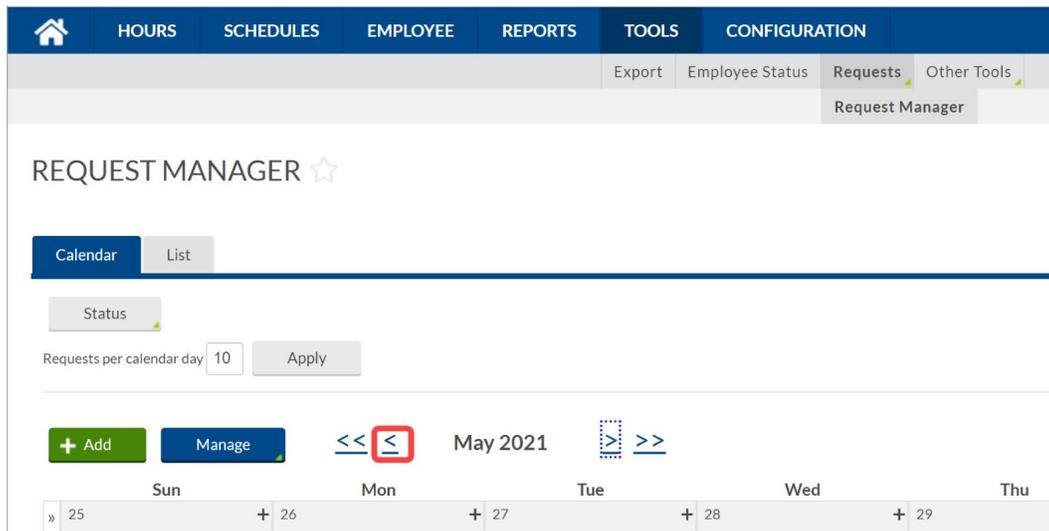
**Note:** Calendar view will be used for the following steps but these actions can be taken through List view also.

1. Click on Tools, then Requests. The Request Manager page will populate.

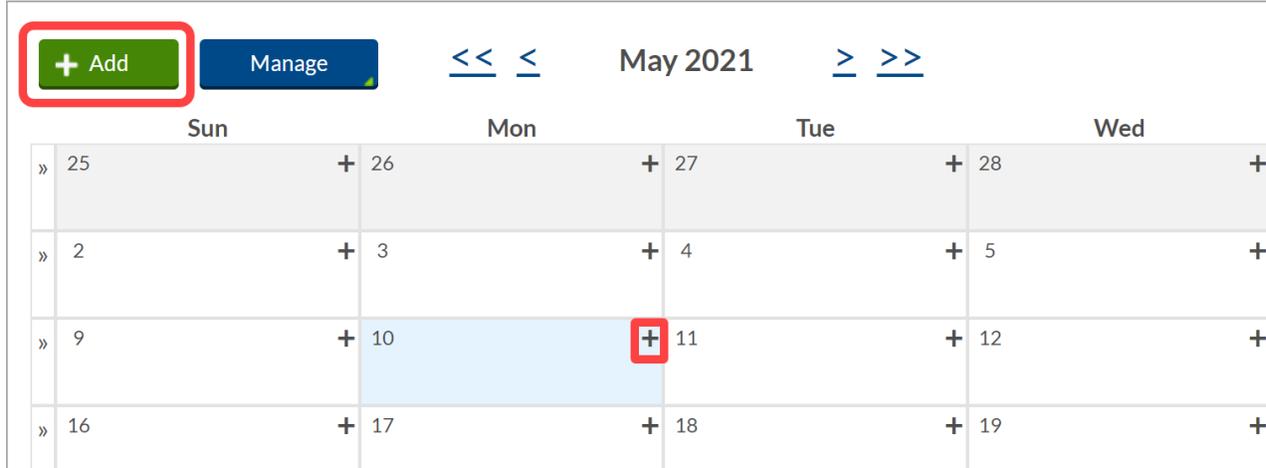


2. If needed, use the single arrow navigation button to go to the appropriate month.

**Note:** The double arrow navigation will go back one calendar year.



- Select "Add" or click the "+" sign on the day you would like to add leave to on behalf of your employee.



The screenshot shows a calendar interface for May 2021. At the top left, there is a green button labeled "+ Add" and a blue button labeled "Manage". Navigation arrows are present: double left arrows, a single left arrow, the text "May 2021", a single right arrow, and double right arrows. The calendar grid shows days of the week (Sun, Mon, Tue, Wed) and dates. The date 11th is highlighted in light blue, and a red box is drawn around the "+" sign on that date. Other days have "+" signs, and some have double right arrows (») on the left side.

- Complete the leave request.

**Note:** If entering a Leave Request pertaining to an FMLA case, please use the [specifications](#) at the end of this document.

- Type in the employee's name to select the employee.
- If you used the "Add" button, enter the date. If you used the "+" sign on the day it will be on the selected day.
- Select the appropriate Template for the type of leave being requested.
- Update the hours if it was a partial day's leave, and the days if it was more than 1 day.
- If applicable, select the correct Leave Code.
- Answer the question about documentation when applicable.

**Note:** Only applicable when Using the "Other" Template.

- Optional – you can send the employee a notification of this leave request entry by checking the "Send user notification" box.
- Press Save.

Add Employee Request
?

Templates

<< NONE >>

Bereavement

Jury Duty

Other

Parent Teacher Conference

Employee

Date requested

Start time

Hours

Days

Leave Code

Description

Have you submitted the appropriate documentation to your Timekeeper or Supervisor?

Approve request

Create drop requests

Send user notification

Accruals
Cancel
Save

- A processing window will appear. Select "OK". The leave request will then appear on the calendar as pending, awaiting manager approval.

Processing
?

Process complete.

100%

Elapsed 0:00  
Remaining 0 min

Close
Ok

+ Add
Manage
<< <
May 2021
> >>

	Sun	Mon	Tue
» 9	+ 10	+ 11	+
	<p style="color: green; font-weight: bold;">Approved (1)</p> <p style="font-size: small; color: green;">Sara Barton 08:00 AM 8:00 AM Jury Duty</p>	<p style="color: blue; font-weight: bold;">Pending (1)</p> <p style="font-size: small; color: blue;">Ronald Robinson 08:00 AM 8:00 AM 22 - Red Cross Volunteer</p>	

### Adding FMLA Leave Request

When submitting leave requests for an employee with an active FMLA case, use the FMLA Leave template. Next, select “FMLA Case” from the dropdown menu on the sixth field. Then, select the FMLA case number. This will ensure the hours are recorded on the FMLA case in TCP.

The screenshot shows the 'Add Employee Request' form. On the left, a 'Templates' dropdown menu is open, with 'FMLA' selected and highlighted in blue. The main form fields are: Employee (Sam Maverick [123456]), Date requested (8/2/2021), Start time (08:00 AM), Hours (8:00), Days (5), and FMLA Case (33 - 05/17/2021 FMLA). The FMLA Case field is highlighted with a red box. Below the form, there are three checkboxes: 'Approve request', 'Create drop requests', and 'Send user notification'. At the bottom, there are buttons for 'Accruals', 'Cancel', and 'Save'.