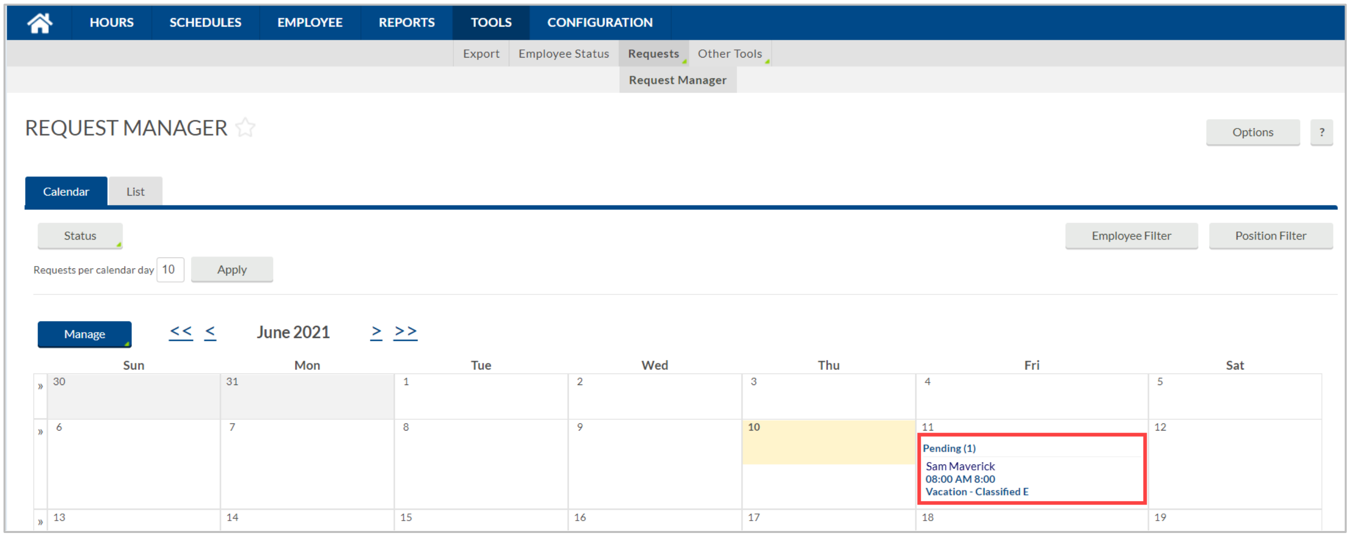
Edit an Employee Leave Request Job Aid

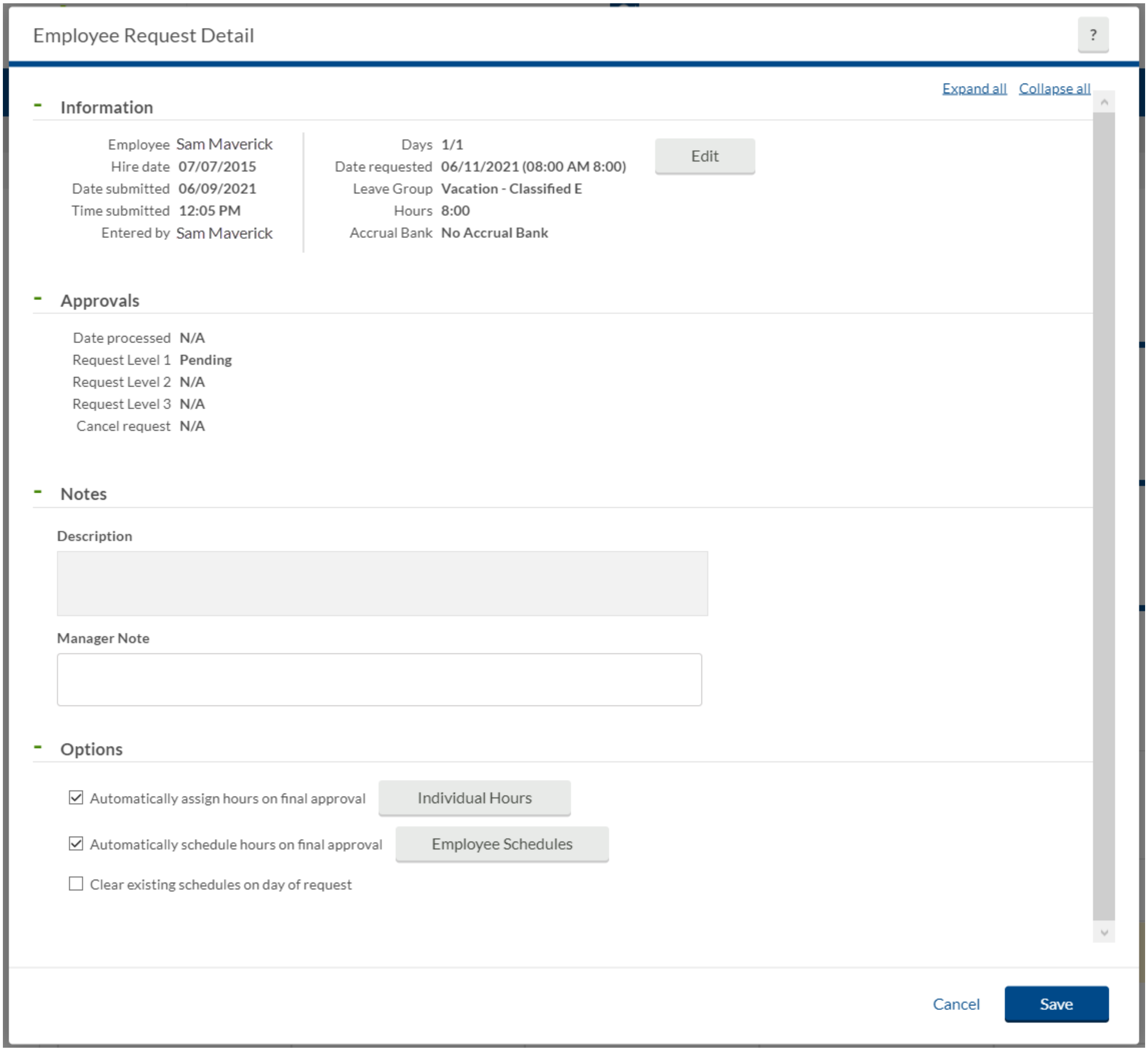
The purpose of this job aid is to explain how to edit a Leave Request for an employee.

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

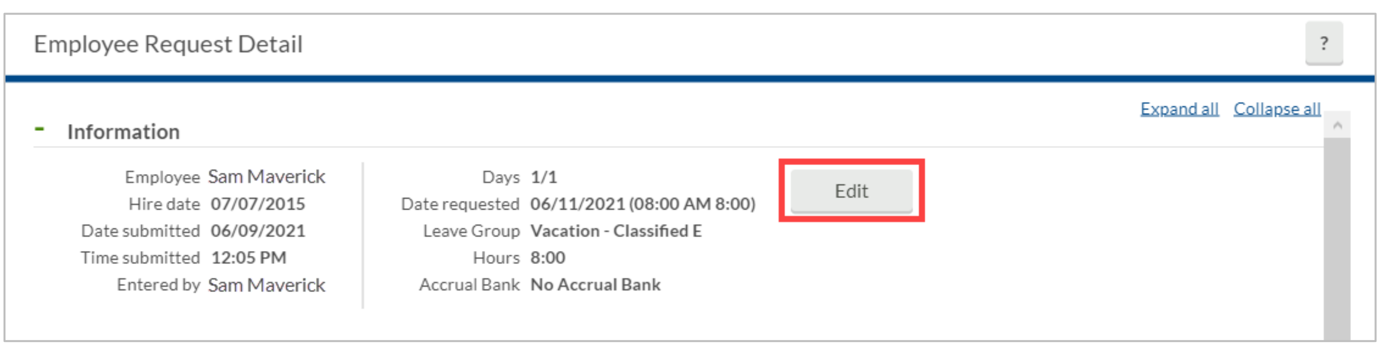
1. Click on Tools, then Requests. The Request Manager page will populate.
2. By default, requests for all employees will display. To limit the visible requests to one or certain employees, use the Employee Filter or the Position Filter.



3. By default, employee requests will be visible in a Calendar view. To view employee requests in a sortable list, select the List tab.
4. To view detailed information on a request submitted and how its approval will be handled, right-click, and select Detail. Or, click the request and then click the Manage button, or, double click on the request.
5. Information in the Detail dialog box includes:
    a. Employee Information
    b. When the request was submitted
    c. Who submitted the request
    d. The date of the request
    e. The leave code
    f. The number of hours requested
    g. The leave bank the hours will be deducted from
    h. The employee's accrual balances
    i. If any approvals have been made for the request
    j. The description entered by the employee (if applicable)
    k. Options for transferring the hours to the employee timecard upon approval of the request



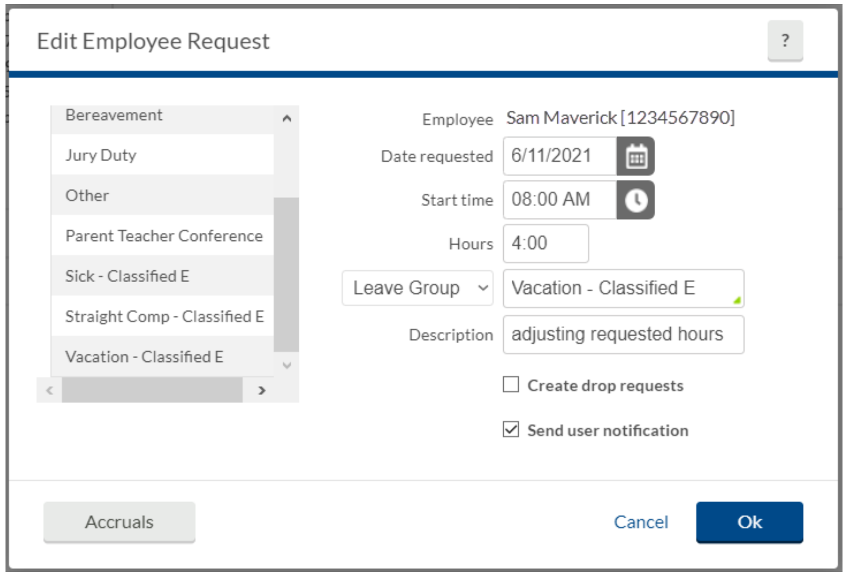
6. On the Request Details page, click Edit.



7. Adjust the leave request details as necessary.

Note: *Anytime a timekeeper adjusts a leave request on an employee's behalf, a note should be entered in the Description field.*

8. Click Ok to update the request.



Note: *If entering a Leave Request pertaining to an FMLA case, please use the below specifications.*

FMLA Leave Requests

When submitting leave requests for an employee with an active FMLA case, use the FMLA Leave template and select the FMLA Case. This will ensure the hours are recorded on the FMLA case in TCP.