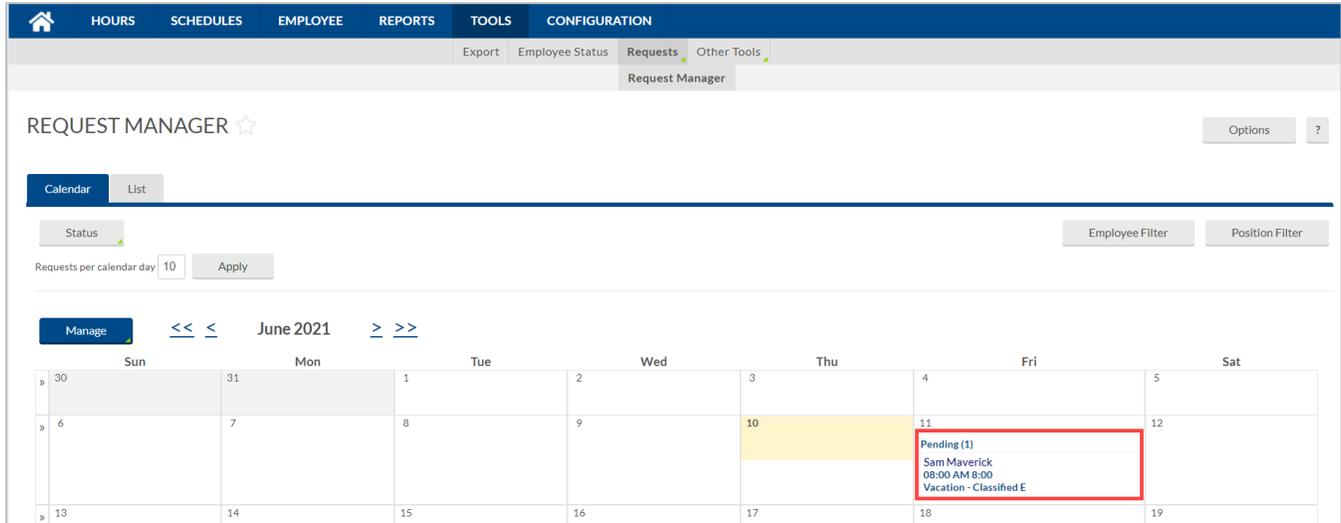


# Edit an Employee Leave Request Job Aid

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.



The screenshot shows the 'Request Manager' interface. At the top, there's a navigation bar with 'TOOLS' selected, which has opened a dropdown menu with 'Requests' highlighted. Below this, the 'REQUEST MANAGER' title is visible along with 'Options' and a help icon. There are two tabs: 'Calendar' (selected) and 'List'. Below the tabs, there are filter buttons for 'Status', 'Employee Filter', and 'Position Filter'. A 'Requests per calendar day' dropdown is set to '10'. The main area shows a calendar for June 2021. A request is highlighted on June 11th. A red box highlights the request details: 'Pending (1)', 'Sam Maverick', '08:00 AM 8:00', and 'Vacation - Classified E'.

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

Employee Request Detail
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[Expand all](#) [Collapse all](#)

**Information**

Employee Sam Maverick Hire date 07/07/2015 Date submitted 06/09/2021 Time submitted 12:05 PM Entered by Sam Maverick	Days 1/1 Date requested 06/11/2021 (08:00 AM 8:00) Leave Group Vacation - Classified E Hours 8:00 Accrual Bank No Accrual Bank	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Edit</div>
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**Approvals**

Date processed N/A  
 Request Level 1 Pending  
 Request Level 2 N/A  
 Request Level 3 N/A  
 Cancel request N/A

**Notes**

Description

Manager Note

**Options**

Automatically assign hours on final approval 

Individual Hours

Automatically schedule hours on final approval 

Employee Schedules

Clear existing schedules on day of request

Cancel

Save

6. On the Request Details page, click Edit.

Employee Request Detail
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[Expand all](#) [Collapse all](#)

**Information**

Employee Sam Maverick Hire date 07/07/2015 Date submitted 06/09/2021 Time submitted 12:05 PM Entered by Sam Maverick	Days 1/1 Date requested 06/11/2021 (08:00 AM 8:00) Leave Group Vacation - Classified E Hours 8:00 Accrual Bank No Accrual Bank	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Edit</div>
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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.