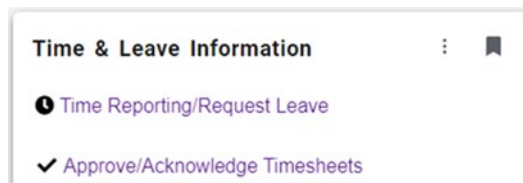


What is the leave system and leave request process?

The leave system is where employees can review leave time and make leave requests. Please refer to the Staff Handbook for additional information about how employees of the University accrue leave and the criteria for leave use.

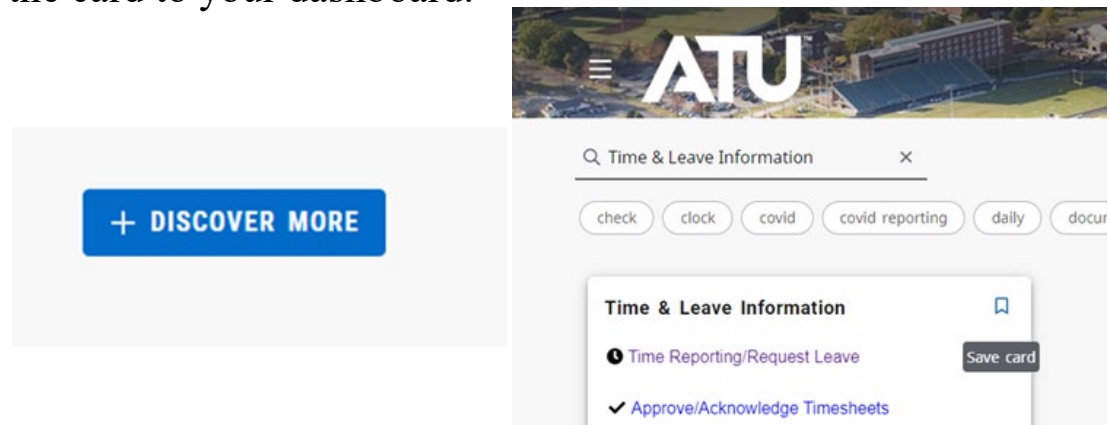
How do I (employee) submit a leave request through the leave system?

1. Log on to OneTech
2. Find the “Time & Leave Information” card



3. Select “Time Reporting/Request Leave”

If you do not see this card on your dashboard, scroll to the bottom and click on +Discover More. Find the Time & Leave Information Card using the search line. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.



The leave screen consists of the following sections (Box 1, 2, 3 & 4):

Current Leave Balances Box 1

Leave Type	Beginning Balance	Earned	Taken	Current Balance
Birthday	0	8	8	0
Child Educational Activity	8	0	0	8
Comp Time	.13	.75	.75	.13
COVID Sick Leave	0	0	0	0
Jury Leave	0	0	0	0
Leave Without Pay	0	0	0	0
Military Leave	0	0	0	0
Sick Leave	8	64	65.5	6.5
Vacation	12	80	73.5	18.5
Voluntary Furlough	0	0	0	0


	Pending	Approved	Available For Use
	0	0	0
	0	0	8
	0	0	.13
	0	0	0
	0	0	-
	0	0	-
	0	0	-
	0	0	6.5
	0	2	16.5
	0	0	-

Box 1:


Provides the employee with information on their current balances and the leave they have pending and/or approved. The Current Balance section only indicates leave time based on the leave that has processed. The Available For Use section calculates a balance accounting for the leave requests that are pending or approved, but not processed.

Leave Request Form


Box 2

 This section is where you will define your leave request using the form below. Click [here](#) for more information.


Leave Type




Start Date:




End Date:




Total Hours



Comment



Actions



Click [here](#) to return to time reporting.

Box 2: Leave Request Form

- Full-time employees are to have a minimum of 40 hours within a work week. The work week is from Sunday to Saturday. If an employee is unable to work the required 40 hours within a given week, leave time will be required to cover the missed time. Leave without pay is not an elective leave type, and can only be used once available applicable leave time has been exhausted.
- The leave type field has a drop-down menu that contains the leave types the employee can request based on employee classification.
- The start date and end date of the request can be the same day or a span of consecutive working days.
- The total hours will be the total number of hours for all the time requested within the identified start and end date. **This must be divisible by 8, 9, or 10 hours when submitting a multiday request.**
- The comment box is a required field; however, no specific statement is required for Payroll. Departments may have specific requirements, so please check with your supervisor for department specific guidance.

Current Pending Leave

Box 3



This section contains all your submitted leave requests. The following are the 3 possible statuses for submitted leave:

- **Approved Leave** - Leave requests that have been approved by your supervisor (shows optional supervisor comment).
- **Pending Leave** - Leave requests that have not yet been approved or denied by your supervisor (shows optional user comment).
- **Denied Leave** - Leave requests that have been denied by your supervisor (shows optional supervisor comment).

Click [here](#) for more information.

Leave Type	Start Date	End Date	Total Hours	User Comment	Supervisor Comment	Status	Action
Vacation	09/29/2023	09/29/2023	2			Approved	

Total Count: 1

Box 3: Will show the status of any pending or approved future unprocessed leave requests.

The following image provides some additional information regarding this section.

Employee Pending Leave Instructions



The following actions are available to be performed:

- **Cancel a pending leave request** - Simply click on the Cancel link for the corresponding leave request entry to cancel that request.
- **Sort table by column** - Simply click any column heading to sort the table data by that column. Click the same column heading again to reverse order the sort.

i Please note the following:

- Approved leave will be processed at 11:00 p.m. on the start date of your leave request. Your corresponding available leave balance will then be updated.
- Denied leave will not be processed and the entry will be automatically removed from display after 30 days.
- Pending leave must be approved/denied or else it is ignored from processing and the entry will remain in your display.

Review Previous Leave

Box 4



This section is where you can review all your previous leave. Click [here](#) for more information.

Month



Year



Include Denied Leave



☐ Include Denied Leave

Actions



Review

Leave Type	Start Date	End Date	Total Hours	User Comment	Supervisor Comment	Status
Vacation	09/01/2023	09/01/2023	1			Approved
Sick Leave	09/07/2023	09/07/2023	8			Approved
Vacation	09/11/2023	09/11/2023	.75			Approved
Sick Leave	09/12/2023	09/12/2023	8			Approved

Total Count: 4

Box 4: Will show the processed leave requests for the employee based on the provided month & year. To review the leave requests for a full year, leave the month drop down blank.

The following image provides some additional information.

Employee Previous Leave Instructions

The following actions are available to be performed:

- Select leave filter criteria** - Simply select the month (optional) and year you want to review and click Submit. You can also select to include denied leave.
- Sort table by column** - Simply click any column heading to sort the table data by that column. Click the same column heading again to reverse order the sort.

What if I encounter a problem with requesting leave or have questions about leave?

Employees can contact the Payroll Office if they have issues or questions about their timesheet, available leave time, leave requests, or other payroll related topics. We are here to assist you.

- Email us at: payroll@atu.edu
- Call us at: 479-968-0696
- Stop by the Payroll Office - we are located at 404 North El Paso Ave.