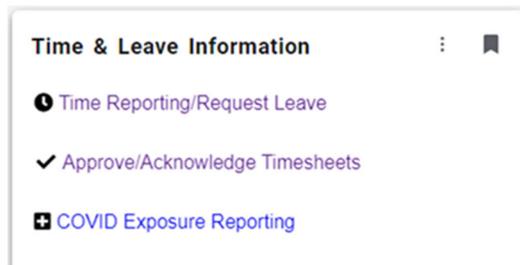


## What is the leave system and leave request process?

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.

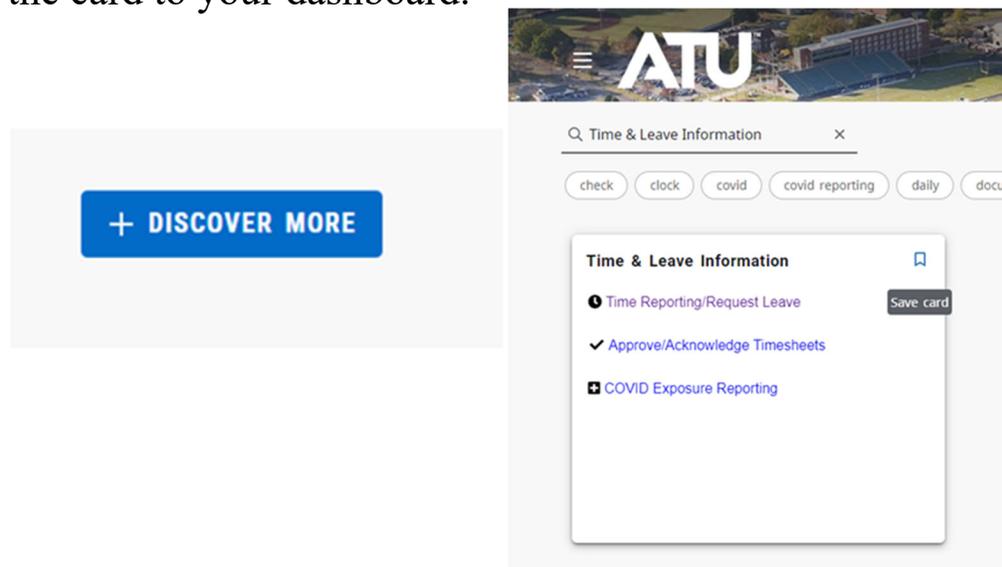
## How do I (employee) submit a leave request through the leave system?

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	Hours or Days	Beginning Balance	Earned	Taken	Current Balance
Birthday	Hours	.00	.00	.00	.00
Child Educational Activity	Hours	8.00	.00	.00	8.00
Comp Time	Hours	.13	1.25	1.25	.13
Jury Leave	Hours	.00	.00	.00	.00
Leave Without Pay	Hours	.00	.00	.00	.00
Military Leave	Hours	.00	.00	.00	.00
Sick Leave	Hours	24.00	32.00	27.50	28.50
Vacation	Hours	9.00	32.00	26.25	14.75
Voluntary Furlough	Hours	.00	.00	.00	.00

- Box 1: Provides the employee with information on their current balances and the leave they have accrued and taken.

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

Leave Type	Current Balance	Pending/Approved	Available For Use
Birthday	0	0	0
Child Educational Activity	8	0	8
Comp Time	.13	0	.13
Jury Leave	0	0	-
Leave Without Pay	0	0	-
Military Leave	0	0	-
Sick Leave	28.5	0	28.5
Vacation	14.75	0	14.75
Voluntary Furlough	0	0	-

Leave Type	Start Date	End Date	Total Hours	Comment	Actions
-	MM/DD/YYYY	MM/DD/YYYY		Enter a leave request comment	Submit

- Box 2: Shows the current balance in the first column, shows the pending/approved leave requests in the second column, and the third column shows the balance available for use once any pending or approved leave time is processed.
  - Full-time employees are to have a minimum of 40 hours within a 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.
  - At the bottom of the leave balance table is the form to request leave time.
    - 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 if submitting a multiday request.**
    - The comment box is a required field; however, no specific statement is required. Departments may have specific requirements, so please check with your supervisor for department specific guidance.

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
No Current Pending Leave Defined!							

➤ Box 3: Shows the status of any pending 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.

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.

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

Month	Year	Action
-	-	Review

Include denied leave

Leave Type	Start Date	End Date	Total Hours	User Comment	Supervisor Comment	Status
No Previous Leave Defined!						

- Box 4: Shows 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?

### Please communicate issues or questions:

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](mailto:payroll@atu.edu)
- Call us at: 479-968-0696
- Stop by the Payroll Office - we are located in Brown Hall, Suite 410