I. General Information:

As employees request leave through the ESS Electronic Leave Request procedure, the appropriate approving manager will receive an Outlook email indicating a request for leave was submitted. This will include a link to ESS' Manager Self-Service, (MSS), portal.

An employee cannot submit a leave request that would exceed their current and anticipated leave accruals for the current leave calendar year.

If the approving manager does not act on the submitted leave within 10 days, the employee will receive an Outlook email stating this fact and requesting the employee to resubmit their leave request.

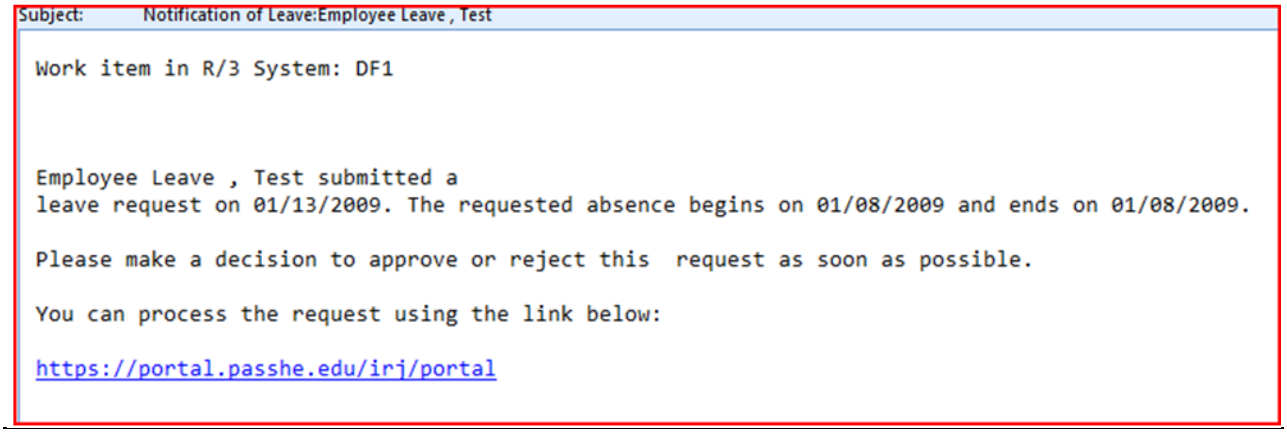
Only leave requested through the electronic leave request process will appear in the MSS portal.

Balances shown on the employee's ESS "Display Leave Balances" and "Display Absences" will show all leave requests (paper and portal).

II. Approving or Rejecting Submitted Leave Process:

Each time an employee submits a leave request through the electronic leave request application, the approving manager should complete the following steps:

Step 1: The approving manager will receive an Outlook email each time leave is requested by one of their employees, as shown below. Click on the "link" provided in the email request and then sign on to the Employee Self Service portal



Subject: Notification of Leave:Employee Leave , Test

Work item in R/3 System: DF1

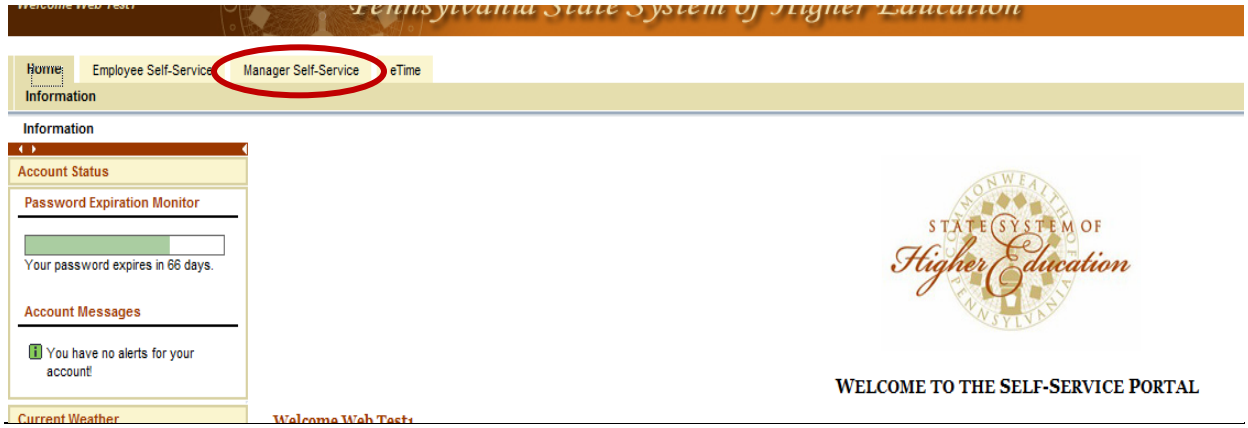
Employee Leave , Test submitted a
leave request on 01/13/2009. The requested absence begins on 01/08/2009 and ends on 01/08/2009.

Please make a decision to approve or reject this request as soon as possible.

You can process the request using the link below:

https://portal.passhe.edu/irj/portal

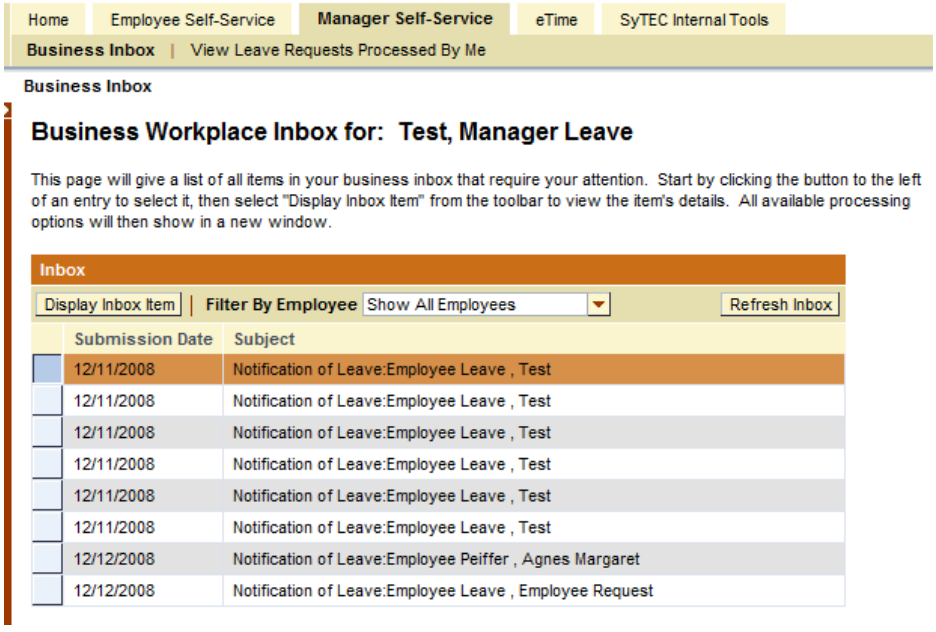
Step 2: Select the 'Manager Self-Service' tab to review the pending leave requests.



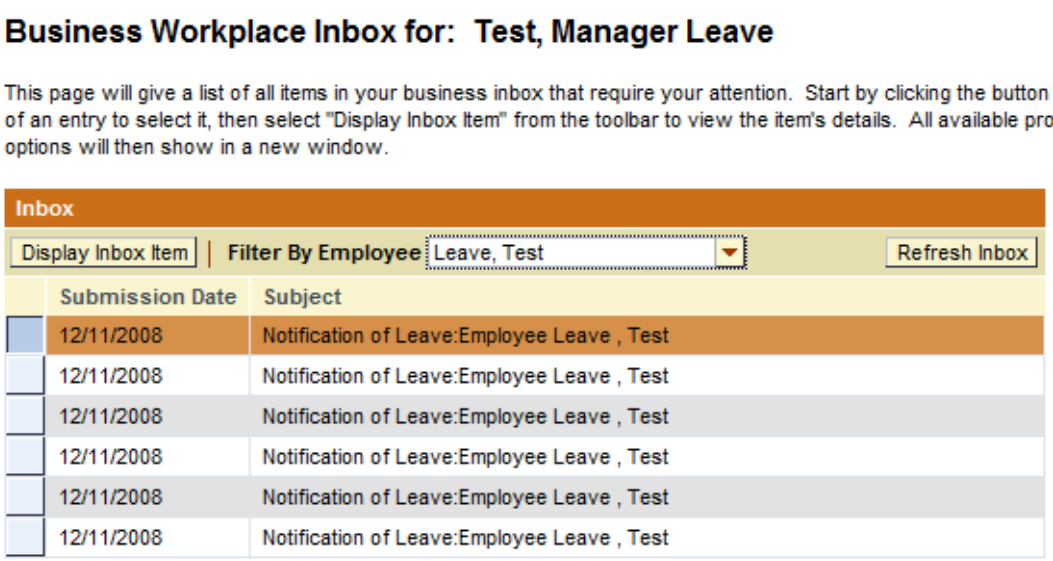
Step 3: The 'Business Workplace Inbox' will appear, containing the manager's pending leave requests.

The manager can select to view all employee requests or a specific employee's request by using the "Filter By Employee" drop down menu. Select a single leave request to review. The dates shown are the dates when the leave was submitted, NOT the date the employee is planning to use the leave.

Note: If an employee's request appears in your Inbox who does not report to you, contact your Human Resource department immediately so they can correct the reporting relationship in the Human Capital Management system).



Shown below is the screen shot after using the "Filter By Employee" option to view leave requested for the employee named "Employee Leave, Test".



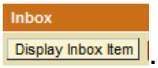
Business Workplace Inbox for: Test, Manager Leave

This page will give a list of all items in your business inbox that require your attention. Start by clicking the button to the left of an entry to select it, then select "Display Inbox Item" from the toolbar to view the item's details. All available processing options will then show in a new window.

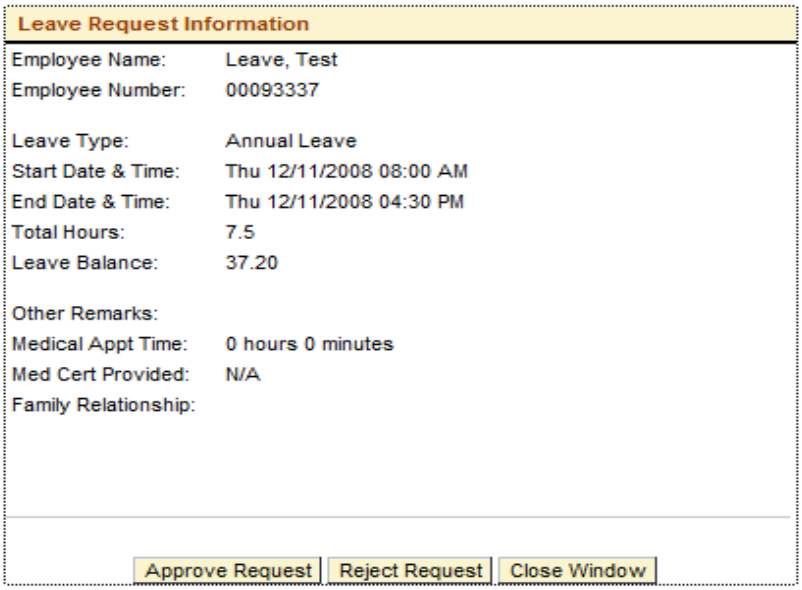
Inbox

Display Inbox Item | Filter By Employee: Leave, Test | Refresh Inbox

Submission Date	Subject
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test
12/11/2008	Notification of Leave:Employee Leave , Test

Step 4: After highlighting a specific leave request, click on the "Display Inbox Item" 

. A box will appear that includes the employee's current leave balance for the type of leave requested, along with the: Date, Hours and Total Hours for the current leave request. The leave balance is the employee's current balance prior to the manager taking action on the leave slip.



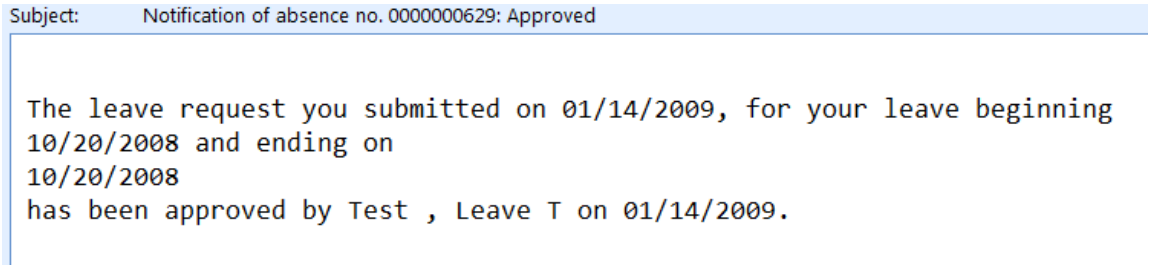
Leave Request Information

Employee Name:	Leave, Test
Employee Number:	00093337
Leave Type:	Annual Leave
Start Date & Time:	Thu 12/11/2008 08:00 AM
End Date & Time:	Thu 12/11/2008 04:30 PM
Total Hours:	7.5
Leave Balance:	37.20
Other Remarks:	
Medical Appt Time:	0 hours 0 minutes
Med Cert Provided:	N/A
Family Relationship:	

Approve Request | Reject Request | Close Window

Select Approve Request, Reject Request or close window.

Step 5: When a manager approves or rejects the request the employee will receive an Outlook email as shown below:


Subject: Notification of absence no. 0000000629: Approved

The leave request you submitted on 01/14/2009, for your leave beginning 10/20/2008 and ending on
10/20/2008
has been approved by Test , Leave T on 01/14/2009.

NOTE: In leave situations that require documentation, (i.e. a medical certificate, jury duty summons, etc.), the documentation will need to be provided "manually" by the employee to the manager per existing Leave Guidelines. This documentation should be received by the manager prior to approving the leave request. Please contact your HR dept for further details.

III. Employee Request to Cancel Previously Approve Leave Requests:

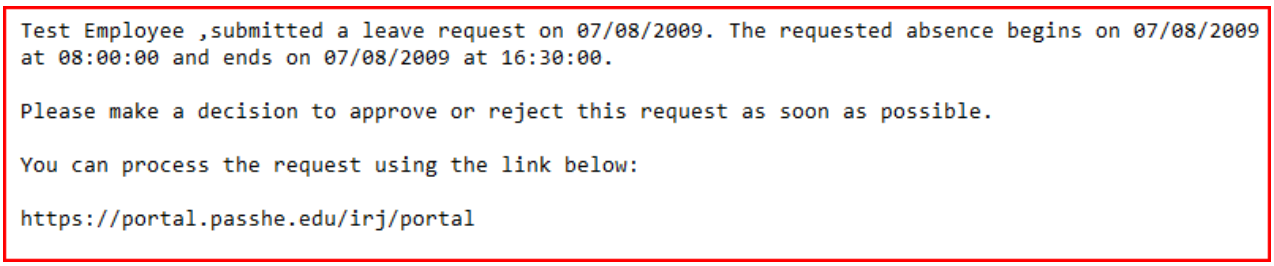
Departmental managers will receive an email (via Outlook) when an employee submits a cancellation for a leave request.

If the manager does not approve or rejects the cancellation request within 7 calendar days the employee will receive an email stating that the request was rejected or not approved and the employee's "Request Status" will change back to "Approved".

Cancellation of leave can only be done through ESS for leave submitted through ESS within the last 30 calendar days.

Unapproved leave requests with a status of "Submitted" cannot be cancelled.

Step 1: The approving manager will receive an Outlook email notifying them of their employee's leave cancellation request, as shown below. Click on the "link" provided in the email request and then sign on to the Employee Self Service portal. This is the same procedure used when an employee submits their initial leave request.


Test Employee ,submitted a leave request on 07/08/2009. The requested absence begins on 07/08/2009 at 08:00:00 and ends on 07/08/2009 at 16:30:00.

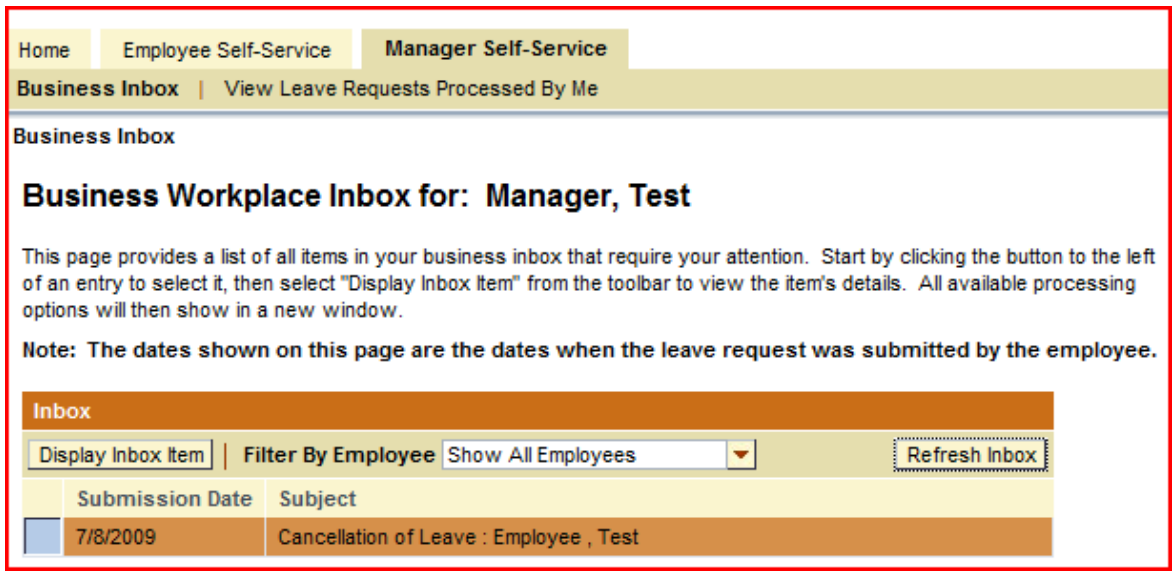
Please make a decision to approve or reject this request as soon as possible.

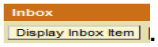
You can process the request using the link below:

https://portal.passhe.edu/irj/portal

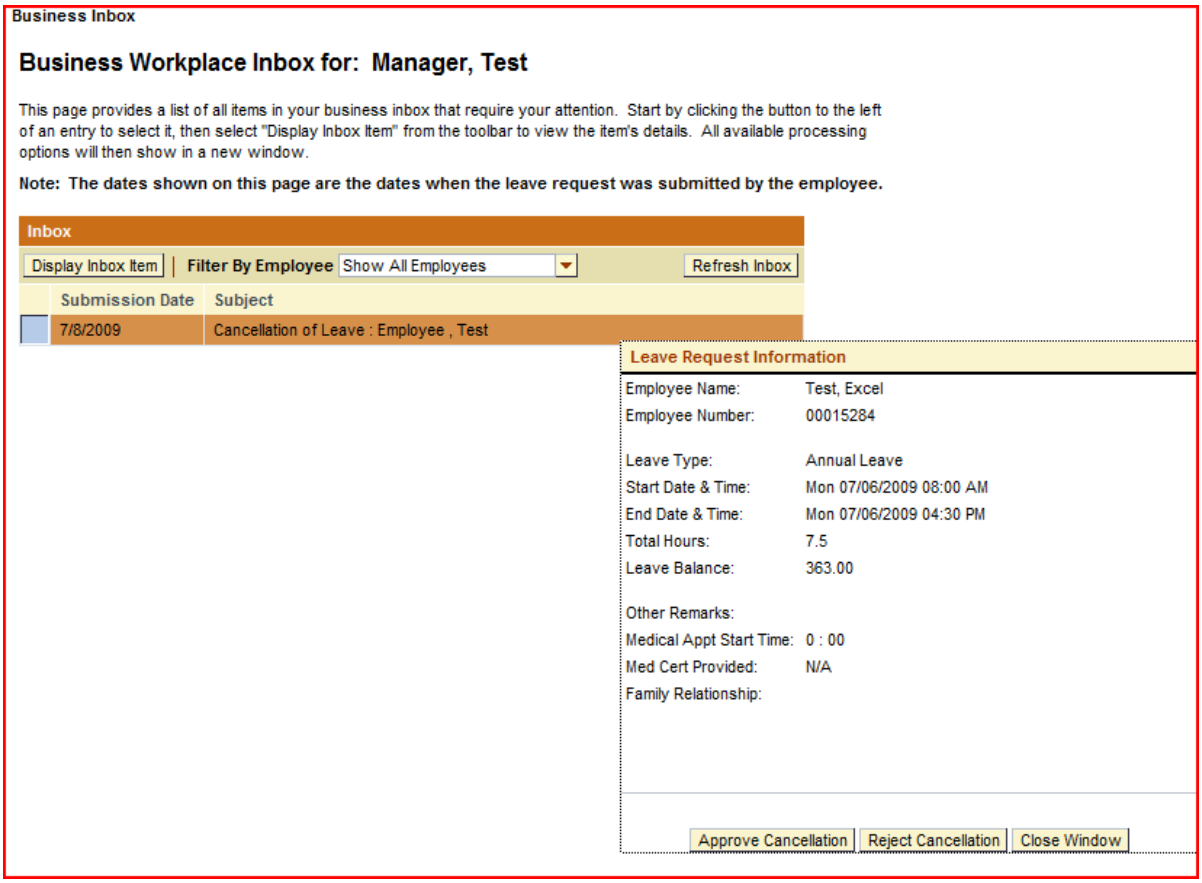
Step 2: Select the 'Manager Self-Service' tab to review the pending leave requests.

Step 3: The 'Business Workplace Inbox' will appear, containing the manager's pending leave requests. Leave cancellation requests will be listed the same as initial leave requests, but will start with 'Cancellation…' under the Subject column.



Step 4: After highlighting a specific cancellation of leave request, click on the "Display Inbox Item" 

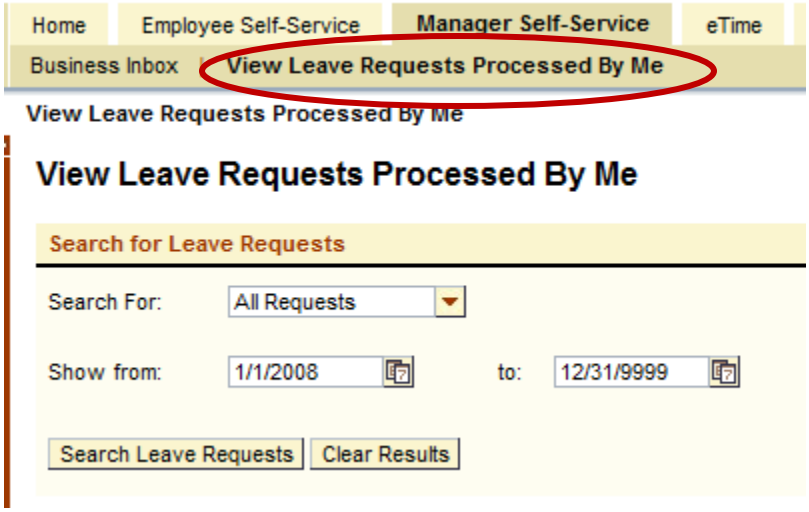
. The manager will either "Approve or Reject" the employee's leave cancellation request.



The employee will be notified through Outlook email that the cancellation request is either approved or rejected and the employee's leave status will be changed from "Cancellation Pending" to "Cancelled" or back to "Approved" if the cancellation request is rejected.

IV. Reviewing Approved Leave:

Managers can view all of the leave requests they approved through the electronic leave request application by clicking on the "View Leave Requests Processed By Me".



Managers can search using the following selections:

- "All Requests" (which is the default)
- "Approved Requests"
- "Rejected Requests"
- A specific date range

Once the manager has made their selection they should click "Search Leave Requests". All leave requests submitted through ESS / MSS will appear.