

Leave Entry In Advance

Leave Entry in Advance allows you to enter and submit leave up to 6 pay periods (3 months) in advance. This feature is especially helpful to employees who will be on leave for one or more full pay periods. You will still continue to follow your department's procedure for requesting leave, i.e., the Departmental Leave Request Web form.

This is a 2 step process:

- 1) Before a pay period begins, enter leave in advance using directions below
- 2) When the pay period opens, your Timesheet must be started so that the Advance Leave hours can default into the Timesheet. If you are gone for the period, your Department will do this. If you are present, then you must open your web Timesheet and submit it as usual.

To use the Leave Sheet to enter advance leave, login to the Employee Web, select **Leave Entry in Advance** from the Employee Menu. Use the drop down box under Leave Request Period to select a future pay period to enter leave – see examples below. You can enter leave to different pay periods in advance, but you must open each pay period and enter leave for that period only.

Example of Leave Entry in Advance:

Position Description & Department Information Tech App Spec III, 999074-00 Human Resources, 5410 <input type="button" value="Select"/>		Leave Request Period Jul 16, 2003 to Jul 31, 2003 Not Started May 01, 2003 to May 15, 2003 In Progress May 16, 2003 to May 31, 2003 Not Started Jun 01, 2003 to Jun 15, 2003 Not Started Jul 01, 2003 to Jul 15, 2003 Not Started Jul 16, 2003 to Jul 31, 2003 Not Started Aug 01, 2003 to Aug 15, 2003 Not Started				Click the down arrow under Leave Request Period to see a drop down menu of the pay periods leave can be entered. Use the cursor to highlight a pay period, then click Select to open the Leave Sheet.			
Earning	Shift	Default Hrs Units	Total Hrs Units	Wed Jul 16, 2003	Thu Jul 17, 2003	Fri Jul 18, 2003	Sat Jul 19, 2003	Move the cursor down to the leave type to enter and across to the appropriate date. When the cursor changes to a hand, click once.	
Vacation Leave	1	0	0	=	=	=	=		
Sick Leave	1	0	0	=	=	=	=		
Personal Holiday	1	0	0	=	=	=	=		
Compensatory Time Taken	1	0	0	=	=	=	=		
Cyclic Leave	1	0	0	=	=	=	=		
Leave No Pay, No Benefits	1	0	0	=	=	=	=		
Bereavement Leave	1	0	0	=	=	=	=		
Civil Leave	1	0	0	=	=	=	=		
Military Leave	1	0	0	=	=	=	=		
Holiday Comp Taken	1	0	0	=	=	=	=		
Total:			0	0	0	0	0		

Earning	Shift	Entry Date	Hours/Units
Cyclic Leave	<input type="text" value="1"/>	Jul 17, 2003	<input type="text" value="8"/>
		<input type="button" value="Save Hours/Units"/>	<input type="button" value="Copy Hours/Units"/>

Enter the total number of leave hours for that day. Click **Save Hours/Units** to return to the Leave Sheet **or** select **Copy Hours/Units** to enter more hours for the same leave code.

Leave Request Information

Earning Code	Shift	Total	Wed Jul 16, 2003	Thu Jul 17, 2003	Fri Jul 18, 2003	Sat Jul 19, 2003	Sun Jul 20, 2003	Mon Jul 21, 2003	Tue Jul 22, 2003	Wed Jul 23, 2003	Thu Jul 24, 2003	Fri Jul 25, 2003	Sat Jul 26, 2003	Sun Jul 27, 2003	Mon Jul 28, 2003	Tue Jul 29, 2003	Wed Jul 30, 2003	Thu Jul 31, 2003
Personal Holiday	1	8	8															
Cyclic Leave	1	88		8	8			8	8	8	8	8			8	8	8	8
Total:		96	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8

When finished, select **Preview** to review all leave hours entered.

If you are finished entering leave for the pay period, click the Submit button. You may then exit the Leave Sheet or select another pay period to enter leave to.