

Leave Entry In Advance of a Pay Period

Approver Information

General Information

The 'Leave Entry in Advance' is an Option that allows an employee to enter and submit leave up to 3 months in advance. This does not take the place of a leave request form. It is entry of leave in advance, not a request for permission to be on leave.

This will be most helpful to employees who plan to be on leave for at least a full pay period. The leave can either be paid (i.e. vacation or sick) or unpaid (i.e. cyclic).

How an Employee Enters Leave in Advance

An employee enters leave in advance of a pay period by selecting the 'Leave Entry in Advance' option on their employee web. Leave can only be entered in this Leave form before a pay period opens.

Otherwise, leave is entered as usual on the Timesheet itself

Leave can be entered and changed up until the pay period that it affects opens. Leave can be entered for up to six pay periods in advance.

Approver/Superuser Information:

There are no changes in the process followed by Approvers or Superusers.

If leave is entered in advance, the Timesheet will not open automatically in the pay period. If the employee is gone during the pay period, the Superuser must start the timesheet on approval day. *The advantage is that when the timesheet is opened, all Leave in Advance will default into the timesheet. It can then be changed or approved as is.*

If the employee is present during the pay period, they should open and submit their timesheet as usual. Again, as soon as they open their timesheet, the Leave in Advance entries will default into the timesheet. They can make any changes or submit as is for approval.

Report to View 'Leave Entered in Advance':

PWRLEVA: Enter your ORGN as the parameter. It will print out any Leave Entry in Advance that exists for up to 6 pay periods in the future.

If the currently open pay period shows that Leave Entry exists, this means that either the employee or the superuser must open the employee's timesheet so the leave hours will default in.

Avoiding Problems when Approvers have Terminated Jobs

An approver who terminates a job will impact their employee's ability to use the Leave Sheet. The employee will not be able to access their Leave Sheet in advance or their timesheet when the pay period opens. Contact Payroll Services to update approvers and avoid permission problems for your employees. Remember that PWRTIME shows termination dates for jobs.