

Submit a Leave or Overtime Request

Purpose

The eTimesheet application provides online access for an employee to submit leave requests, and for supervisors to review and approve or deny the request.

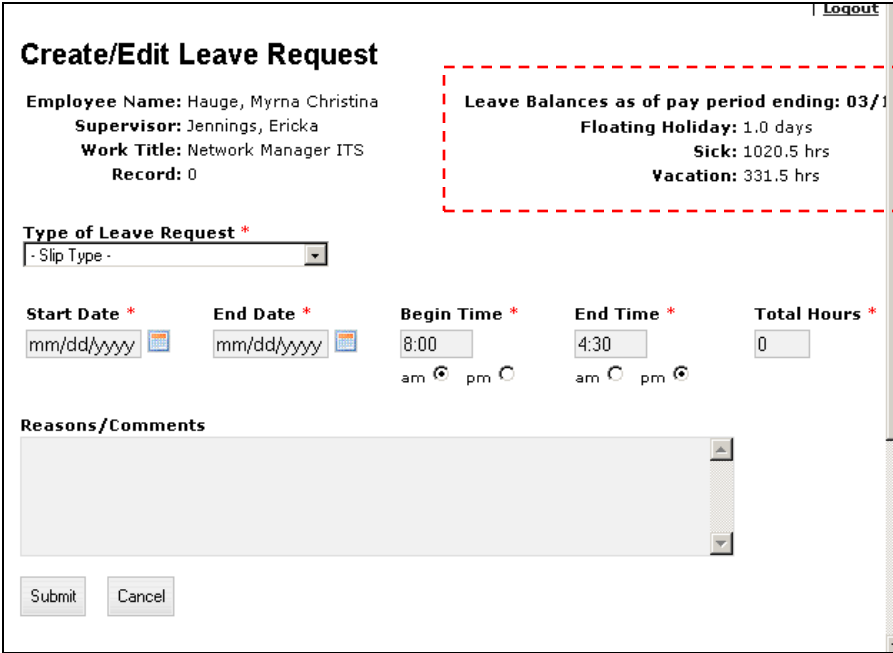
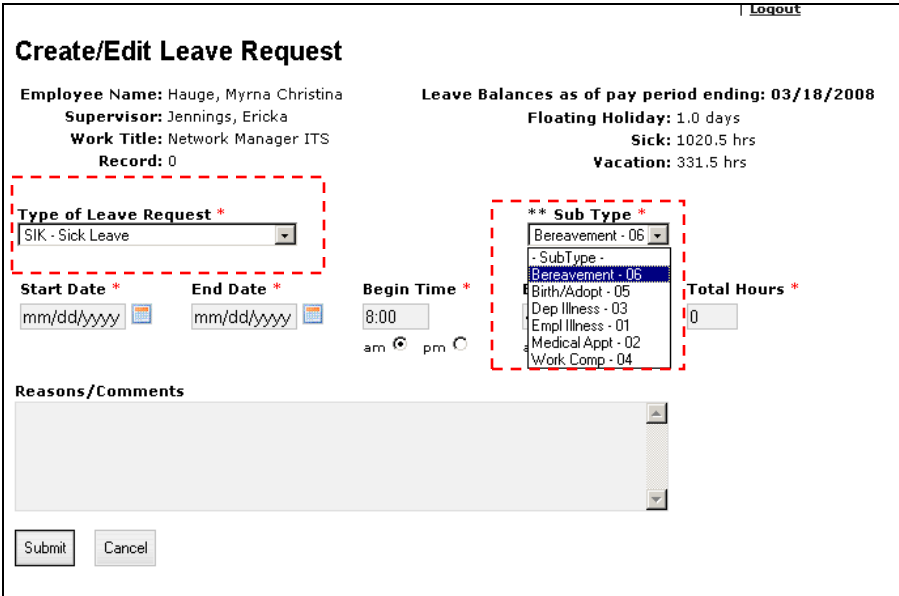
Process

- All leave requests require approval from the employee’s supervisor.
- A leave request can be submitted prior to the date the employee wants to take off work (for example, vacation or medical appointments), or it can be submitted following the time off (for example, sick days).
- A leave request can be edited by the employee if necessary.
- Classified employees will request leave (time off) in hours, and all balances except Floating Holiday will be displayed in hours.
- MSUAASF employees will request leave in hours, and all balances will be displayed in hours.
- MnSCU Presidents and Management will request leave in days, and all balances will be displayed in days.

Step-by-step instructions

Complete the following steps to enter or edit a leave request.

Step	Action																																																																																
1.	<p>Login to the eTimesheet application and the eTimesheet Employee Home screen. (See <i>Login and View eTimesheet.</i>)</p> <div style="border: 1px solid black; padding: 10px;"> <div style="text-align: right;">Logout</div> <p>eTimeSheet Employee Home</p> <p>Employee Name: Hauge, Myrna Christina Leave Balances as of pay period ending: 03/18/2008 Supervisor: Jennings, Ericka Floating Holiday: 1.0 days Work Title: Network Manager ITS Sick: 1020.5 hrs Record: 0 Vacation: 331.5 hrs</p> <p>Timesheet for pay period Apr 2, 2008 - Apr 15, 2008</p> <p>Status: Unsubmitted Reminder: submit leave slips for this pay period prior to submitting your timesheet.</p> <table border="1"> <thead> <tr> <th></th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td></td> </tr> <tr> <td>Work Schedule</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td>Regular Pay (REG)</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="2" style="text-align: right;">Total Hours</td> <td>80</td> </tr> </tbody> </table> <p><input type="button" value="Edit Timesheet"/> <input type="button" value="Submit Timesheet"/></p> <p>Leave Requests</p> <p>Requests for the current and future pay periods: <input type="button" value="Request Leave/OT"/></p> </div>		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS	Date	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Work Schedule	8	8	8			8	8	8	8	8			8	8	80	Regular Pay (REG)	8	8	8			8	8	8	8	8			8	8	80														Total Hours		80
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2.	<p>To submit a new leave request click Request Leave/OT on the Employee Home screen.</p> <p>The Create/Edit Leave Request screen displays. The Leave Balances as of the end of the last pay period are displayed at the top of the screen.</p> 
3.	<p>Select a Type of Leave Request from the drop-down menu. If you select Sick Leave, you must select a Sub Type. You can only request Floating Holiday time for one day per fiscal year, and it must be a full day.</p> 

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6.	<p>You may enter comments in the Reasons/Comments box. Comments are required for the following leave types:</p> <ul style="list-style-type: none"> • Leave Without Pay (LWO) • Miscellaneous Leave (MSL) • Time Not Paid (TNP) • Worked but Not Paid (WNP), • Overtime or Compensatory Time (OT) • The subtype for Sick Leave (SIK) is Bereavement (06). 																														
7.	<p>Click Submit. The Leave Request Confirmation screen displays. Verify the information and then click Save.</p> <div data-bbox="347 728 1398 1289" style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">Logout</p> <p>Leave Request Confirmation</p> <p>Employee Name: Hauge, Myrna Christina Leave Balances as of: 05/12/2009 Supervisor: Chmielewski, Ron Floating Holiday: 0.0 days Work Title: Network Manager ITS Sick: 1117.5 hrs Record: 0 Vacation: 385.0 hrs</p> <p>You requested multiple days of leave. Here is the breakdown by day. Please review this and save it.</p> <p>Request Type: SIK-Sick Leave Subtype : Empl Illness</p> <table border="1" data-bbox="367 1045 961 1228"> <thead> <tr> <th>Date</th> <th>Day of Week</th> <th>Start Time</th> <th>End Time</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>06/01/2009</td> <td>Mon</td> <td>08:00 am <input checked="" type="radio"/> pm <input type="radio"/></td> <td>04:30 am <input type="radio"/> pm <input checked="" type="radio"/></td> <td>8.0</td> </tr> <tr> <td>06/02/2009</td> <td>Tue</td> <td>08:00 am <input checked="" type="radio"/> pm <input type="radio"/></td> <td>04:30 am <input type="radio"/> pm <input checked="" type="radio"/></td> <td>8.0</td> </tr> <tr> <td>06/03/2009</td> <td>Wed</td> <td>08:00 am <input checked="" type="radio"/> pm <input type="radio"/></td> <td>04:30 am <input type="radio"/> pm <input checked="" type="radio"/></td> <td>8.0</td> </tr> <tr> <td>06/04/2009</td> <td>Thu</td> <td>08:00 am <input checked="" type="radio"/> pm <input type="radio"/></td> <td>04:30 am <input type="radio"/> pm <input checked="" type="radio"/></td> <td>8.0</td> </tr> <tr> <td>06/05/2009</td> <td>Fri</td> <td>08:00 am <input checked="" type="radio"/> pm <input type="radio"/></td> <td>04:30 am <input type="radio"/> pm <input checked="" type="radio"/></td> <td>8.0</td> </tr> </tbody> </table> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p> </div>	Date	Day of Week	Start Time	End Time	Total	06/01/2009	Mon	08:00 am <input checked="" type="radio"/> pm <input type="radio"/>	04:30 am <input type="radio"/> pm <input checked="" type="radio"/>	8.0	06/02/2009	Tue	08:00 am <input checked="" type="radio"/> pm <input type="radio"/>	04:30 am <input type="radio"/> pm <input checked="" type="radio"/>	8.0	06/03/2009	Wed	08:00 am <input checked="" type="radio"/> pm <input type="radio"/>	04:30 am <input type="radio"/> pm <input checked="" type="radio"/>	8.0	06/04/2009	Thu	08:00 am <input checked="" type="radio"/> pm <input type="radio"/>	04:30 am <input type="radio"/> pm <input checked="" type="radio"/>	8.0	06/05/2009	Fri	08:00 am <input checked="" type="radio"/> pm <input type="radio"/>	04:30 am <input type="radio"/> pm <input checked="" type="radio"/>	8.0
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8.	<p>The Employee Home screen displays with the following message:</p> <div data-bbox="362 1381 1435 1459" style="border: 1px solid orange; background-color: #ffffcc; padding: 5px; margin: 10px 0;"> <p>Your leave request has been submitted and is pending approval</p> </div> <p>Your supervisor will now be able to view and process the request. The leave request status will be Pending until your supervisor processes it, and then the Status will change. (Leave Requests information is displayed in the lower portion of your Employee Home screen.)</p>																														

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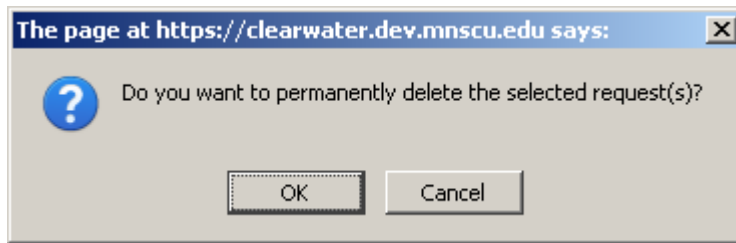
9. You may delete a request with a status of Pending, Approved, Verified, or Denied. To delete a request, click the box next to the request status and then click **Delete Selected Requests**.

Leave Requests
Requests for the current and future pay periods. + Request Leave/OT

Status	Edit	Description	Day	Date	Begin Time	End Time	Total	Creation Date	Created By	Reason	Sup. Comments
<input type="checkbox"/> Pending		Sick Leave	Mon	06/01/2009	8:00 AM	4:30 PM	8.0	05/26/2009 09:02:28	Hauge, Myrna	Flu	
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X Delete Selected Requests

Click **OK** to confirm that you wish to delete the request.



The leave request will be Deleted, and will not appear on your supervisor's home screen.

10 To edit a request (for example, a date or time) click the icon in the Edit column, next to the request you want to edit.

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X Delete Selected Requests

The Create/Edit Leave Request screen displays for the request you selected. Change the information in the applicable fields and then click **Submit**.

If the original request had a status of Approved or Verified, the status will revert to Pending and will appear on your supervisor's home screen.

Related Documentation

- [Login and View eTimesheet](#)
- [Submit and Update a Timesheet](#)