

Request for Leave

Employee Web Leave Tutorial

PALM BEACH STATE COLLEGE

PALM BEACH STATE

COLLEGE

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INTRODUCTION

The Request for Leave system is a web-based application accessed through the Employee Web. The system is designed to provide full-time employees with the ability to:

- View Leave Balances
- Request Leave
- View Prior Leave Requests

This online approval process replaces the paper leave approval process for full-time employees for all of the current leave types. Paper forms are no longer required in the Payroll Office. Web Leave should be used for all leave types. TDE will require paper back up for Travel Purposes. Jury Duty will still require the completion notice from the court of your Jury Duty.

Military Leave Paid
Vacation Leave
Jury Duty (Court Leave Paid)
Sick Leave
Temporary Duty Elsewhere
Leave Without Pay
Paid Personal (taken from sick)
Duty Injured on the Job Paid 1st 5 days

EMPLOYEE WEB

Logon to the Employee Web at <http://www.palmbeachstate.edu/employeeweb>, using your Logon ID and Password. View Figure 1.

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“You cannot go wrong with attending Palm Beach State. It has wonderful people and is a very rewarding academic environment.”
Samuel Germany, aspiring computer engineer

HOME > EmployeeWeb > Home Page

EmployeeWeb

Password Required

Logon ID: Log on with your network-email ID.

Password: Use your network-email password.

Logon

Employee Information
[Employee Questions](#)
[Experiencing Problems](#)
[Direct Deposit](#)
[Online Grading/Roster Info & Training](#)
[Faculty Grading Questions](#)

Do you want to change your Password?
Please go to the [Change Password page](#)

Did you forget your Password?
Please go to the [Password Reset page](#)

Figure 1 – Employee Web

REQUEST LEAVE

1. Select **Personal** located on the tab bar and select **Leave Information** then **Request Leave** from the drop down menu. View Figure 2.

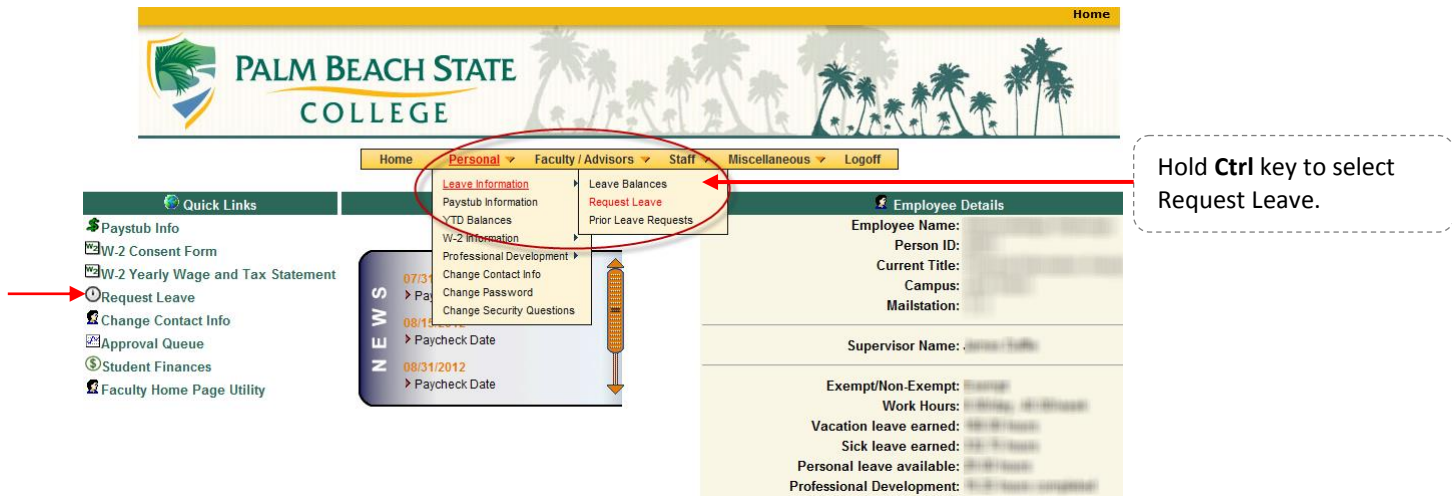


Figure 2 – Leave Information

Quick Links provided at the top left of the page is another option for selecting the **Request Leave**.

2. Your current **Leave Balances** (in Hours and Days) for different leave categories are shown at the top left of the page. The number of Hours and Days are shown to help you better determine the amount of leave that you are able to request. Any leave that has been requested, but not processed through the normal payroll run is shown in the **Pending Leave** columns. View Figure

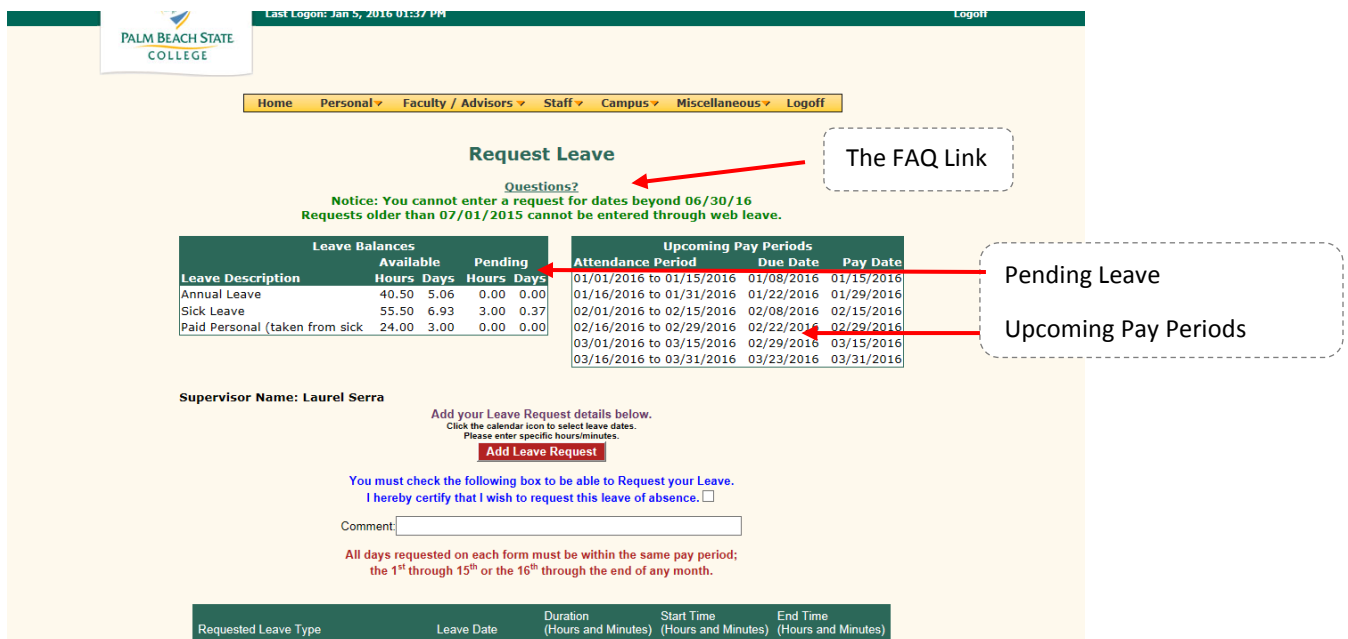


Figure 3 – Request Leave


3. Add your leave request information by selecting the type of leave from the drop down box under **Requested Leave Type**. Select the type of leave: Vacation Leave, Sick Leave, Paid Personal (taken from your sick leave balance), Temporary Duty Elsewhere, Jury Duty, Leave Without Pay, Duty Sick, and Military Leave. View Figure 4a.

Comment:

All days requested on each form must be within the same pay period; the 1st through 15th or the 16th through the end of any month.

| Requested Leave Type | Leave Date | Duration (Hours and Minutes) | Start Time (Hours and Minutes) | End Time (Hours and Minutes) |
|---|----------------------|--|--------------------------------|------------------------------|
| Military Leave Paid | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Vacation Leave | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Jury Duty (Court Leave Paid) | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sick Leave | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Temporary Duty Elsewhere | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Leave Without Pay | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Paid Personal (taken from sick) | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Duty Injured on the Job Paid 1st 5 days | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> 00 <input type="text"/> | <input type="text"/> | <input type="text"/> |

Figure 4a – Request Leave Type

4. The **Leave Date** can be entered by clicking the calendar  icon to display a small calendar window and select the date from it. View Figure 4b. All days requested on each form must be within the same pay period; the 1st through 15th or the 16th through the end of any month.

| Requested Leave Type | Leave Date | Hours | Minutes |
|----------------------|----------------------|------------------------|-------------------------|
| <input type="text"/> | 09/02/2008 | 0 <input type="text"/> | 00 <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | 00 <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | 00 <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | 00 <input type="text"/> |
| <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | 00 <input type="text"/> |

September 2008

<< < Today > >>

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

Figure 4b – Leave Date & Calendar Window

5. Enter the number of **Hours** and **Minutes** (in 15 minute blocks) of your leave request for that date. View Figure 4c.

Figure 4c – Leave Hours and Minutes

6. Check the check-box confirming that you wish to request this leave and click the “**Add Leave Request**” button. For partial day leave request, you must enter the date and start/end time in the boxes provided. View Figures 5a and 5b.

Figure 5a – Full Day Leave

Figure 5b – Partial Day Leave

7. A confirmation “**Your Leave Request has been added successfully**” will show at the top of the page. An email will be sent to you and your supervisor for approval detailing the leave request that you have entered. If you do not receive an Email, please review your previous leave requests on Employee Web to confirm it was submitted. Leave that has been requested, but not processed through the normal payroll run is shown in the Pending Leave columns. View Figure 6.

Welcome Susan L. Tester
Last Logon: Oct 28, 2008 09:00 AM

Request Leave

Your Leave Request has been added Successfully.

| Leave Balances | | | | Upcoming Pay Periods | | | |
|---------------------------------|-----------------|----------------|---------------|----------------------|--------------------------|------------|------------|
| Leave Description | Available Hours | Available Days | Pending Hours | Pending Days | Attendance Period | Due Date | Pay Date |
| Vacation Leave | 358.00 | 44.75 | 8.00 | 1.00 | 10/16/2008 to 10/31/2008 | 10/24/2008 | 10/31/2008 |
| Sick Leave | 63.50 | 7.93 | 0.00 | 0.00 | 11/01/2008 to 11/15/2008 | 11/07/2008 | 11/14/2008 |
| Paid Personal (taken from sick) | 32.00 | 4.00 | 8.00 | 1.00 | 11/16/2008 to 11/30/2008 | 11/19/2008 | 11/26/2008 |
| Leave Without Pay | 0.00 | 0.00 | 0.00 | 0.00 | 12/01/2008 to 12/15/2008 | 12/08/2008 | 12/15/2008 |
| Dnty Sick/Injured On Job/Paid | 40.00 | 5.00 | 0.00 | 0.00 | 12/16/2008 to 12/31/2008 | 12/12/2008 | 12/19/2008 |
| | | | | | 01/01/2009 to 01/15/2009 | 01/08/2009 | 01/15/2009 |

Supervisor Name: Ms. Susan Tester

Figure 6 – Confirmation Message

8. You will receive an email notification when the Leave Request has been approved, rejected, or cancelled by your supervisor.
9. Leave that exceeds your current balance can be requested but please note that you must have accrued enough time on the date of the leave or you will need to either cancel or change your request.
10. If your supervisor is unavailable to approve your web leave request please visit your Administrative Assistant and they will make sure the leave gets approved accordingly.
11. Leave can be submitted for PRIOR and FUTURE requests. You can enter a Web Leave Request going back to the beginning of the current FISCAL YEAR and also all the way to the END of the current FISCAL Year. (July-June). Paper Forms should only be sent to the payroll office in extreme circumstances or for previous fiscal years.
12. You can only utilize Leave for the amount of Leave you have available. The system will allow exceeding balance leave to go through. However, if you request time which exceeds your available balance the payroll department will reject the leave potentially resulting in Leave With Out Pay.

| Leave Balances | | | | |
|---------------------------------|-----------|------|---------|------|
| Leave Description | Available | | Pending | |
| | Hours | Days | Hours | Days |
| Annual Leave | 40.50 | 5.06 | 50.00 | 6.25 |
| Sick Leave | 55.50 | 6.93 | 3.00 | 0.37 |
| Paid Personal (taken from sick) | 24.00 | 3.00 | 0.00 | 0.00 |

| Upcoming Pay Periods | | | |
|--------------------------|------------|------------|--|
| Attendance Period | Dues Date | | |
| 01/01/2016 to 01/15/2016 | 01/08/2016 | 01/15/2016 | |
| 01/16/2016 to 01/31/2016 | 01/22/2016 | 01/29/2016 | |
| 02/01/2016 to 02/15/2016 | 02/08/2016 | 02/15/2016 | |
| 02/16/2016 to 02/29/2016 | 02/22/2016 | 02/29/2016 | |
| 03/01/2016 to 03/15/2016 | 02/29/2016 | 03/15/2016 | |
| 03/16/2016 to 03/31/2016 | 03/23/2016 | 03/31/2016 | |

Leave which exceeds your balance will go through the system, but will ultimately be rejected by the payroll department.

PRIOR LEAVE REQUESTS- CANCEL LEAVE

1. Select **Personal** located on the tab bar and select **Leave Information** then **Prior Leave Requests** from the drop down menu. View Figure 7.

Hold Ctrl key to select Prior Leave Requests.

Figure 7 – Leave Information

- This screen allows you to view Prior Leave Requests and cancel those that have **not yet been approved by the Supervisor**. Click the “Cancel” button for the leave you wish to cancel. An email will be sent to you and your supervisor detailing the leave request that you have cancelled.

Home Personal Faculty / Advisors Staff Miscellaneous Logoff

Welcome Susan L. Tester
Last Logon: Oct 28, 2008 09:00 AM

Prior Leave Requests

| Entered On | Status | User Name | Date/Time | Request Id | | | | | | | | | |
|---|----------------|-----------|-----------|------------|------------|------------|-------|----------------|----------------|------|---------------|----------------|------|
| 10/29/2008 @ 1:49 PM | Unapproved | Cancel | | 13 | | | | | | | | | |
| Comment:vacation <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Leave Date</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Vacation Leave</td> <td>11/03/2008 Mon</td> <td>1.00</td> </tr> </tbody> </table> | | | | | Leave Type | Leave Date | Hours | Vacation Leave | 11/03/2008 Mon | 1.00 | | | |
| Leave Type | Leave Date | Hours | | | | | | | | | | | |
| Vacation Leave | 11/03/2008 Mon | 1.00 | | | | | | | | | | | |
| 10/29/2008 @ 12:29 PM | Unapproved | Cancel | | 12 | | | | | | | | | |
| Comment:Traveling out of town <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Leave Date</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Vacation Leave</td> <td>10/29/2008 Wed</td> <td>8.00</td> </tr> <tr> <td>Paid Personal</td> <td>10/30/2008 Thu</td> <td>8.00</td> </tr> </tbody> </table> | | | | | Leave Type | Leave Date | Hours | Vacation Leave | 10/29/2008 Wed | 8.00 | Paid Personal | 10/30/2008 Thu | 8.00 |
| Leave Type | Leave Date | Hours | | | | | | | | | | | |
| Vacation Leave | 10/29/2008 Wed | 8.00 | | | | | | | | | | | |
| Paid Personal | 10/30/2008 Thu | 8.00 | | | | | | | | | | | |

To cancel a prior Leave Request, click the “Cancel” button for the specific date and time entered.

Figure 8 – Prior Leave Requests

- Sample of **Prior Leave Request** showing Unapproved, Rejected, Cancelled and Approved leave.

Home Personal Faculty / Advisors Staff Campus Miscellaneous Logoff

Prior Leave Requests

| 01/05/2016 @ 8:25 AM | Unapproved | Cancel | | 43991 | | | | | | | | | | | | | | | |
|--|----------------|----------------|-----------------------|----------|------------|------------|-------|------------|----------------|----------------|----------------|------|----------------|----------------|------------|----------------|------|--|--|
| Comment:Dr's Appointment in the morning on 1/08, Dr Appt on 1/4 <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Leave Date</th> <th>Hours</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>Sick Leave</td> <td>01/04/2016 Mon</td> <td>1.00</td> <td></td> <td></td> </tr> <tr> <td>Sick Leave</td> <td>01/08/2016 Fri</td> <td>2.00</td> <td></td> <td></td> </tr> </tbody> </table> | | | | | Leave Type | Leave Date | Hours | Start Time | End Time | Sick Leave | 01/04/2016 Mon | 1.00 | | | Sick Leave | 01/08/2016 Fri | 2.00 | | |
| Leave Type | Leave Date | Hours | Start Time | End Time | | | | | | | | | | | | | | | |
| Sick Leave | 01/04/2016 Mon | 1.00 | | | | | | | | | | | | | | | | | |
| Sick Leave | 01/08/2016 Fri | 2.00 | | | | | | | | | | | | | | | | | |
| 12/02/2015 @ 3:50 PM | Cancelled | Laurel R Serra | 12/02/2015 @ 3:52 PM | 43178 | | | | | | | | | | | | | | | |
| Supervisor Comment:making up some time <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Leave Date</th> <th>Hours</th> <th>Start Time</th> </tr> </thead> <tbody> <tr> <td>Sick Leave</td> <td>11/30/2015 Mon</td> <td>8.00</td> <td></td> </tr> <tr> <td>Paid Personal</td> <td>12/01/2015 Tue</td> <td>8.00</td> <td></td> </tr> </tbody> </table> | | | | | Leave Type | Leave Date | Hours | Start Time | Sick Leave | 11/30/2015 Mon | 8.00 | | Paid Personal | 12/01/2015 Tue | 8.00 | | | | |
| Leave Type | Leave Date | Hours | Start Time | | | | | | | | | | | | | | | | |
| Sick Leave | 11/30/2015 Mon | 8.00 | | | | | | | | | | | | | | | | | |
| Paid Personal | 12/01/2015 Tue | 8.00 | | | | | | | | | | | | | | | | | |
| 11/25/2015 @ 10:50 AM | Rejected | Kelly M Ingram | 11/25/2015 @ 10:54 AM | 42963 | | | | | | | | | | | | | | | |
| Comment:TEST TEST Supervisor Comment:test <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Leave Date</th> <th>Hours</th> <th>Start Time</th> </tr> </thead> <tbody> <tr> <td>Vacation Leave</td> <td>11/25/2015 Wed</td> <td>1.00</td> <td></td> </tr> </tbody> </table> | | | | | Leave Type | Leave Date | Hours | Start Time | Vacation Leave | 11/25/2015 Wed | 1.00 | | | | | | | | |
| Leave Type | Leave Date | Hours | Start Time | | | | | | | | | | | | | | | | |
| Vacation Leave | 11/25/2015 Wed | 1.00 | | | | | | | | | | | | | | | | | |
| 11/16/2015 @ 9:23 AM | Approved | Laurel R Serra | 11/19/2015 @ 2:47 PM | 42467 | | | | | | | | | | | | | | | |
| Comment:Will be going out of town <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Leave Date</th> <th>Hours</th> <th>Start Time</th> </tr> </thead> <tbody> <tr> <td>Vacation Leave</td> <td>11/20/2015 Fri</td> <td>2.00</td> <td></td> </tr> <tr> <td>Vacation Leave</td> <td>11/23/2015 Mon</td> <td>8.00</td> <td></td> </tr> </tbody> </table> | | | | | Leave Type | Leave Date | Hours | Start Time | Vacation Leave | 11/20/2015 Fri | 2.00 | | Vacation Leave | 11/23/2015 Mon | 8.00 | | | | |
| Leave Type | Leave Date | Hours | Start Time | | | | | | | | | | | | | | | | |
| Vacation Leave | 11/20/2015 Fri | 2.00 | | | | | | | | | | | | | | | | | |
| Vacation Leave | 11/23/2015 Mon | 8.00 | | | | | | | | | | | | | | | | | |

The Leave has not yet been approved by your supervisor.

The Leave has been cancelled by you.

The Leave has been rejected by your supervisor or by payroll.

The Leave has been approved.

Figure 9 – Prior Leave Requests

CHANGE LEAVE REQUEST

1. Once the Leave Request has been APPROVED, you can no longer change this request. Your supervisor will need to cancel the Leave Request.
2. Leave Forms are not needed for any change in leave request. If you need to alter or change a leave request that has been input via THE WEB then you will need to 'cancel' the leave and resubmit the changes.

QUESTIONS

If you have any questions regarding your WEB LEAVE requests you can visit your department for clarification. You can also contact your payroll professional for any questions.

Last Name A-K: Darlene Rodweller rodwelld@palmbeachstate.edu

Last Name L-Z: Jennifer Scott scottj@palmbeachstate.edu

Payroll Department Email: payrollmail@palmbeachstate.edu