# Request for Leave

Employee Web Leave Tutorial

**PALM BEACH STATE COLLEGE**

PALM BEACH STATE
COLLEGE

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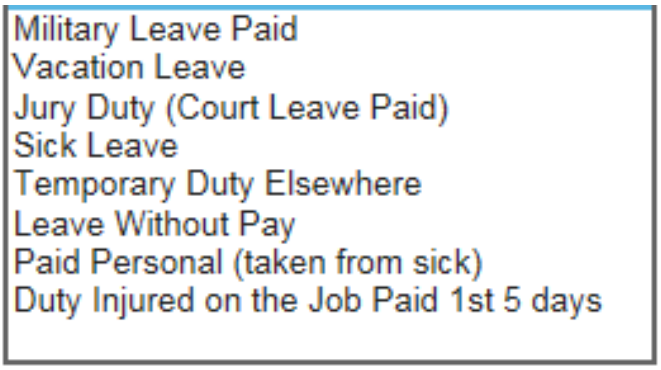
# INTRODUCTION

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.



# EMPLOYEE WEB

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

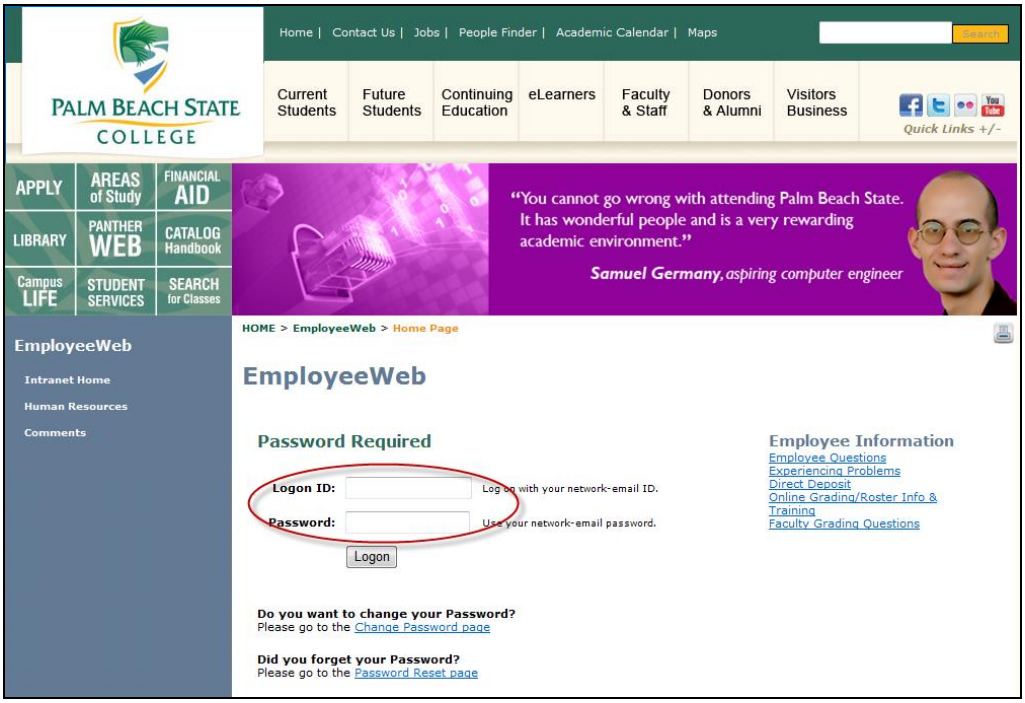


Figure 1 – Employee Web

# 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.

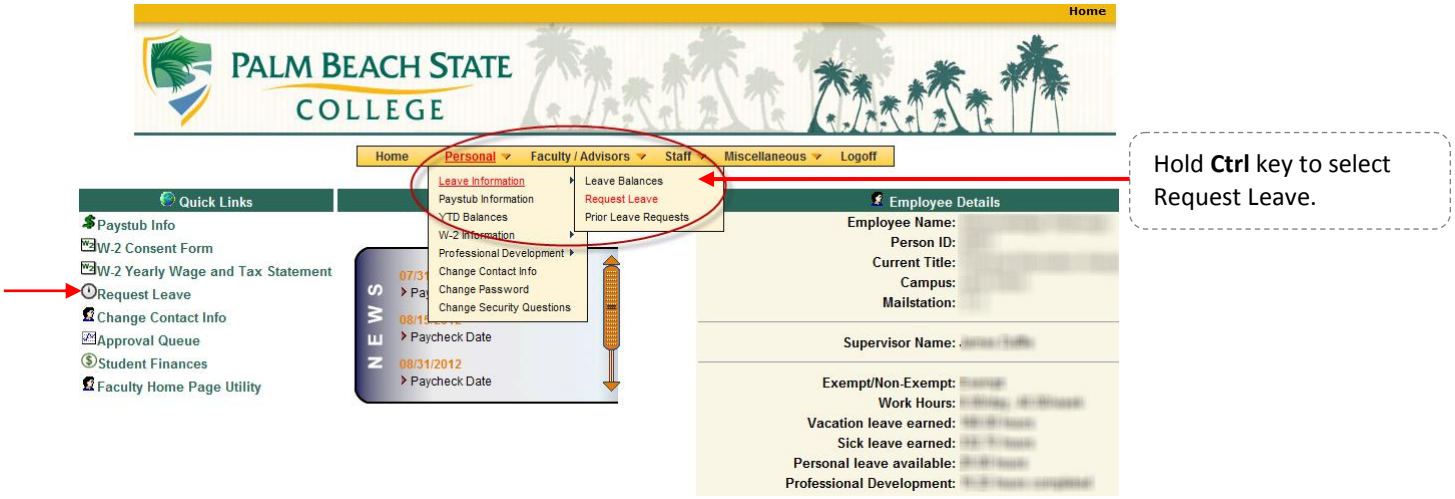



Figure 2 – Leave Information

**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

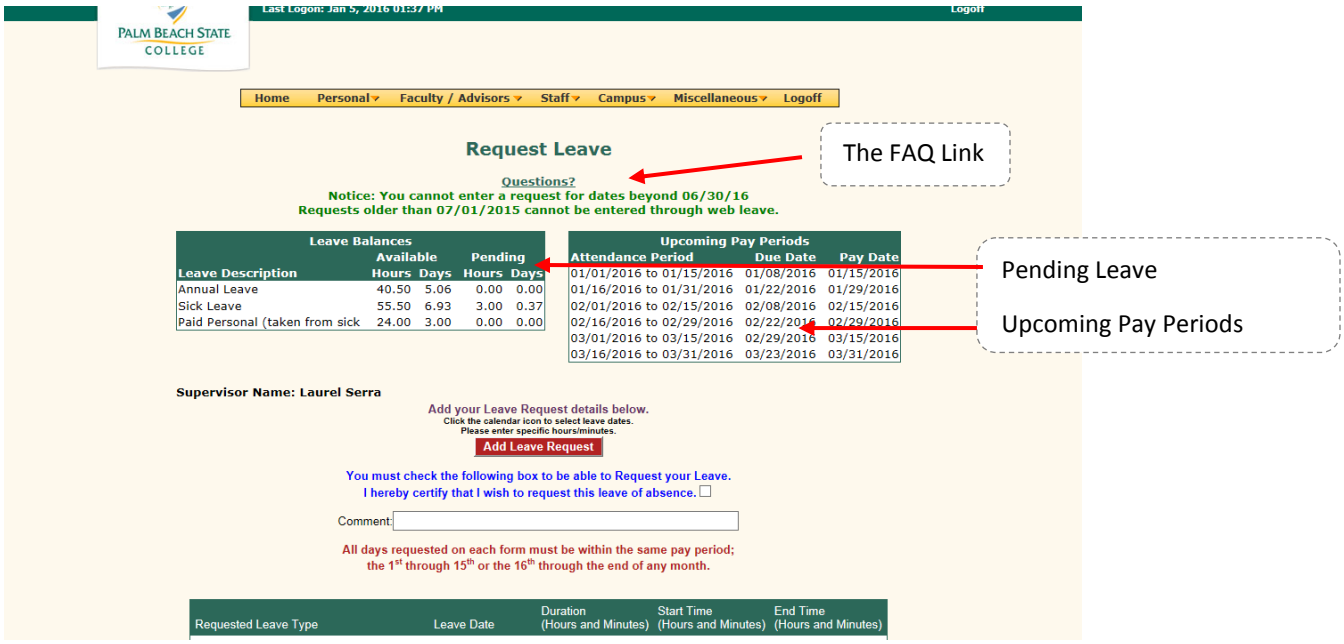


Figure 3 – Request Leave

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.

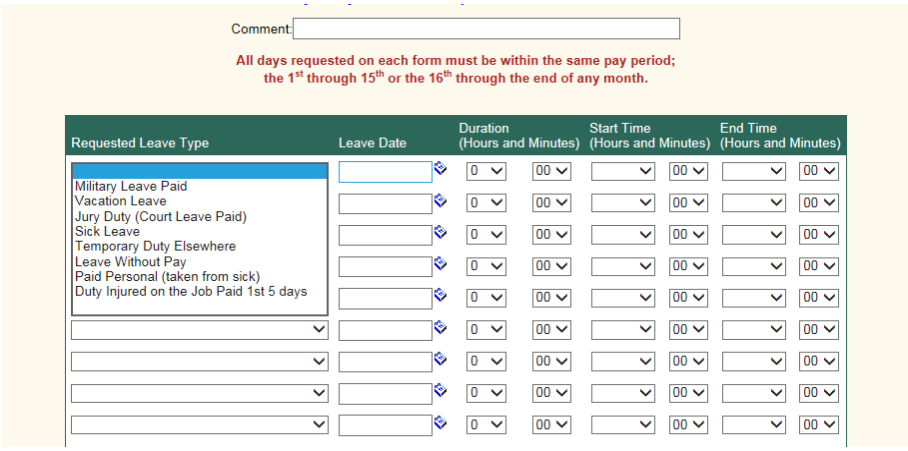
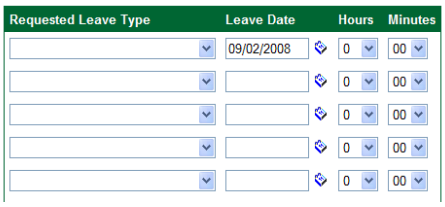



Figure 4a – Request Leave Type

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.



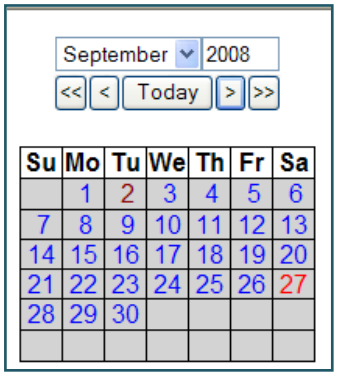




Figure 4b – Leave Date & Calendar Window

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

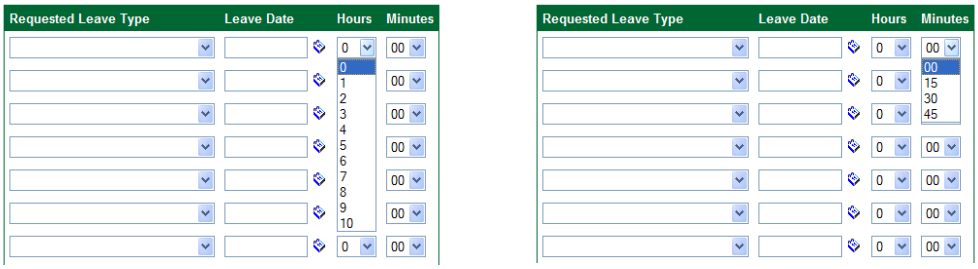



Figure 4c – Leave Hours and Minutes

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.

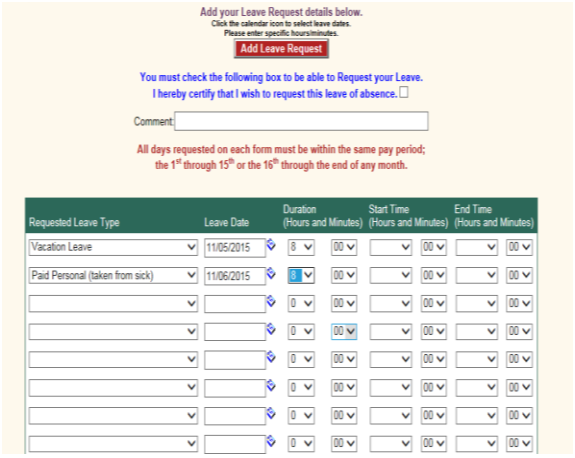



Figure 5a – Full Day Leave

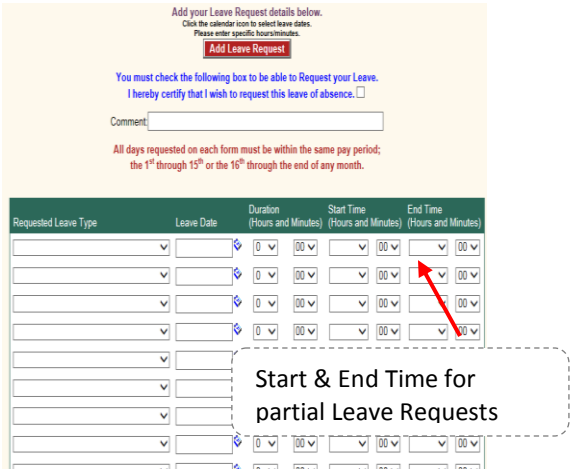



Figure 5b – Partial Day Leave

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.

Figure 6 – Confirmation Message

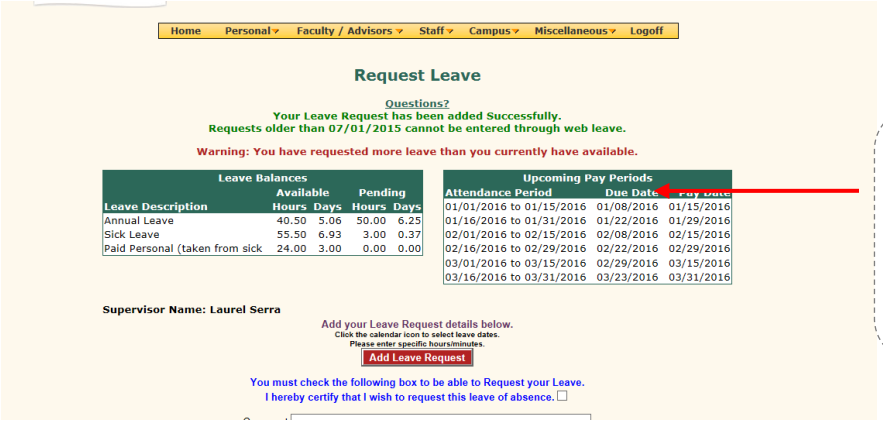
8. You will receive an email notification when the Leave Request has been approved, rejected, or cancelled by your supervisor.

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.

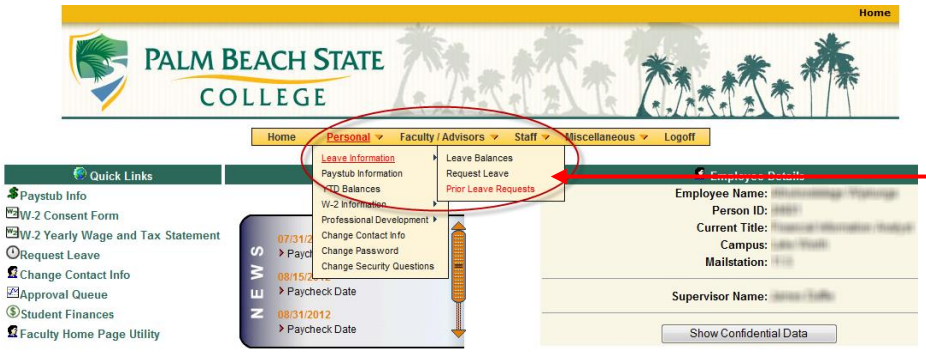
12. You can only utilize Leave for the amount of Leave you have available. The system will allow exceeding balance leave to go through. However, if you request time which exceeds your available balance the payroll department will reject the leave potentially resulting in Leave With Out Pay.




Leave 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

2. 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.

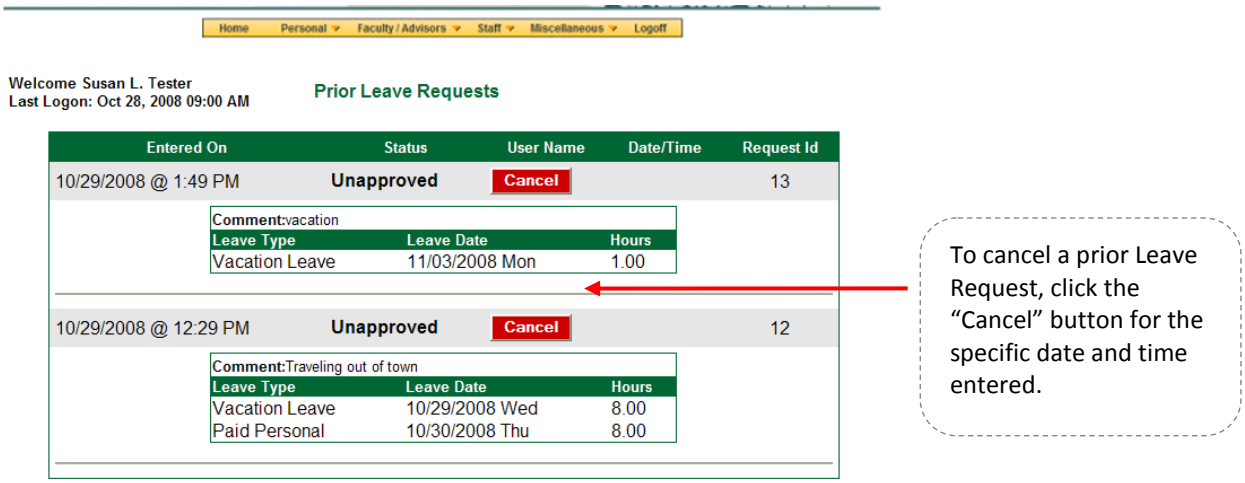



Figure 8 – Prior Leave Requests

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

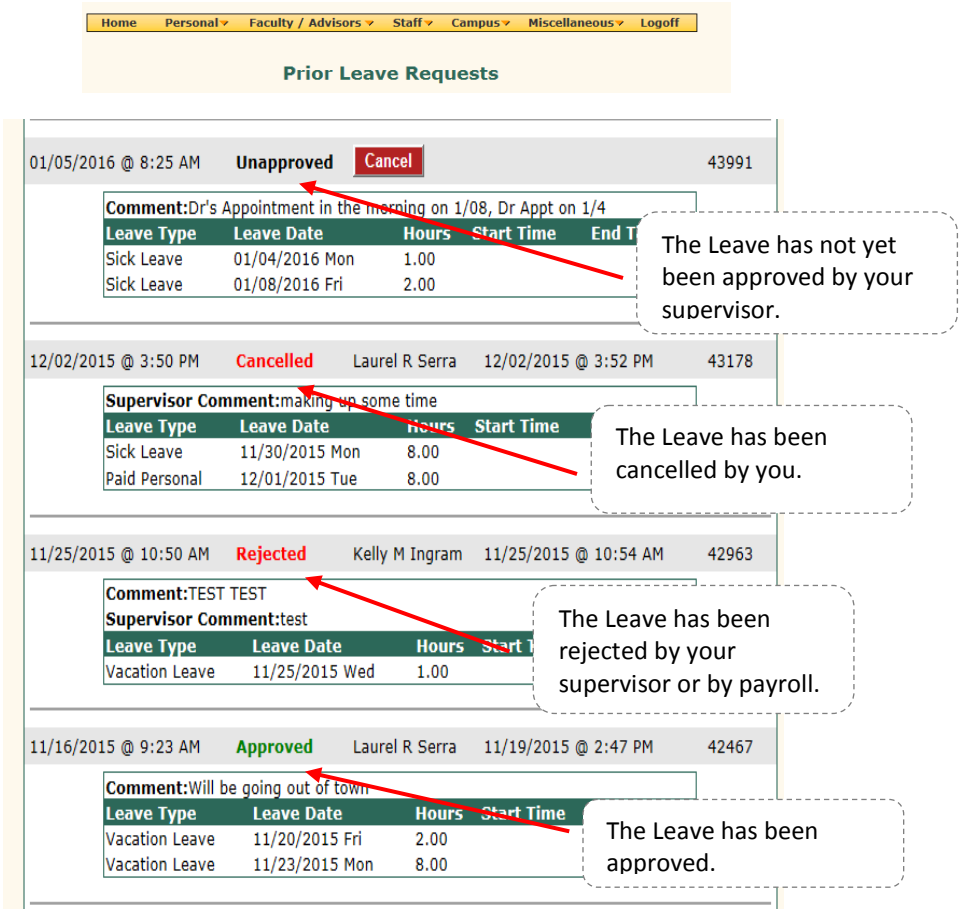



Figure 9 – Prior Leave Requests

# 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.

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