Purpose

Use this procedure to submit requests for the following leave absences:

- Annual Leave - used to record annual leave. The leave amount can be taken at any time provided sufficient time has been accrued by the staff member.
- Annual Leave - Reverse EGT - used to record annual leave due to reverse EGT which is drawn against the staff members annual leave quota.
- Annual Leave - Home Leave - used to record annual leave due to home leave. It is drawn against the staff members annual leave quota and reduces home leave points by 24.
- Annual Leave - Family Visit - used to record annual leave due to family visit and is drawn against the staff members annual leave quota.
- CTO Use - used to record Compensatory Time-Off (CTO) leave and is drawn against the number of pre-approved CTO hours earned by the staff member.
- Compressed Reg Day Off - used to record the 10th day of a 9 in 10 compressed work schedule
- Travel Time for R & R - used to record travel time for R & R.
- Rest and Recuperation - used to record rest and recuperation days.

Intended Audience

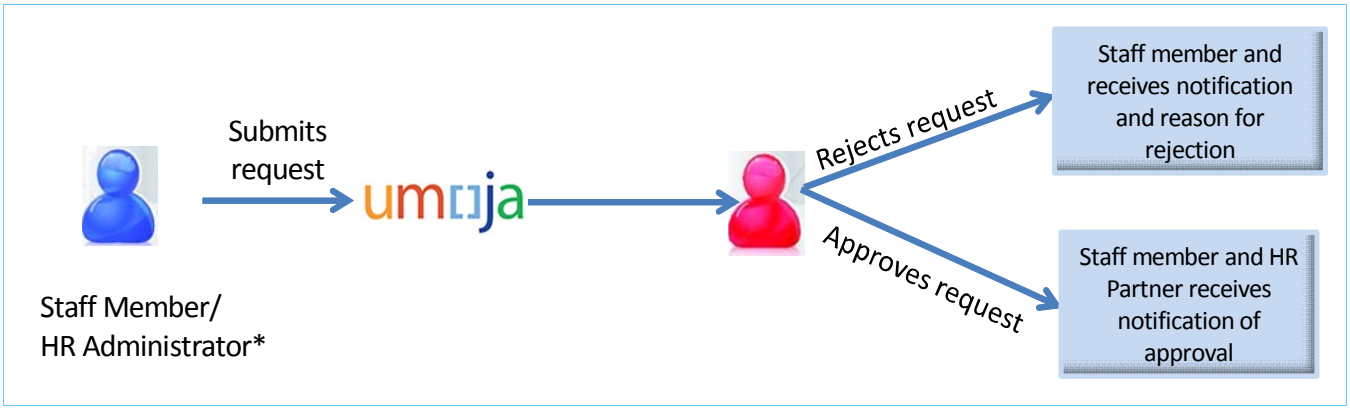
- ***Staff Member***

Global Process

This process begins after the ***staff member*** has logged into the **Umoja Employee Self-Service** application.

Different types of leaves may require multiple levels of approval. Below is a description of the types of leaves covered by this procedure and their approval requirements.

Single level approval



1. ***Staff member*** submits a request for leave through the Umoja Employee Self-Service portal.
2. ***Time Manager*** verifies and reviews the request through the Umoja Approver Work Centre.
   a. If the ***Time Manager*** approves the request, the request is recorded in ECC and a notification is sent to the ***staff member.***
   b. If the ***Time Manager*** rejects the request, the ***staff member*** is notified. The ***staff member*** will need to create and submit a new request.

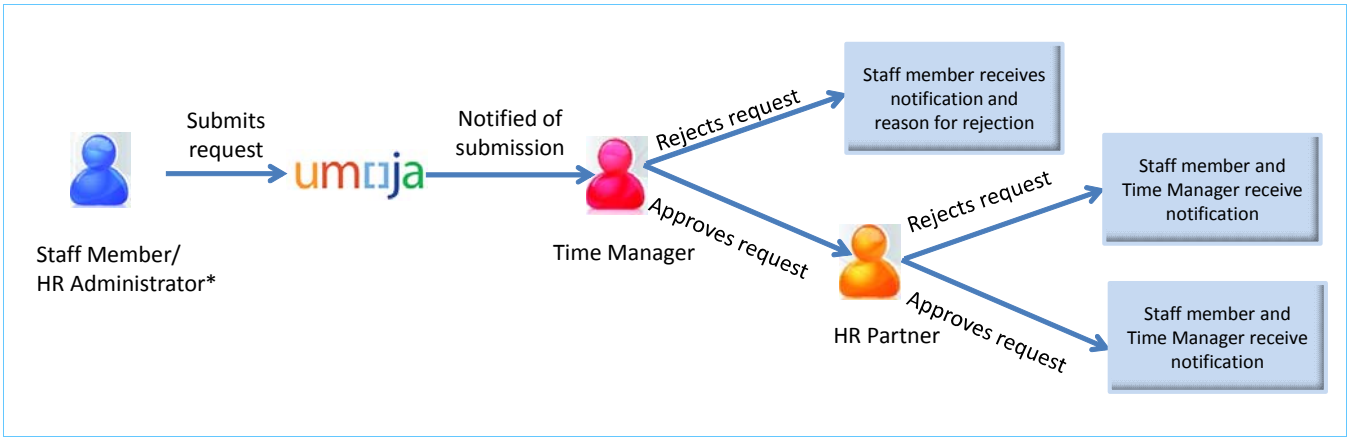
Types of leaves requiring single level approval

The following types of leave require approval only from the Time Manager:

- Annual Leave
- Annual Leave - Reverse EGT
- Annual Leave - Home Leave
- Annual Leave - Family Visit
- CTO Use
- Compressed Reg Day Off
- Travel Time for R & R

Two level approval

This type of leave require the approval from the ***Time Manager*** and then from the ***HR Partner***.



1. ***Staff member*** submits a request for leave through the Umoja Employee Self-Service portal.
2. ***Time Manager*** verifies and reviews the request through the Umoja Approver Work Centre.
   a. If the ***Time Manager*** approves the request, the request is recorded in Umoja and a notification is sent to the ***staff member.*** The request is then forwarded to the ***HR Partner***
   b. If the ***Time Manager*** rejects the request, the ***staff member*** is notified. The ***staff member*** will need to create and submit a new request.
3. ***Staff member*** receives notification that their request has been approved or rejected.
   a. Once approved, the staff member proceeds to submit a request for travel entitlements. Refer to the training materials on Travel.
4. Once travel entitlements have been approved or rejected by the ***HR Partner***, s/he reviews the leave request through the Umoja Approver Work Centre.
   a. If the ***HR Partner*** approves the request, the request is recorded in Umoja and a notification is sent to the ***staff member*** and ***Time Manager.*** The ***HR Partner*** will then modify the time request and cancel it to prevent the time to be deducted.
   b. If the ***HR Partner*** rejects the request, the ***staff member*** and ***Time Manager*** is notified. The ***staff member*** will need to create and submit a new request.

Type of leave requiring two-level approvals

- Rest and Recuperation

Travel

Some leaves once approved require the staff member to submit a request for travel entitlements. The travel requests are approved by the ***HR Partner***.

Leaves that have travel entitlements associated with them are:

- Annual Leave - Home Leave

- Annual Leave - Family Visit
- Annual Leave - Reverse EGT
- Rest and Recuperation

It is the staff members responsibility to submit the travel request once their leave request has been approved.

Objectives

As part of the demonstration, we will show you:

1. How to check your leave balances.
2. How to check your colleagues approved leave requests.
3. How to submit a leave request for full and half days.
4. How to ensure your secondary time manager(s) receive notification of your request.
5. How to check the status of your request.
6. How to check your new leave balances, after your request has been approved.

Scenario

A ***staff member*** submits a request for two and a half (2.5) days of annual leave starting on 20 March and ending on 23 March with a half day taken on 24 March.

Menu Path

Use the following menu path(s) to begin this process:

Employee Self-Service SM > Overview > Time Management> Create Leave Request

Procedure

Before we submit a leave request, we will be showing you how to check the time managers and time administrators assigned to you. Every staff manager is assigned a primary time manager who is responsible for approving your time related requests. Your primary time manager can delegate the role of time approver to one or more secondary time managers.

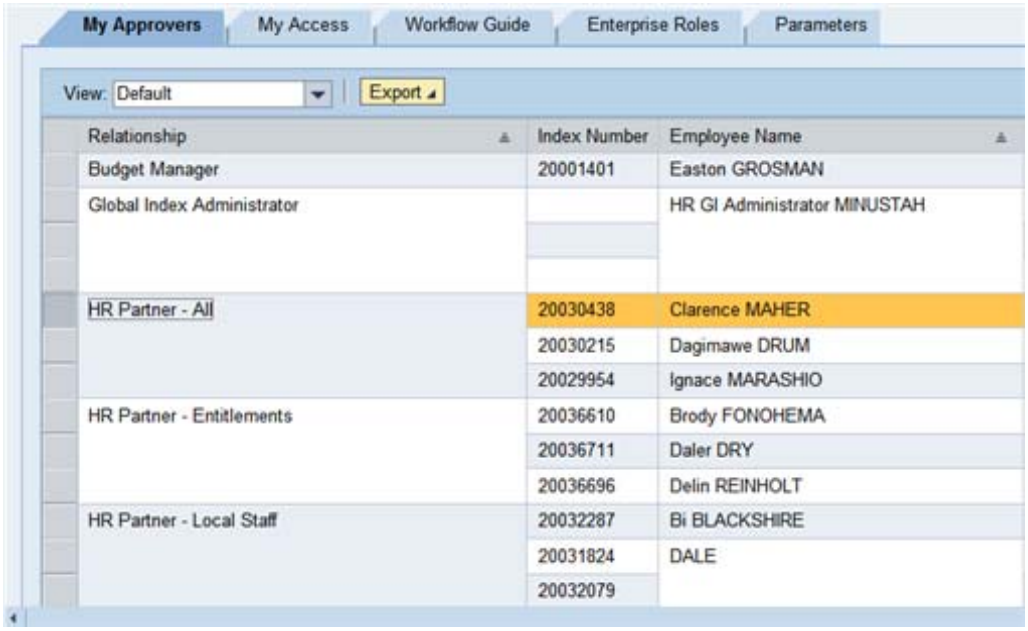
Welcome to Umoja

1. To find out who are your assigned Time Manager(s) and Time Adminstrator(s) click on the

User Map
User Map

link.

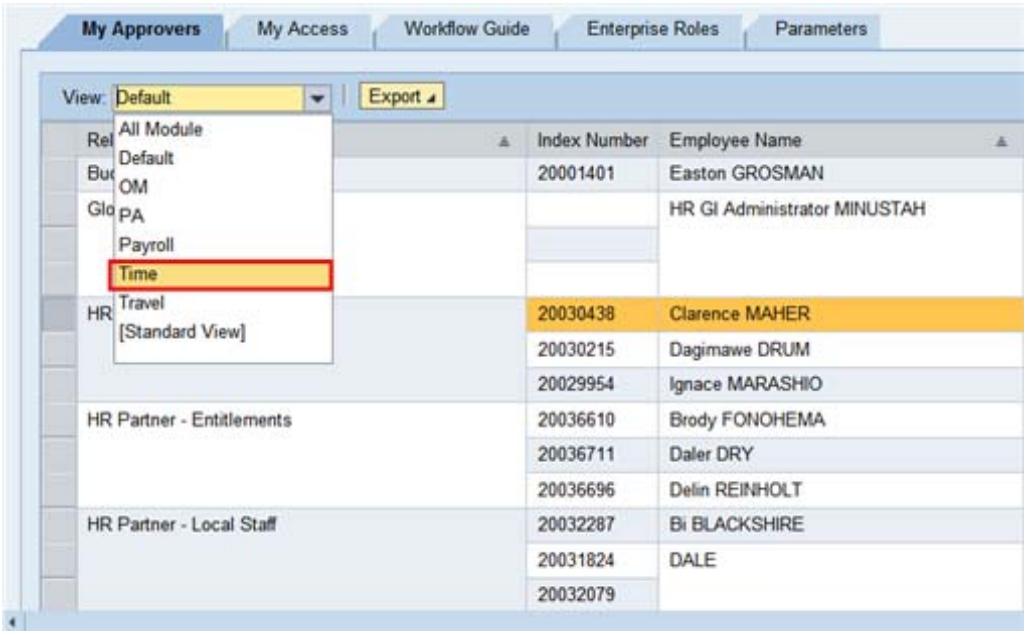
User or Employee Search



2. All managers and administrators assigned to you are listed in the table. To filter the list by the type of processed handled, click on the View drop-down arrow

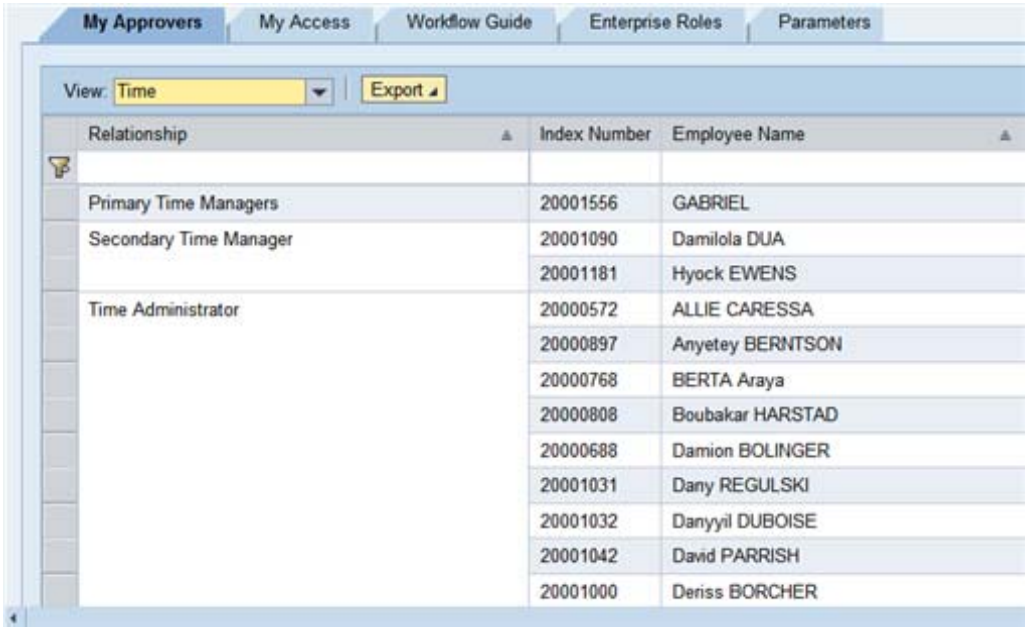
.

User or Employee Search



3. Select Time from the list to filter by the time manager(s) and time administrator(s) assigned to you.

User or Employee Search

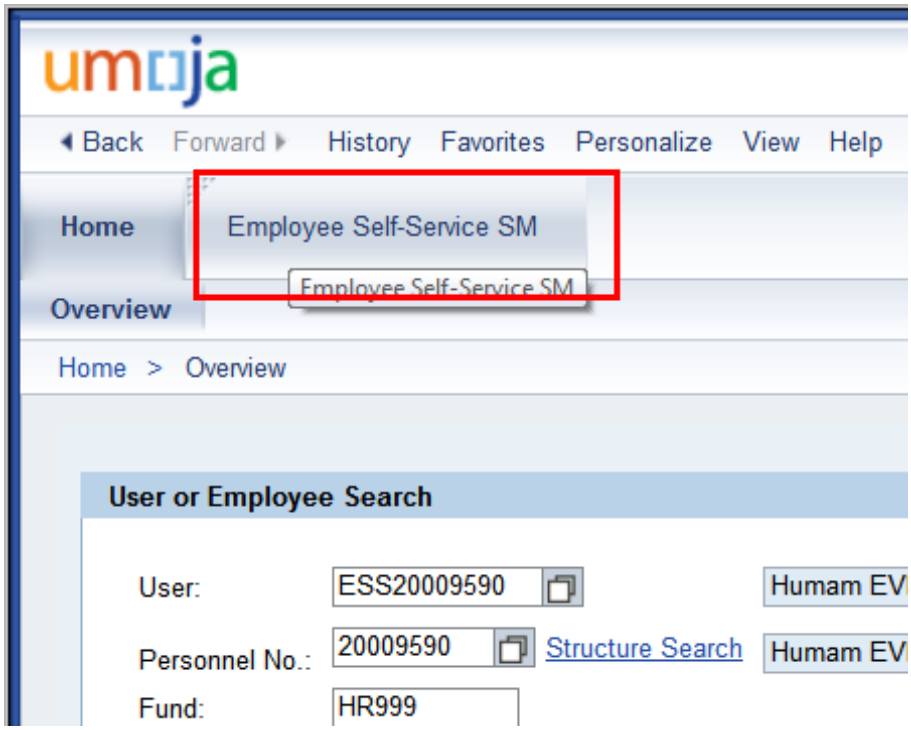


Relationship	Index Number	Employee Name
Primary Time Managers	20001556	GABRIEL
Secondary Time Manager	20001090	Damilola DUA
	20001181	Hyock EWENS
Time Administrator	20000572	ALLIE CARESSA
	20000897	Anyetey BERNTSON
	20000768	BERTA Araya
	20000808	Boubakar HARSTAD
	20000688	Damion BOLINGER
	20001031	Dany REGULSKI
	20001032	Danyyil DUBOISE
	20001042	David PARRISH
	20001000	Deriss BORCHER

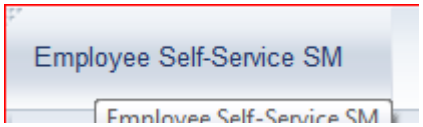
4. The Time Manager(s) and Administrators are listed. Your primary manager is GABRIEL who has assigned two secondary time managers.

Next, we will be demonstrating how to create annual leave for 2-1/2 days. It is important to remember that leave requests taken consecutively in days/half days or non-consecutively must be entered separately. First we will demonstrate how to enter the consecutive full days of leave.

User Map - Umoja qa portal - Q3J - Windows Internet Explorer

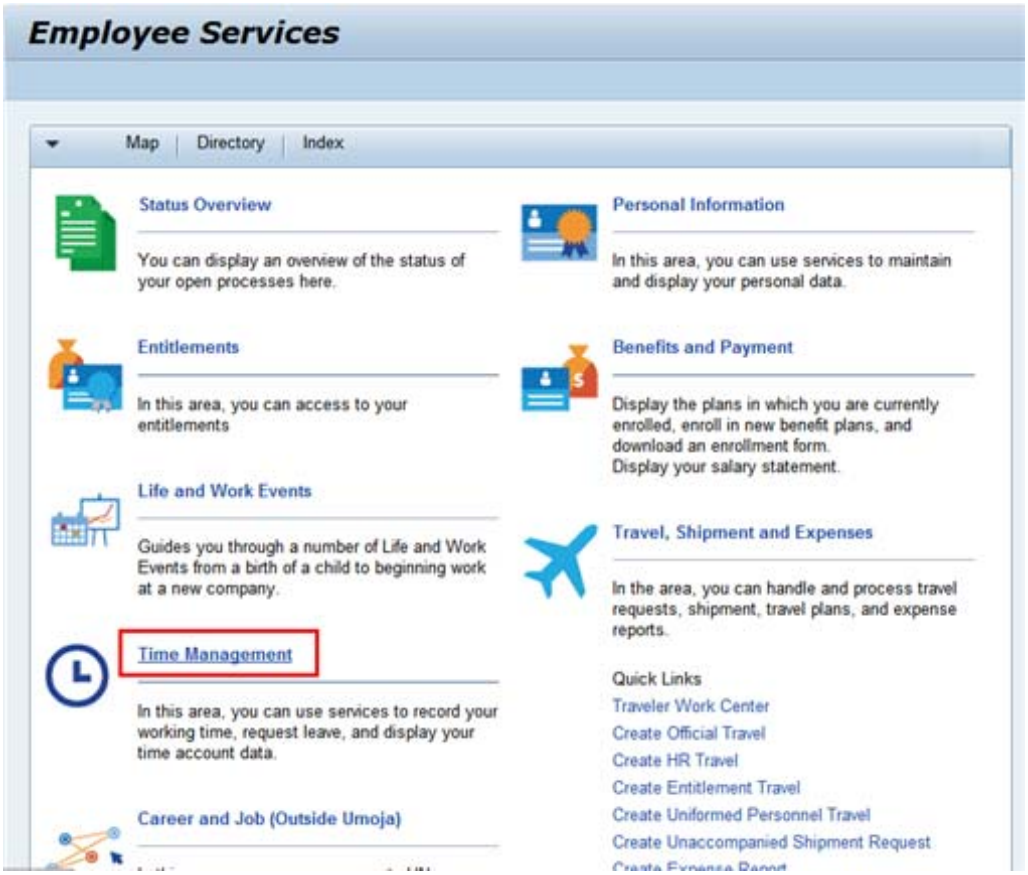


5.

Click on the 

tab.

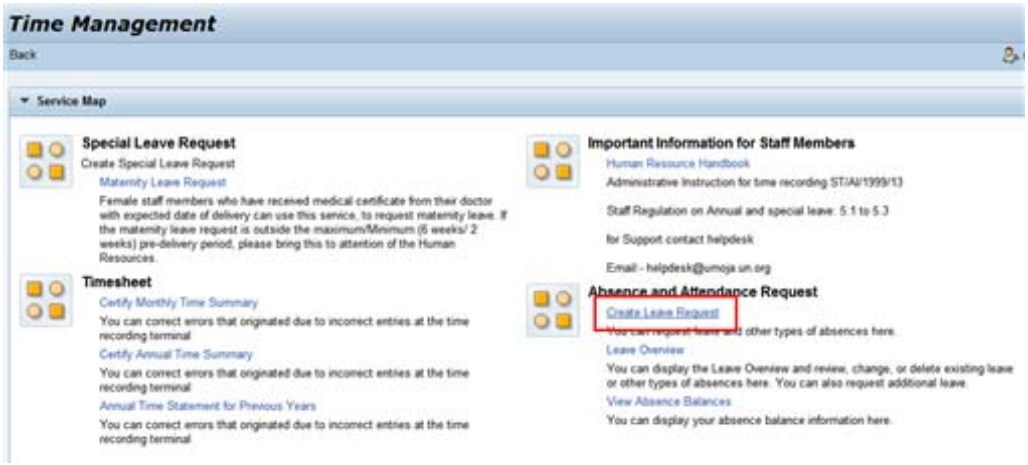
Employee Services



6.

Click on the **Time Management** link.

Time Management

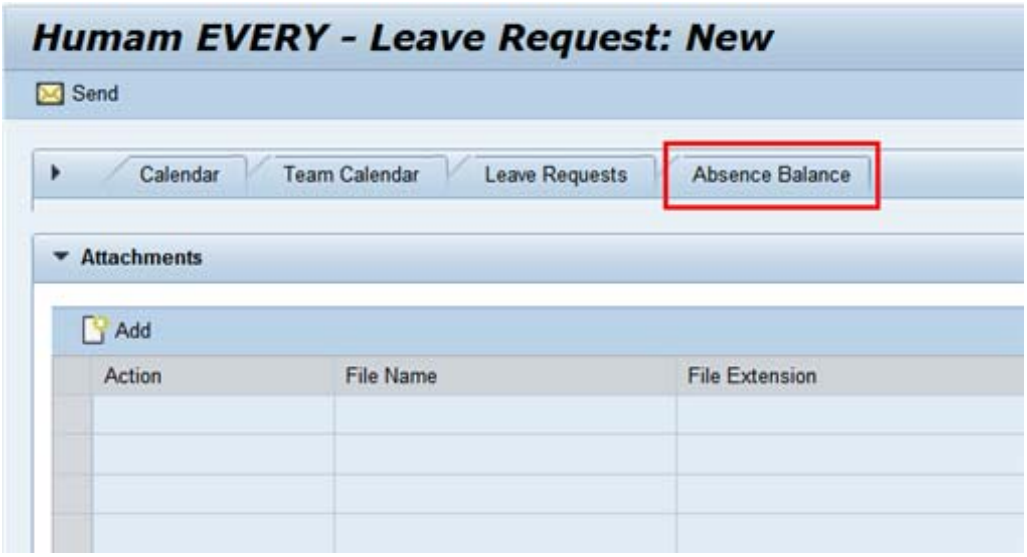


7.

Click on the Create Leave Request link.

The Create Leave Request allows you to submit requests for various types of leaves.

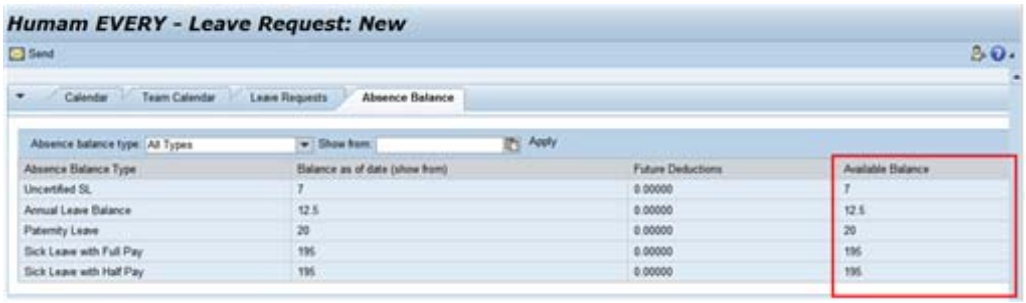
Humam EVERY - Leave Request: New



8. Click on the Absence Balance tab.

Most leave types have a quota (maximum amount of time) that can be taken as leave.You are advised to check your total balance at the time of the request so that you know how much time you can request.

Humam EVERY - Leave Request: New



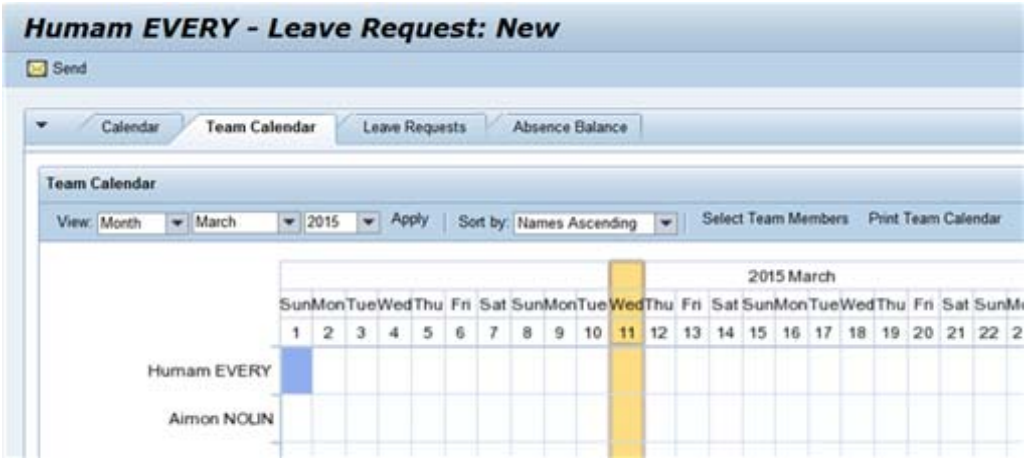
9. Your available balances for the various leave absences that have quotas will be displayed in the Available Balance column.

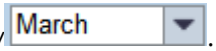
Next, we will check the Team Calendar. It is important to check this calendar before submitting a request since your manager may not approve your leave request if there is a large number of collegues absent on the days you want to go on leave.

Humam EVERY - Leave Request: New

10. Click on the Team Calendar tab. The Team Calendar will display the current month's absences for each member of your team.

Humam EVERY - Leave Request: New



11. To view the team member's absences for a different month click on the drop-down arrow 

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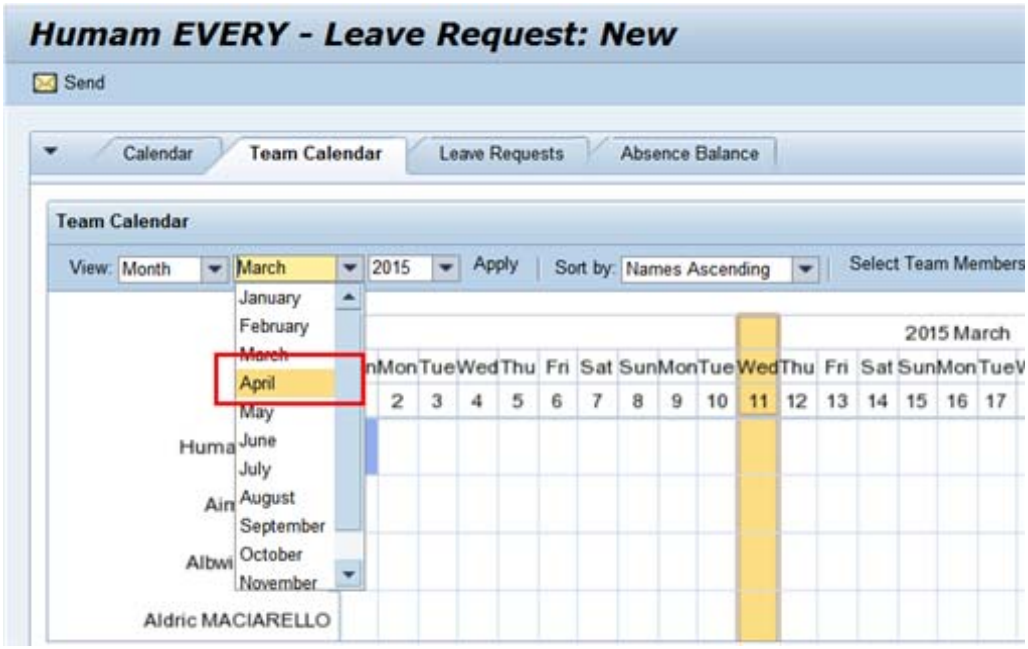
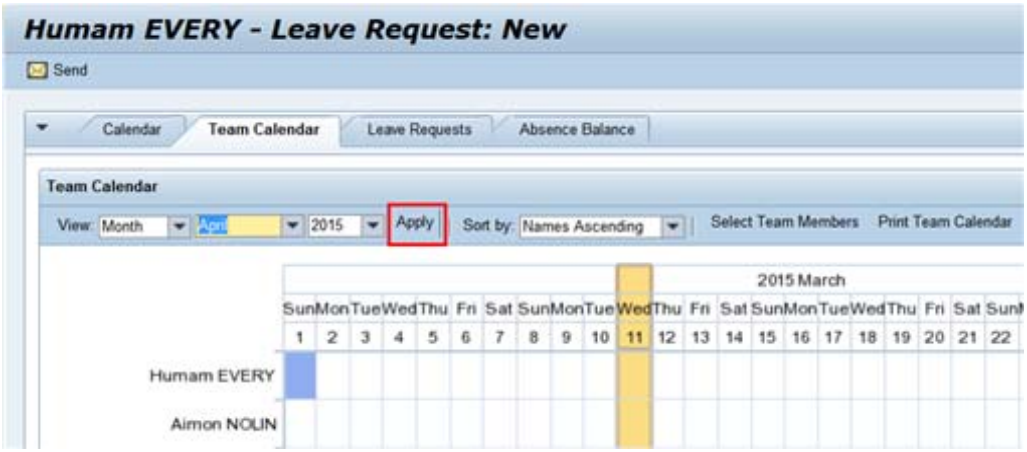
Humam EVERY - Leave Request: New



12. Select the month you wish to view. In our demonstration we will view the team's absences for the month of April.

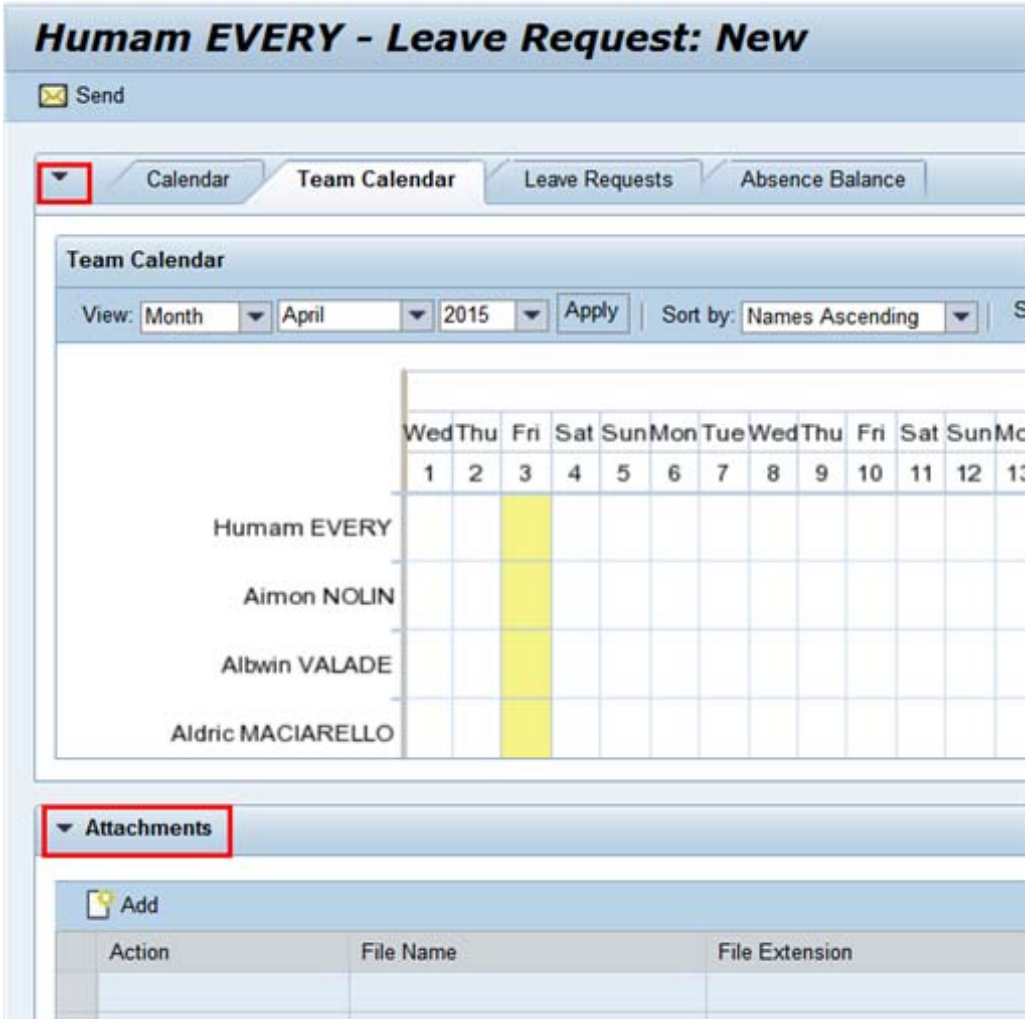
Humam EVERY - Leave Request: New



13.

Click on the Apply button to display the team member's absence for the selected month.

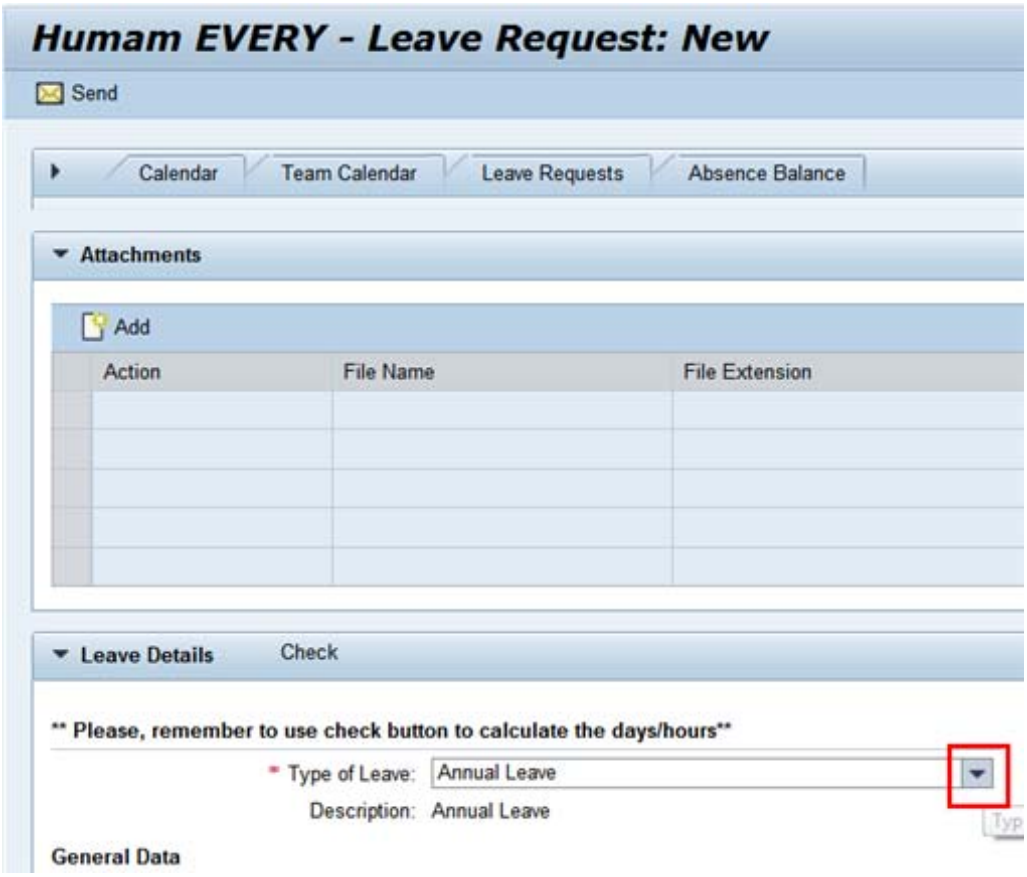
Humam EVERY - Leave Request: New



14. Now that you have checked your absence balances and the team's absence schedule we are ready to create our request.

Click on the drop-down arrow to close this section.

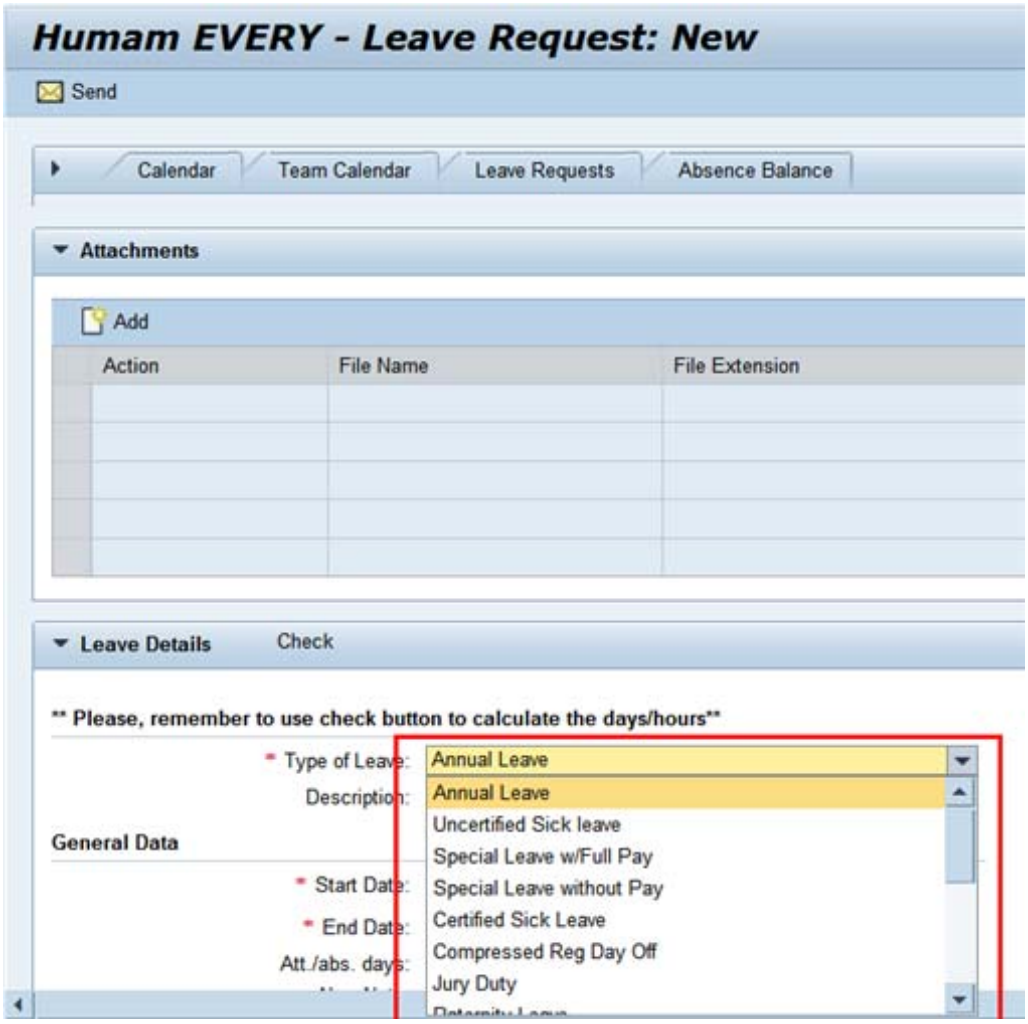
Humam EVERY - Leave Request: New



15.

Click on the drop-down arrow to view the of leave types available.

Humam EVERY - Leave Request: New



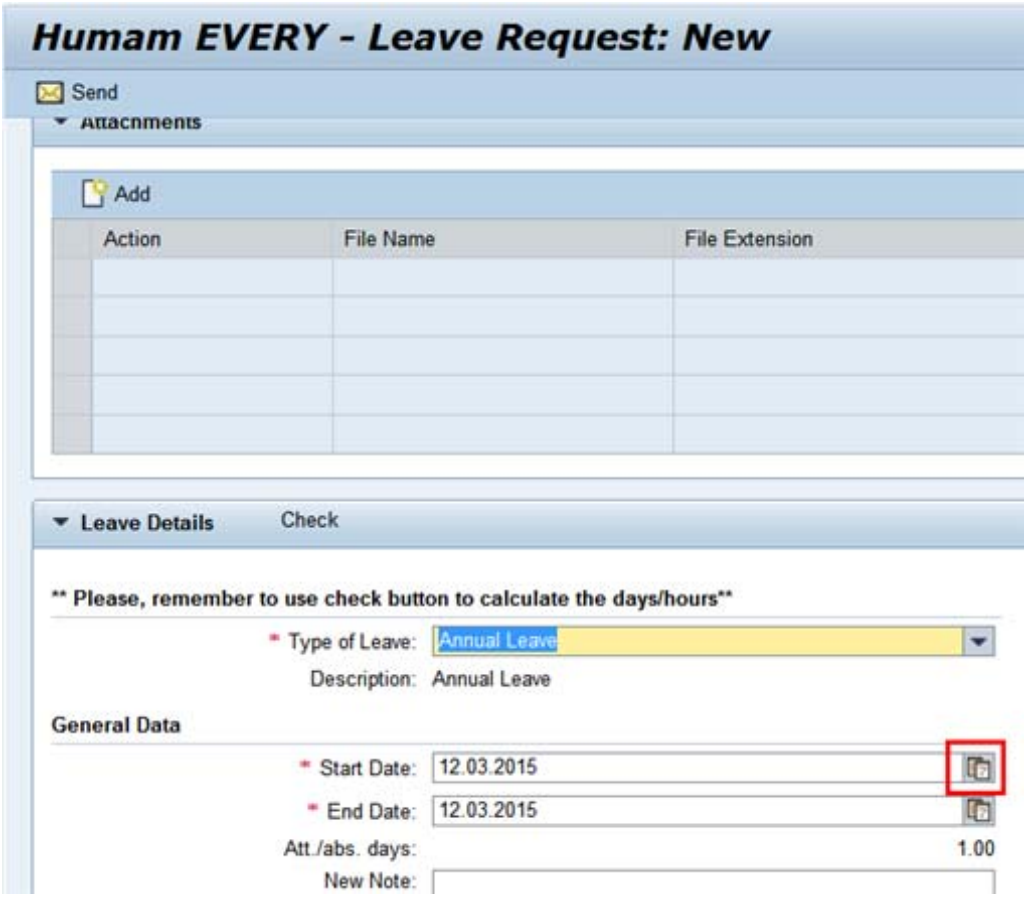
16. Select Annual Leave from the list.

The following steps can be used to request the following leave absence types:

- Annual Leave
- Annual Leave - Home Leave
- Annual Leave - Family Leave
- Annual Leave - Reverse EGT
- Rest and Recuperation
- Compressed Reg Day Off
- Travel Time R & R

In our demonstration we will be requesting annual leave for 2 -1/2 days

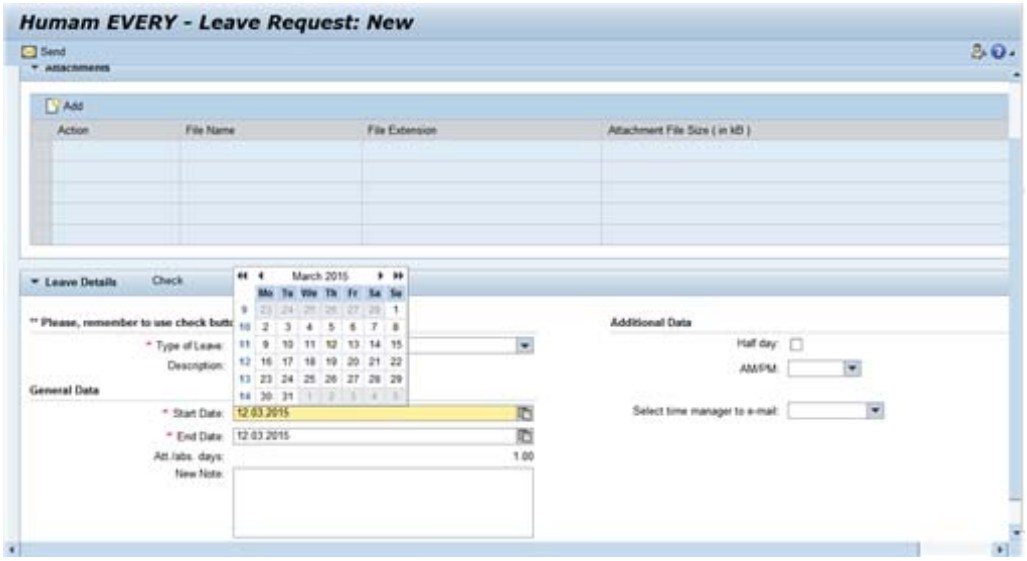
Humam EVERY - Leave Request: New



17.

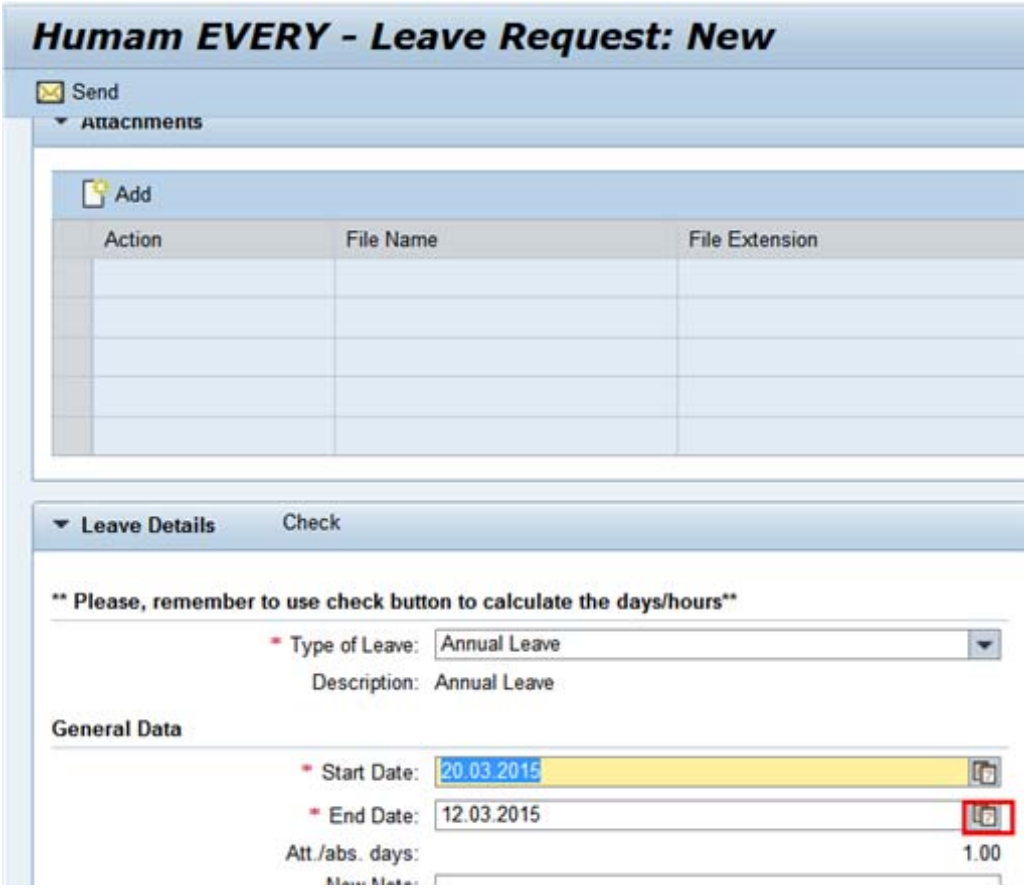
Click on the Calendar icon and select the date the leave is to start.
Dates can be selected from the calendar by clicking on the calendar icon or entered directly into the field using the DD.MM.YYYY format.

Humam EVERY - Leave Request: New



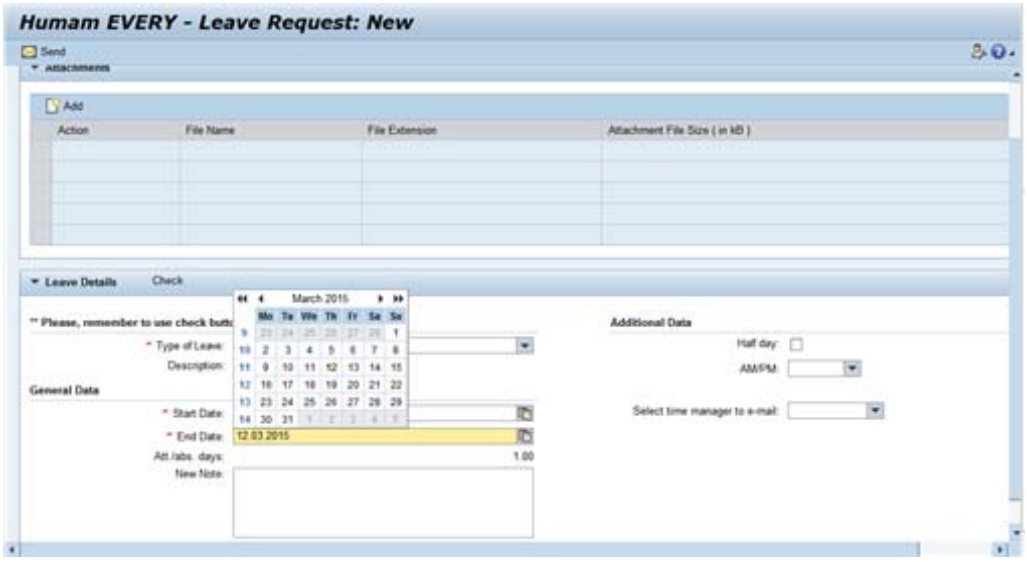
18. On the calendar, select the absence start date. In this demonstration the start date will be 20 March 2015.

Humam EVERY - Leave Request: New



19. Click on the Calendar icon and select the date the absence will end.

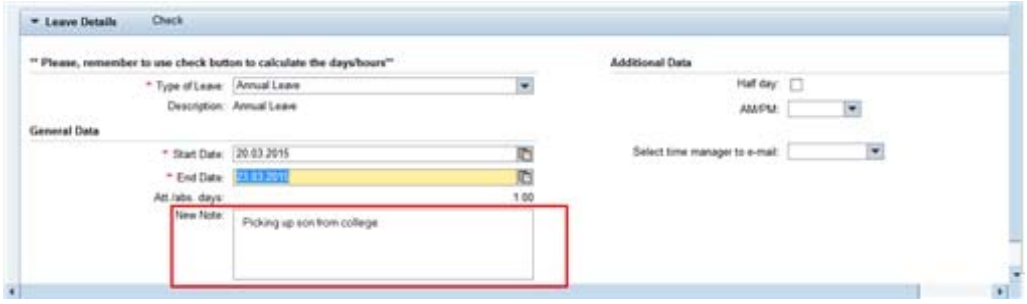
Humam EVERY - Leave Request: New



20. In our demonstration, we will be taking 2 days of absence, from 20 March 2015 to 23 March 2015 inclusive.

The system will ignore Saturday, Sundays and Holidays. If one of those days were selected a message will appear instructing you to choose another start or end date to calculate the days of absence.

Humam EVERY - Leave Request: New



21. Enter additional information for your time manager in the New Note box. In our demonstration we entered the following text "Picking up son from college".

Next, select the time managers who should receive notification of your request.

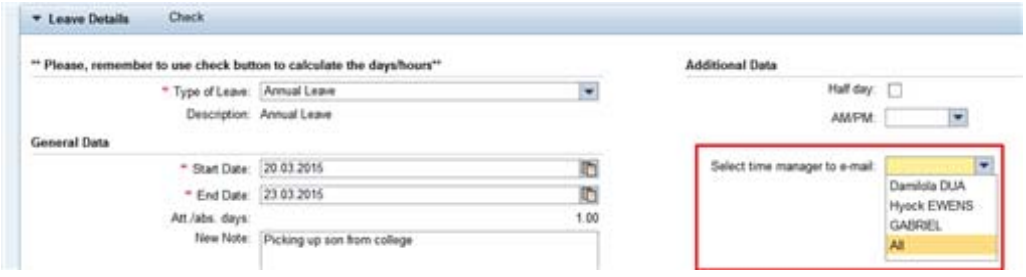
Humam EVERY - Leave Request: New

22. Click on the drop-down arrow to view a list of your primary and secondary time managers. The list may be blank if your primary manager has not delegated this responsibility.

Your primary time manager will automatically receive notification of your leave request even if s/he has delegated the time approval function to a secondary manager.

If they have delegated the time responsibility to a secondary time manager, your secondary manager will not be notified of the request unless they are selected from the list of time managers.

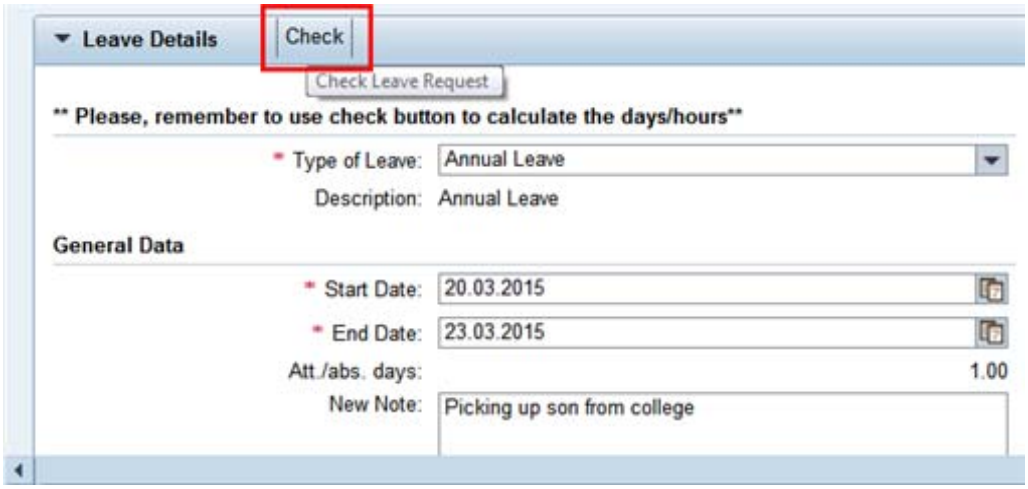
Humam EVERY - Leave Request: New



23. Select your secondary time manager from the list who should received notification of your request or select ALL and all the secondary time managers will receive a notification.

Next, we are going to have the system check your request against your quota.

Humam EVERY - Leave Request: New

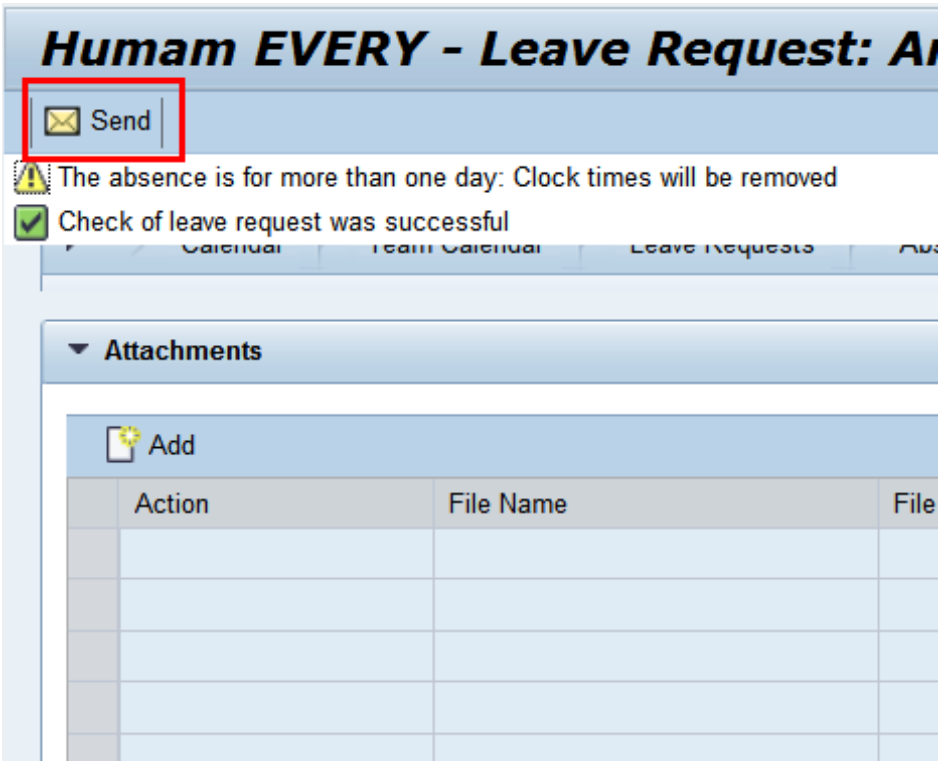


24.

th Click on the Check button. The number of request leave days will be calculated.

Next, you are ready to submit your request.

Humam EVERY - Leave Request: Annual Leave, 20.03.2015-23.03.2015



25. Click on the Send button. You will be asked to verify the information you entered for the leave request.

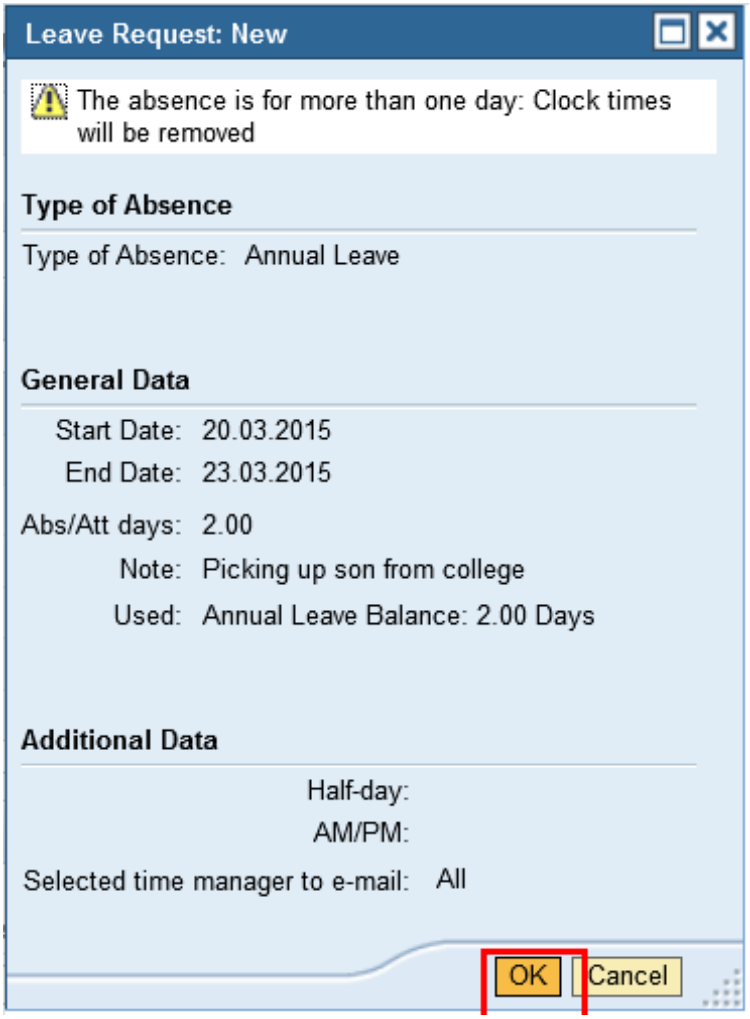
The number of leave days has been calculated.

A message will appear at the top of the screen indicating whether the check was successful or there are conflicts.

The number of leave days has been calculated.

A message will appear at the top of the screen indicating whether the check was successful or there are conflicts.

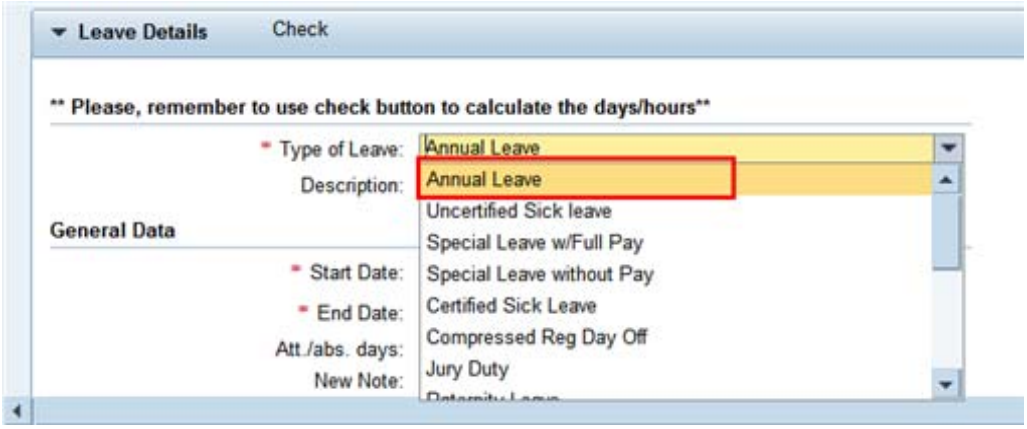
Leave Request: New



26. Verify the information (dates, note, calculation of used dated and managers who will be notified) and click on the OK button. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.

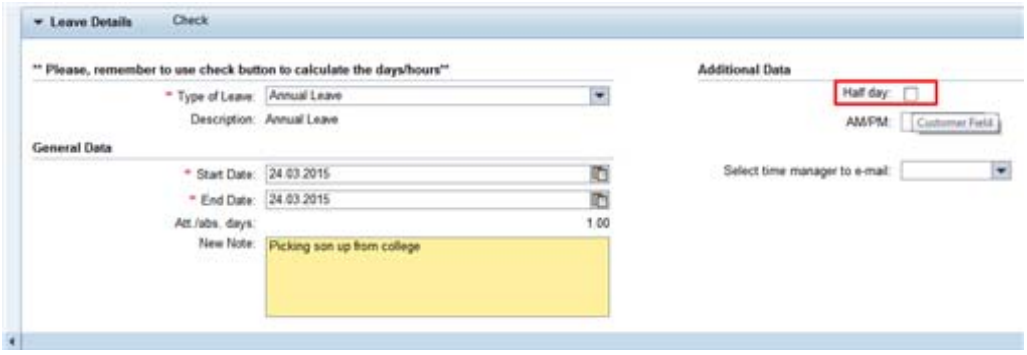
Next, we will be entering the request for a 1/2 day.

Humam EVERY - Leave Request: New



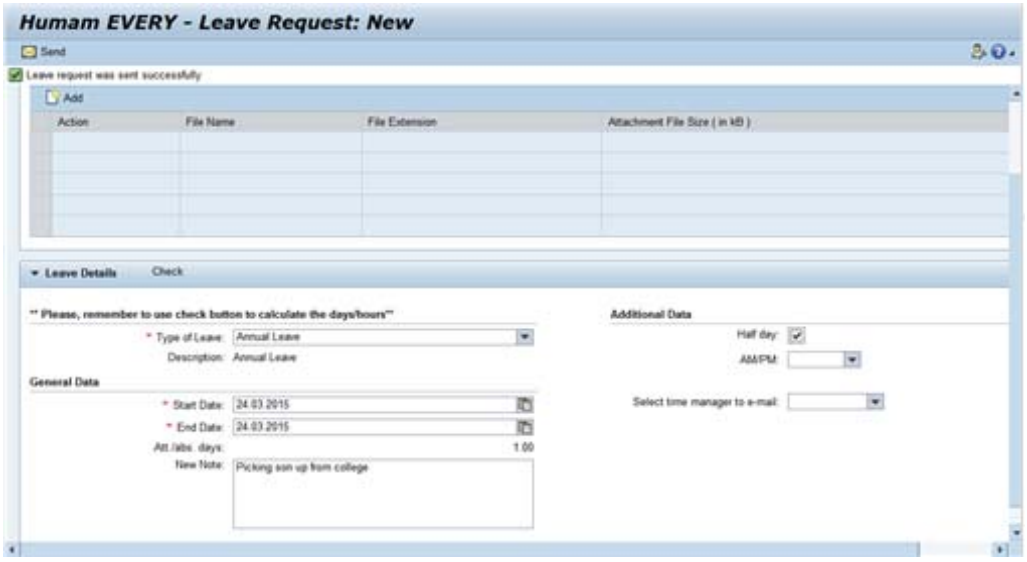
27. Select Annual Leave from the list.

Humam EVERY - Leave Request: New



28. Place a checkmark in the Half day checkbox.

Humam EVERY - Leave Request: New



29. Click on the drop-down arrow on the AM/PM field to display the available options.

Humam EVERY - Leave Request: New

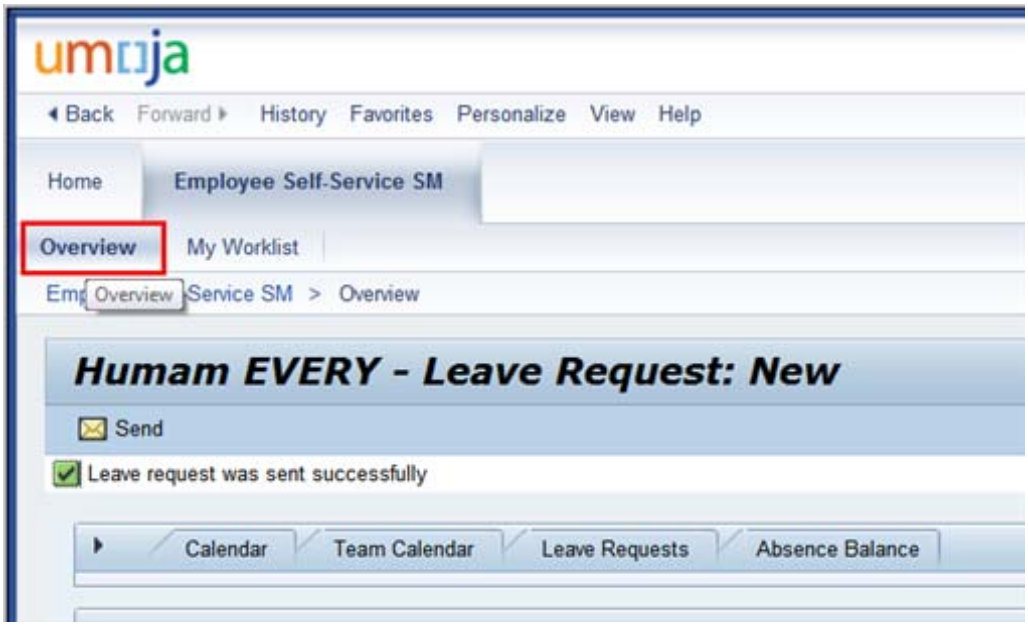
30. Select whether you will be taking the leave in the AM or PM. In our demonstration we will select AM.

Proceed to complete the remaining fields for the date(s) you will be away and the manager(s) you wish to receive notifications by following the instructions outlined in Steps 16 through 26.

Next, once you have submitted your request, your time manager will either approve or reject the request and you will be notified of the decision.

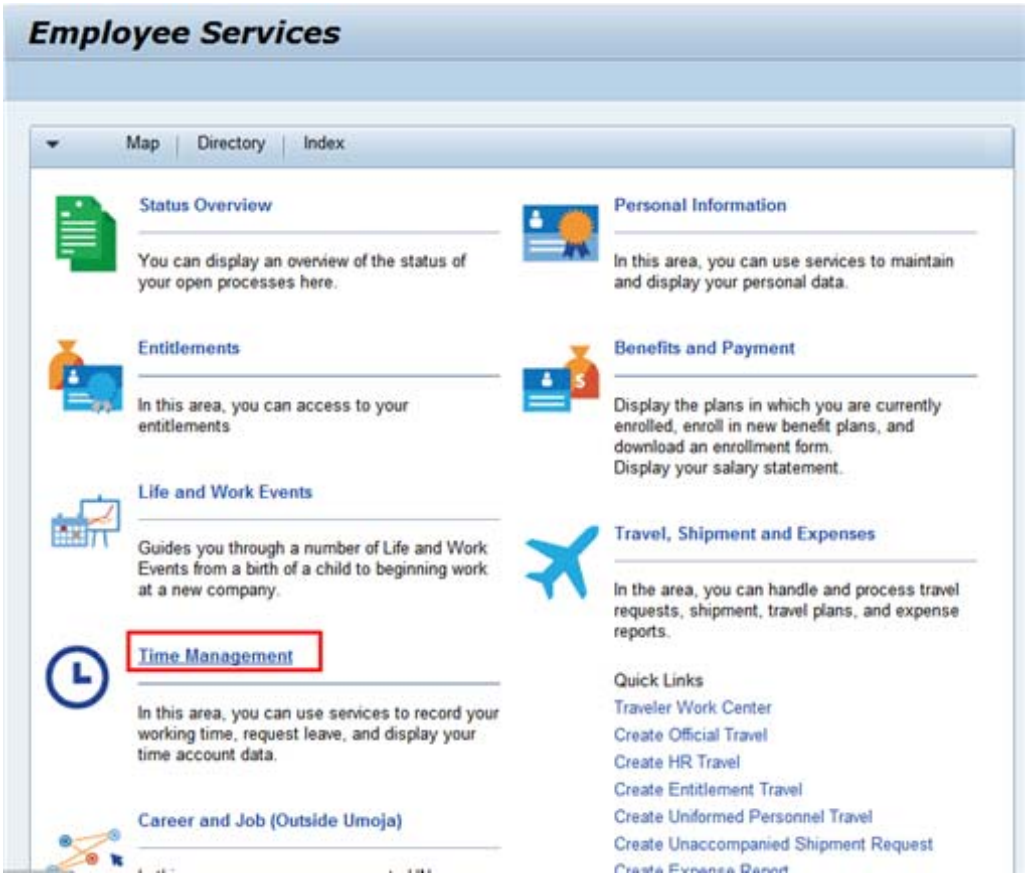
Once you have received notification, you can check the status by performing the followng steps.

Create Leave Request - Umoja qa portal - Q3J - Windows Internet Explorer



31. Click on the **Overview** tab to view the status of your requests.

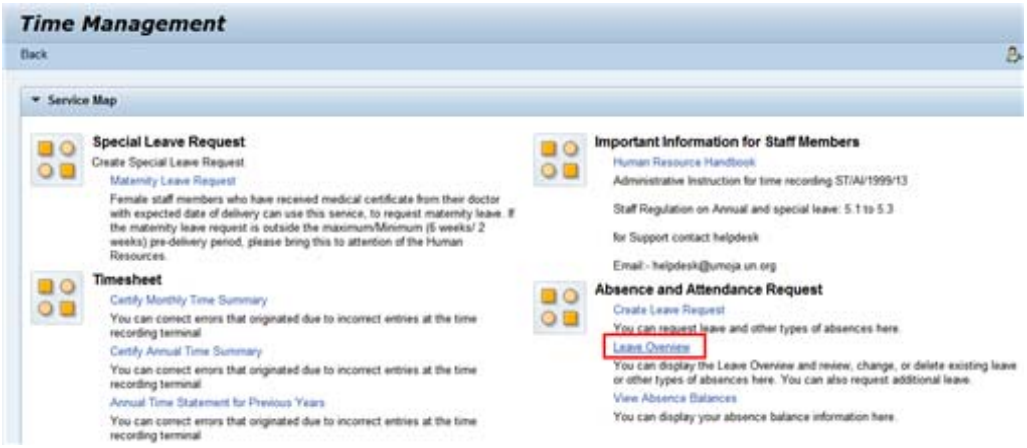
Employee Services



32.

Click on the **Time Management** link .

Time Management



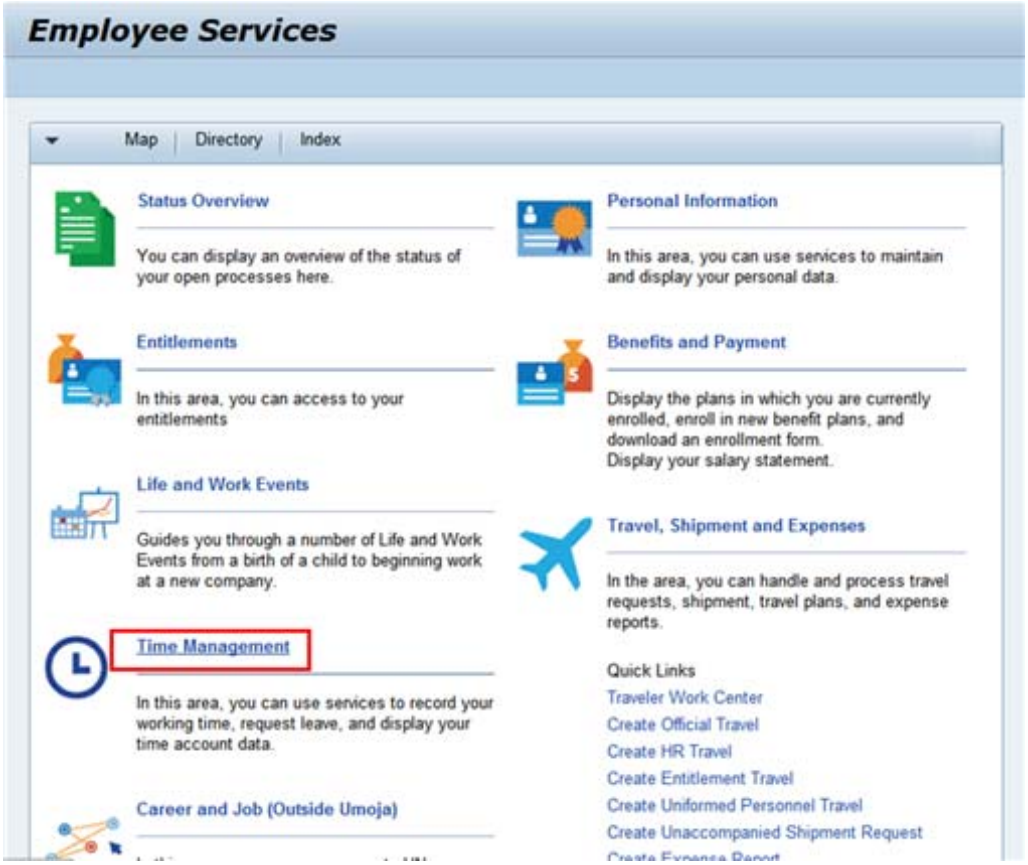
33. Click on the Leave Overview link.

Leave Overview

34. The status of each request will be either Approved or Rejected. For requests with quota the days requested will appear in the Used column.

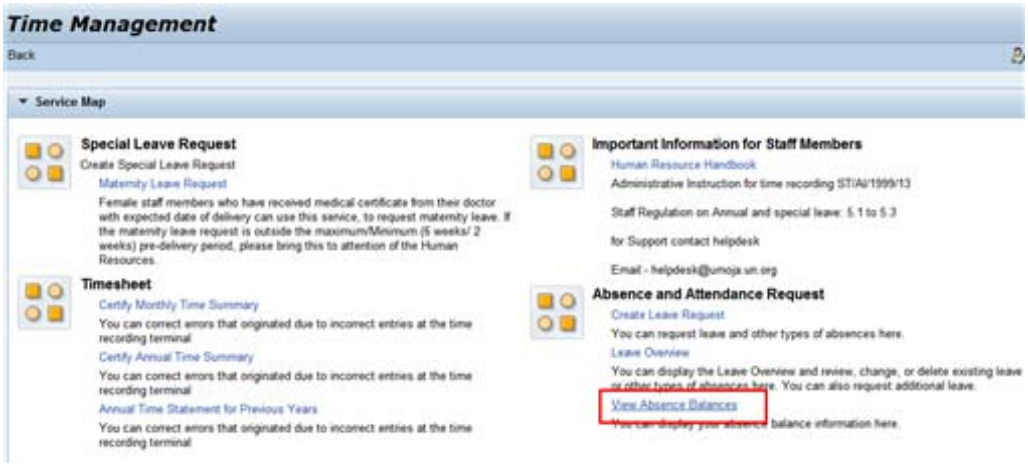
Next, you can checkyour absence balances by performing the followng steps.

Employee Services



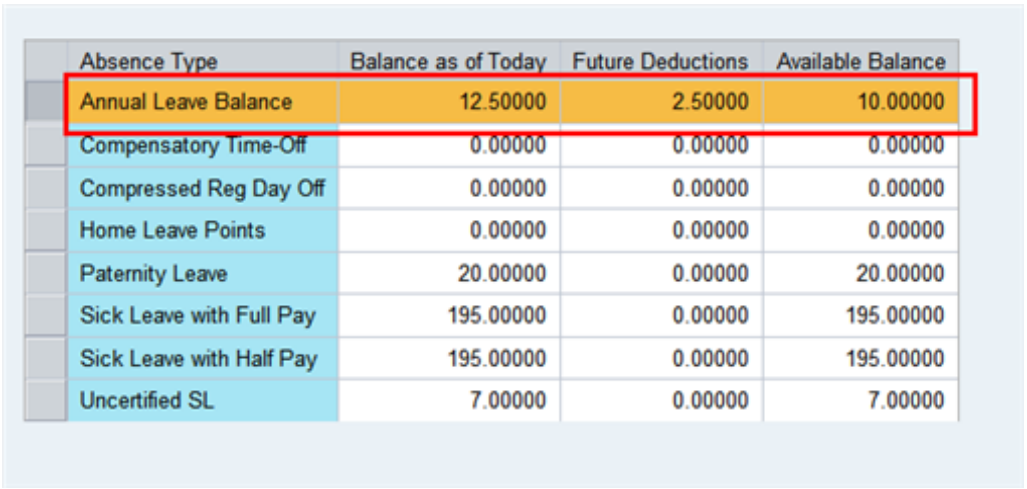
35. Click on the **Time Management** link.

Time Management



36. Click on the View Absence Balances link.

Show Absence Quota



Absence Type	Balance as of Today	Future Deductions	Available Balance
Annual Leave Balance	12.50000	2.50000	10.00000
Compensatory Time-Off	0.00000	0.00000	0.00000
Compressed Reg Day Off	0.00000	0.00000	0.00000
Home Leave Points	0.00000	0.00000	0.00000
Paternity Leave	20.00000	0.00000	20.00000
Sick Leave with Full Pay	195.00000	0.00000	195.00000
Sick Leave with Half Pay	195.00000	0.00000	195.00000
Uncertified SL	7.00000	0.00000	7.00000

37. Note that the 2.5 days requested and approved by your time manager have been deducted from your quota.