

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

me to Umoja
Approver Work Center Approver Work Center
User Map <u>User Map</u>

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

User Map <u>User Map</u>

link.



User or Employee Search

View: Default		
Relationship	Index Number	Employee Name
Budget Manager	20001401	Easton GROSMAN
Global Index Administrator		HR GI Administrator MINUSTAH
HR Partner - All	20030438	Clarence MAHER
	20030215	Dagimawe DRUM
	20029954	Ignace MARASHIO
HR Partner - Entitlements	20036610	Brody FONOHEMA
	20036711	Daler DRY
	20036696	Delin REINHOLT
HR Partner - Local Staff	20032287	BI BLACKSHIRE
	20031824	DALE
	20032079	

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 Default



User or Employee Search

View:	Default 👻	Export 4			
Rel	All Module	*	Index Number	Employee Name	
Bu	OM		20001401	Easton GROSMAN	
Glo	PA			HR GI Administrator MINUSTAH	
	Payroll				
	Time				
HR	Travel		20030438	Clarence MAHER	
	[Standard View]		20030215	Dagimawe DRUM	
			20029954	Ignace MARASHIO	
HR	Partner - Entitlements		20036610	Brody FONOHEMA	
			20036711	Daler DRY	
			20036696	Delin REINHOLT	
HR	Partner - Local Staff		20032287	BI BLACKSHIRE	
			20031824	DALE	
			20032079		

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



User or Employee Search

	iew: Time			
	Relationship	Index Number	Employee Name	
F				
	Primary Time Managers	20001556	GABRIEL	
	Secondary Time Manager	20001090	Damilola DUA	
	Contract of the second of the second s	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

umuja
Back Forward History Favorites Personalize View Help
Home Employee Self-Service SM
Overview
Home > Overview
User or Employee Search
User: ESS20009590 D Humam EV
Personnel No.: 20009590 🗇 Structure Search Humam EV
Fund: HR999
• Employee Self-Service SM
Click on the Employee Self-Service SM tab.



Employee Services



6.

Click on the

Time Management

Department of Management Office of Human Resources Management link.



Time Management



1

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

Humam EVERY - Leave Request: New

Send		
Calendar	Team Calendar Leave Requests	Absence Balance
Attachments		
Attachments		
Attachments		
Attachments Add Action	File Name	File Extension
Attachments Add Action	File Name	File Extension
Attachments Attachments Add Action	File Name	File Extension

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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

Send				8
Calendar Team Calendar	Leave Requests Absence Balance	•		
-	The second second	We And		
Advence balance type: All Types	· one see	C week		
Absence Balance Type	Elalance as of data (show from)		Future Deductions	Available Balance
Uncertified SL	7		0.00000	1
Annual Leave Balance	12.5		0.00000	12.5
Between Land	20		0.00000	20
s-acency ceave			0.00000	454
Sick Leave with Full Pay	195		0.00000	199

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.



Send Send		
Calendar	Team Calendar	eave Requests Absence Balance
Absence balance ty	/pe: All Types	Show from:
Absence Balance Ty	pe	Balance as of date (show from)
Uncertified SL		7
Annual Leave Balance	e	12.5
		20
Paternity Leave		
Paternity Leave Sick Leave with Full	Pay	195

10.

Team Calendar

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

Humam EVERY - Leave Request: New

Send																					
Calendar Team Cale	enda		Le	ave Re	ques	its	Ab	ence l	Bəlar	ice											
Team Calendar																					
Allow Data and Designation	-		-			-					-						- 0	hint 7	-	Cale	ndar
View: Month View March		2015	•	App	y	Sort	by: Na	nes A	scen	ding	*	1	миес	. i ean	1000	noer		THE .	-	Care	noar
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View: Month	Sun	2015 Mon'	Tue	Wed1	hu	Sort	at Su	Mon	Tue	Wed	Thu	Fri	Sat	201: Sun)	Ma	rch	Wed	Thu	Fri	Sat	Sur
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Humam EVERY	Sun 1	Mon ²	Tue 3	Wed1	hu 5	Fri S	at Su	Mon 9	Tue 10	Wed	Thu 12	Fri 13	Sat 14	201: SunA 15	Ma Mon` 16	rch Tue 17	Wed	Thu 19	Fri 20	Sat 21	Sul 22

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

Humam EVERY - Leave Request: New

uma	am E	V	ERY - I	Le	ave	e R	eq	jue	est	: ^	lev	N								
Send																				
1	Calenda	2	Team Cal	end	lar	Le	ave l	Reque	sts	X	Abse	ence	Balar	nce	l					
Feam C	alendar	0																		
View:	Month	-	March	-	2015	-	Ap	ply	So	rt by:	Nan	nes A	scen	ding	-	11 :	Select	Tea	m Me	mber
		Г	January February Morch	-	nMor	Tue	Wed	iThu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	201 Sun	5 Ma Mon	rch
		L	April May		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	F	Air Air	June July August September October																	
	Aldri	c MA	November	•		-									-					

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



13.

Humam EVERY - Leave Request: New

Send																					
Calendar Team Cal	lendar	ľ	Le	ave R	ques	sts	-	bsen	e Bala	nce											
Team Calendar																					
Description of the second second							120.00						-	(Table		-		Net 7	Constantion of Constantion	Cale	a.da
View: Month	- 2	015	*	App	Y	Sort	by I	lame	Asce	nding	٣		HINECT	citem	TI, INNE	mper	a ce	anti	eam	Gare	170.8
View: Month View	- 2	1015	*	App	Y	Sort	by I	lame	Asce	nding			HINECT	201	5 Ma	irch	a	and 1	earn	Gare	1748
View Month -	Sun	Mon	Tue	App Wed	Thu	Sort	by M	unM	Asce	Wed	Thu	Fri	Sat	201 Sun	5 Ma Mon	irch Tue	Wed	Thu	Fri	Sat	Su
View: Month 👻 Ass	Sunl	Mon 2	Tuel 3	App Wed	nu 5	Fri 5	by M Sat S 7	unM 8	Asce	Wed	Thu 12	Fri 13	S-at	201 Suni 15	5 Ma Mon 16	rch Tue 17	Wed	Thu 19	Fri 20	Sat 21	Su 22
View: Month	Sunl	Mon' 2	Tue 3	App Wed [*]	nu 5	Fri 5	by 1 5at 5 7	unM 8 1	Asce	Wed	Thu 12	Fri 13	S-at	201 Sun 15	5 Ma Mon 16	Tue 17	Wed	Thu 19	Fri 20	Sat 21	Su 22

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



eam Calendar													
View: Month - April	•	2015	•	Ap	ply	Sort	by:	Name	es As	cend	ing	•	4
	We	dThu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Eri	Sat	Sun	M
	1	2	3	4	5	6	7	8	9	10	11	12	1
Humam EVERY													
Aimon NOLIN													
Albwin VALADE													
Aldric MACIARELLO						1							

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.



Calendar	Team Calendar	Leave Requests	Absence Balance	
Attachments				
Add				
Action	File Name		File Extension	
Leave Details	Check			
Please, remem	ber to use check butto	n to calculate the c	lays/hours**	
	• Type of Leave:	Annual Leave		
	Description: A	Annual Leave		-



Humam EV	ERY - Le	ave Request	t: New	
Send				
Calendar	Team Calendar	Leave Requests	Absence Balance	
 Attachments 				
Add				
Action	File Nan	ne	File Extension	
 Leave Details 	Check			
t Diasas semembe	to use short but	too to coloulate the day	-/h**	_
Please, remember	 Type of Leave: 	Annual Leave	sinours	-
	Description:	Annual Leave		-
General Data		Uncertified Sick leave		
	Start Date:	Special Leave w/Full Pa	ay Devi	
	Stan Date.	Certified Sick Leave	ay	
	End Date:	Compressed Reg Day (Off	
	Att./abs. days:	Jury Duty		1000
	1000			*



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 Send Send · Attacnments Add Action File Name File Extension Check Leave Details ** Please, remember to use check button to calculate the days/hours** * Type of Leave: Annual Leave -Description: Annual Leave **General Data** * Start Date: 12.03.2015 * End Date: 12.03.2015 17 Att./abs. days: 1.00 New Note:

Humam EVERY - Leave Request: New

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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

Send Attactments												84
Add												
Action	File Name	•							File	Exter		Attachment File Size (in kD)
Leave Details	Check	•	-	e 1	Ma W V	rch By	201	fr.	•	10 50		
Please, remembe	or to use check buth		1 2		3	4	5	6	7	÷.		Additional Data
everal Data	* Type of Lawe Description	11 12 12		6 1 5 2 6 1	10 1	11	12 19 26	13 29 27	14 21 28	15 22 29		Hat day.
	* Stat Date:	12	43	201	ç.					-	10	Select time manager to +-mail:
	* End Date Att.labs. days New Note	12	03.	2018	5						100 I	
General Data	Final Date Final Date Att. Jabs. days New Note	11 12 12	43	0 1 0 3 2019	17 1 14 2 11		19	20	21	22	100	AMPM.

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



Send Attacnments			
Add			
Action	File Nam	e File Extension	
 Leave Details ** Please, remem 	Check ber to use check butt	on to calculate the days/hours**	
✓ Leave Details ** Please, remem	Check ber to use check butt * Type of Leave:	on to calculate the days/hours** Annual Leave	
 Leave Details ** Please, remem General Data 	Check ber to use check butt * Type of Leave: Description:	on to calculate the days/hours** Annual Leave Annual Leave	•
✓ Leave Details ** Please, remem General Data	Check ber to use check butt * Type of Leave: Description: * Start Date:	on to calculate the days/hours** Annual Leave Annual Leave 20.03.2015	×
✓ Leave Details ** Please, remem General Data	Check ber to use check butt Type of Leave: Description: Start Date: End Date:	on to calculate the days/hours** Annual Leave Annual Leave 20.03.2015 12.03.2015	· · · · · · · · · · · · · · · · · · ·

19. Click on the Calendar 10 icon and select the date the absence will end.



Attactments											3
Add											
Action	File Name						1	File S	Extension		Attachment File Size (in kD)
Leave Details Cher	ck			-	_	_			11		
		**	-		larch	2015		-	**		
Please, remember to use	check butts		221	5		-			1		Additional Data
- Typ	e of Lama	18	2	3	4	5	6	7		*	Half day:
0	leacription:	11	0	10	11	12	13	14	15		AMPM W
evenal Data		42	18	17	18	19 3	20 2	21	22		
	Stat Date:	13	23	24	25	26 3	17 1	28	29	125	Select time manager to a mail
1.43		12.6	120	45	-	-	-	-		125	CODER CONTLAN MARY CONTROL
	East Claim					-	-	-		1.00	
- Atl	End Date										
Att	End Date labs. days: New Note.	-									
Att.)	End Date labs. days: New Note:										
ae.	End Date labs. days New Note										

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

* Leave Details	Check			
" Please, rememb	ber to use check but	ton to calculate the days/hours**		Additional Data
	* Type of Leave	Arrual Leave		Half day:
	Description:	Annual Leave		AMPM:
General Data				
	* Start Date:	20.03.2015	10	Select time manager to e-mail:
	* End Date:	23.03.2015	10	Cuttore Faid
	And Dates of the local division of		4.00	

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.

 Leave Details 	Check				
Please, remembe	er to use check but	ton to calculate the days/hours**		Additional Data	
	* Type of Leave:	Annual Leave		Half day.	
	Description.	Annual Leave		AMPM	
ieneral Data					
	* Start Date:	20 03 2015	10	Select time manager to e-mail:	dia
	= End Date	23.03.2015	10		Damiola DUA
	Att./abs. days:		1.00		GABRIEL
	New Note:	Picking up son from college			4.0

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

 Leave Details 	Check		
	Check Leave I	Request	
** Please, remember	to use check but	ton to calculate the days/hours**	
	Type of Leave:	Annual Leave	-
	Description:	Annual Leave	
General Data			
	* Start Date:	20.03.2015	1
	* End Date:	23.03.2015	1
	Att./abs. days:		1.00
	New Note:	Picking up son from college	



th Click on the 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

Humam	EVERY	- Leave	e Request:	Aı
Send Send				
🔼 The absence is f	or more than on	e day: Clock tir	nes will be removed	
Check of leave re	equest was succ	cessful Calendar	Leave Nequesis	Ωu;
 Attachment 	S			
S Add				
Action		File Name		File

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

Leave Request: New
The absence is for more than one day: Clock times will be removed
Type of Absence
Type of Absence: Annual Leave
General Data
Start Date: 20.03.2015
End Date: 23.03.2015
Abs/Att days: 2.00
Note: Picking up son from college
Used: Annual Leave Balance: 2.00 Days
Additional Data
Half-day:
AM/PM:
Selected time manager to e-mail: All
OK Cancel

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.



** Please, remember to	use check butt	on to calculate the days/hours**	
	Type of Leave:	Annual Leave	-
	Description:	Annual Leave	
General Data		Uncertified Sick leave Special Leave w/Full Pay	
	* Start Date:	Special Leave without Pay	
	End Date:	Certified Sick Leave	
	Att /abs dave	Compressed Reg Day Off	
	New Note:	Jury Duty	-

27. Select Annual Leave from the list.

Humam EVERY - Leave Request: New

	Additional Data	Custumer Field
* 10	Half day AMPM:	Contorner Field
10	AMPM Select time manager to e-mail	Customer Field
	Select time manager to e-mail	I
D	Select time manager to e-mail:	1
12-1		
10		
1.00		

28. Place a checkmark in the Half day checkbox.



Send							34
ave request was sent to	uccessfully						
C Add							
Action	File Nam	•2	File Extension		Attachment File Size (in kB)		
Anna Parata	Church						
Leave Details	Oleck	7.91.20					
Leave Details Please, remember to	Check o use check but	on to calculate the o	days/bours**		Additional Data	842	
Leave Details Please, remember to	Check ouse check but * Type of Leave	on to calculate the o	ágyuðours"		Additional Data Half day	8	
Leave Details Please, remember to	Check s use check but " Type of Leave Description	on to calculate the o Annual Leave Annual Leave	ágyihours"		Additional Data Half day AMPM		
Leave Details Please, remember to eneral Data	Oreck o use check but * Type of Lase Description	on to calculate the o Annual Leave Annual Leave	daya/houra**	×	Additional Data Half day AMPM		
Leave Details Please, remember to eneral Data	Check a use check but * Type of Leave Description * Start Date	on to calculate the o Annual Leave Annual Leave (24.03.2015	daga bours"		Additional Data Half day Add PM Select time manager to e-mail		
Leave Details Please, remember to *	Oreck to use check but * Type of Lase: Description * Start Date * End Date	on to calculate the c Annual Leave Annual Leave (24.03.2015 (24.03.2015	águboun"	1	Additional Data Half day AddPta Select time manager to e-mail		
Leave Details Please, remember to eneral Data	Oreck • use check both • Type of Leave Description: • Start Date • End Date Att Jobs. days.	on to calculate the c Annual Leave 24.03.2015 24.03.2015	ágyshours"	10 100	Additional Data Half day Add PM Select time manager to e-mail		
Leave Details Please, remander to eneral Data	Oveck to use check but * Type of Leave Description * Start Date * End Date Att Jabs days New Note	on to calculate the c Annual Leave 24.03.2015 (24.03.2015 Picking son up from	days/hours** college	100 100	Additional Data Half day AMPM Select time manager to a-mail		

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

Humam EVERY - Leave Request: New

▼ Leave Details	Check					
" Please, remember	r to use check but	on to calculate the days/hours**		Additional Data		
	* Type of Leave	Annual Leave			Half day:	8
	Description	Annual Leave			AMPM	
General Data						
	* Start Date:	24.03.2015	10	Select time manager t	e-mait.	PM
	= End Date:	24.03.2015	10			

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

lome	Employee Self-Service SM
verview	My Worklist
Em Overvi	ew Service SM > Overview
Hun Ser	mam EVERY - Leave Request: New

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



Employee Services



32.

Click on the Time Management link .



Time Management





Leave Overview

33.

Lany	e Data Ov	erview 🕐 Ne	-							
Show	tom		It Austy							
Edt	Carcel	Type of Absence	Start Date	End Date	Next Processor	Status	Att/abs. days	Att/bbs hours	Used	
2	17	AnnualLease	02.04.2015	07.04.2015	GABREL	Rejected	3.00	0.00		
2	3	SCHALLARS.	24 03 2915	24.03.2015		Approved	0.50	0.00	0.50 Days	1
2	TI.	Annailana	20.03.2015	23.03.2015		Approved	2.00	0.00	2 Days	L
1	1	Oversime (2.5)	21 63 2945	01 03 2015		Approved	0.00	0.00	-	-
the second se	100		and and second	10.00 0045		Charles and	0.00	8.00		

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 **<u>Time Management</u>** 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.

Department of Management Office of Human Resources Management

