# HUMAN RESOURCES

# SOUTH DAKOTA BOARD OF REGENTS HUMAN RESOURCES/FINANCE INFORMATION SYSTEMS

# **Leave Request Employee Manual**

Version 1.1 Updated 11/07/2011



















# Table of Contents\_\_\_\_\_

### **Contents**

Introduction	2
Overview	
Intended Audience	
Procedures	3
Logging In	3
Request Calendar/Default Setup	3
Defaults Setup	Δ
Request Calendar/Timesheet View	
Create A New Request – Regular Work Schedule Employees	7
Create A New Request – Irregular Work Schedule Employees	8
View Pending Requests	g
Editing a Pending Request	<u>9</u>
View Processed Requests	10
Deleting a Processed Request	11
Editing a Processed Request	11
Editing a Processed Request Crossing Pay Periods	12
FAO	13

## Introduction -

#### Overview

This manual is to serve as a guide to employees in using the Leave Request System. This manual includes instructions for logging in, creating leave requests, editing and deleting requests and viewing pending and processed requests.

#### **Intended Audience**

All employees who are eligible for leave will benefit from the materials in this manual.

### **Procedures**

These procedures encompass all aspects of the Leave Reporting System, it gives detailed instruction on how to submit, edit, and delete leave requests.

#### Logging In



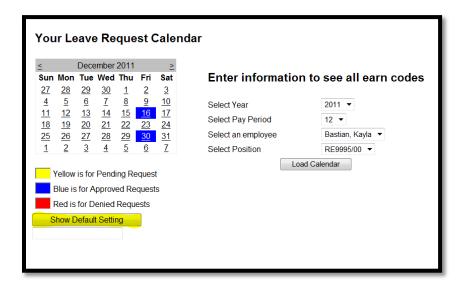
- 1. Go to the website <a href="https://myleaverequest.sdbor.edu/aspleave/">https://myleaverequest.sdbor.edu/aspleave/</a>
  - a. This link can also be found in SNAP, Employee Tab, in the Leave Request channel
- 2. Username: SNAP Username
- 3. Password: SNAP Password
- 4. Login

### **Request Calendar/Default Setup**

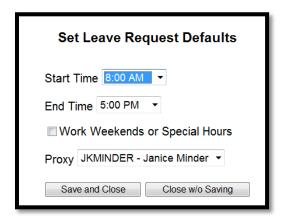


#### **Defaults Setup**

- 1. Select Request Calendar/Defaults
- 2. Select Show Default Setting

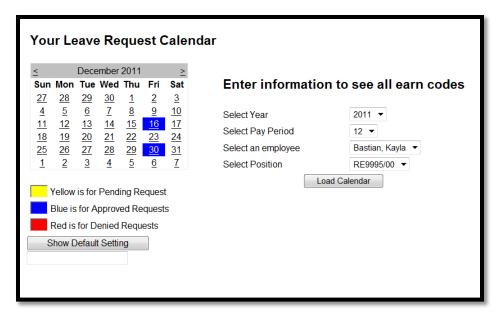


- 3. Choose your default hours
- 4. If you work irregular schedule, mark the checkbox (nights and/or weekends)
- 5. If applicable, choose a proxy (only supervisor's will choose a proxy)
- 6. Save and Close
- 7. Defaults will now be set so each time you login to request leave you will not have to adjust your hours or choose a proxy



#### **Request Calendar/Timesheet View**

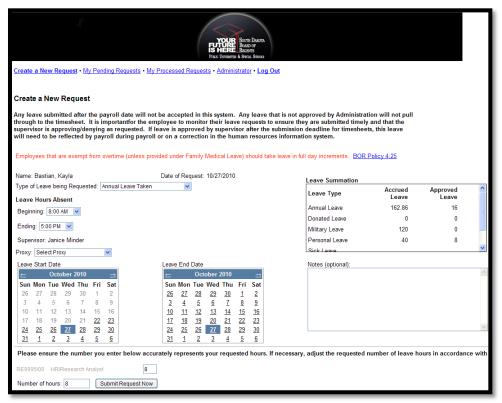
To view the days on a calendar that you have leave that is pending, approved or denied you can use the Request Calendar/Defaults tab



- 1. You can also load a calendar to view your timesheet
- 2. Select the Year, Pay Period, Employee (if you are a supervisor you will be able to review your employees) and Position
- 3. Load Calendar

u <sup>2</sup>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Row Total	
1	11/21/2010		11/23/2010	11/24/2010	11/25/2010	11/26/2010	11/27/2010		
Personal Leave Taken	0	0	0	0	0	0	0	0	
Administrative Leave Paid	0	0	0	0	0	8	0	8	
Annual Leave Taken	0	0	0	0	0	0	0	0	
1									
						Wee	8		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Row Total	
i	11/28/2010	11/29/2010		12/1/2010	12/2/2010	12/3/2010	12/4/2010		
Personal Leave Taken	0	0	0	0	0	0	0	0	
Administrative Leave Paid	0	0	0	0	0	0	0	0	
Annual Leave Taken	0	0	0	0	0	0	0	0	
1									
						Weekly Total 0			
	Sunday 12/5/2010	Monday 12/6/2010	Tuesday 12/7/2010	Wednesday 12/8/2010	Thursday 12/9/2010	Friday 12/10/2010	Saturday 12/11/2010	Row Total	
Personal Leave Taken	0	0	0	0	0	0	0	0	
Administrative Leave Paid	0	0	0	0	0	0	0	0	
Annual Leave Taken	0	0	0	0	0	0	0	0	
1									
		Weekly Total 0							
	Sunday 12/12/2010	Monday 12/13/2010	Tuesday 12/14/2010	Wednesday 12/15/2010	Thursday 12/16/2010	Friday 12/17/2010	Saturday 12/18/2010	Row Total	
Personal Leave Taken	0	0	0	0	0	8	0	8	
Administrative Leave Paid	0	0	0	0	0	0	0	0	
Annual Leave Taken	0	0	0	0	0	0	0	0	
						Weekly Total 8			
						weekly rotal 8			
	Sunday 12/19/2010	Monday 12/20/2010	Tuesday 12/21/2010	Wednesday 12/22/2010	Thursday 12/23/2010	Friday 12/24/2010	Saturday 12/25/2010	Row Total	
Personal Leave Taken	0	0	0	0		0	0	0	
Administrative Leave Paid	0	0	0	0	0	0	0	0	
Annual Leave Taken	Ō	8	0	0	0	ō	ō	8	
1									
						Weekly Total 8			
Year : 2010 Pay Period : 12 Posn / Suff : RE9995/00 Total Hours : 24									

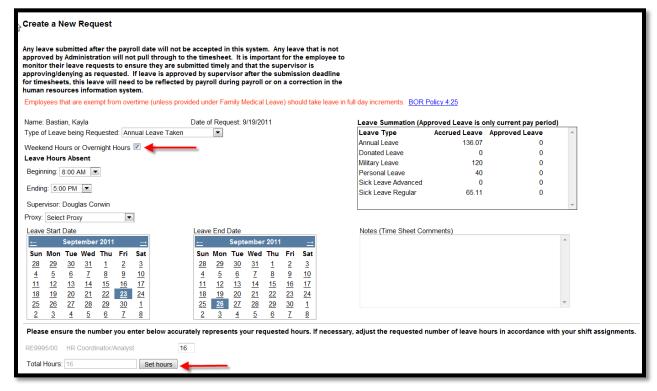
#### Create A New Request – Regular Work Schedule Employees



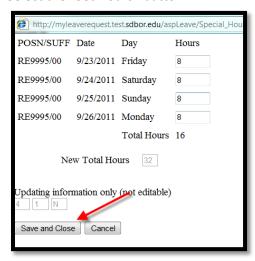
- 1. Choose the type of leave you are requesting from the drop-down menu.
- 2. Choose the Beginning and Ending time for your leave
- 3. Choose the Leave Start and Leave End dates on the calendar.
  - a. Note: If you are only taking one day, the start and end date will be the same day.
- 4. Review the number of hours to make sure it is correct
- 5. You can add notes if needed in the Notes box this is REQUIRED when taking Personal Leave
- 6. **If** you are a Supervisor, choose a proxy who can approve leave requests while you are out of the office
- 7. Submit Request Now
- 8. An email is then sent to you and your Supervisor with details of the leave
- 9. Once your Supervisor approves the leave it will AUTOMATICALLY update your timesheet/leave report in SNAP to reflect the hours you will be on leave

  When the supervisor approves, depicts or edits your request you will receive an email.
  - When the supervisor approves, denies or edits your request you will receive an email notification

#### Create A New Request – Irregular Work Schedule Employees

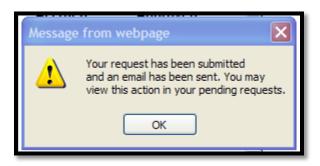


- 1. Choose the type of leave you are requesting from the drop-down menu.
- 2. Mark the checkbox "Weekend or overnight hours"
- 3. Choose the Beginning and Ending time for your leave
- 4. Choose the Leave Start and Leave End dates on the calendar.
  - a. Note: If you are only taking one day or shift, the start and end date will be the same day.
- 5. Select the "Set Hours" button



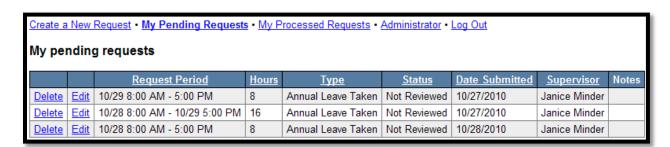
- 6. Enter in the number or hours per day, if there are no hours for one day insert a 0
- 7. Save & Close
- 8. Verify the hours and select "OK"

- 9. Verify the total hours
- 10. You can add notes if needed in the Notes box this is REQUIRED when taking Personal Leave
- 11. **If** you are a Supervisor, choose a proxy who can approve leave requests while you are out of the office
- 12. Submit Request Now
- 13. An email is then sent to you and your Supervisor with details of the leave
- 14. Once your Supervisor approves the leave it will AUTOMATICALLY update your timesheet/leave report in SNAP to reflect the hours you will be on leave
- 15. When the supervisor approves, denies or edits your request you will receive an email notification



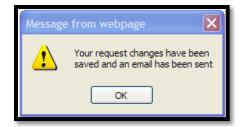
#### **View Pending Requests**

- 1. Click on "My Pending Requests", located under the Banner
- 2. You can Edit or Delete your pending requests.



#### **Editing a Pending Request**

- 1. Click on Edit
- 2. This takes you to a screen that is similar to the one where you create the requests
- 3. Edit the leave you had previously requested
  - a. You can select a different leave type
  - b. Change the hours
  - c. Change the days
- 4. You can add notes to send to the Supervisor explaining the changes to the request
- 5. Save Changes (you can also Cancel Changes if you have made a mistake)
- 6. This will then generate an email to your Supervisor, letting them know of the change to the request



#### **Deleting a Pending Request**

- 1. Click on Delete
- 2. Verify the request you are deleting
- 3. Select "YES"
- 4. You will then be directed to the Pending Requests screen where you can see that it has been deleted from your queue

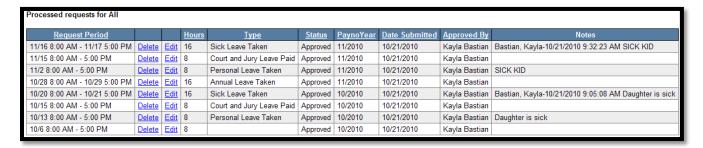


#### **View Processed Requests**

- 1. Click on "My Processed Requests", located under the Banner
- 2. Select the proper year from the drop-down menu
- 3. You can view the Request Summary, which is sorted by month

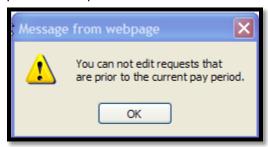


You can also, Edit or Delete an already approved request for the current or future pay period(s).



#### **Deleting a Processed Request**

You can only delete a processed request if it is in the current or a future pay period.



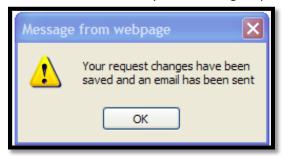
- Select "Delete"
- 2. You will be taken to a screen to confirm that you want to delete
- 3. "Yes"
- 4. When it is deleted, the supervisor receives a confirmation email
- 5. The time is then AUTOMATICALLY removed from your timesheet/leave report in SNAP.



#### **Editing a Processed Request**

- You can only edit a processed request if it is in the current or a future pay period.
- 1. This will take you to the Edit screen
- 2. Update your request
- 3. Save Changes

- 4. You will get a pop-up saying that your changes have been saved and an email has been sent to your Supervisor.
- 5. This will now be back in your "Pending Requests" screen



#### **Editing a Processed Request Crossing Pay Periods**

There may be times when your leave request crosses between two pay periods, (from the 21<sup>st</sup> of the month to a date after the 22<sup>nd</sup> of the month) and you may need to edit some of the leave after the pay period has closed.

- 1. Go to My Processed Requests
- 2. Select "Delete Current Period"
  - a. This will delete the leave from the current pay period
- 3. If you need to submit leave again, go to Create a New Request and submit the proper hours and days for your leave for the current pay period

### **FAQ**

#### Q. Why can't I submit a request to use my flex time?

A. Flex time is not included in the leave reporting system, use of flex needs to be discussed with your supervisor and entered into your timesheet.

#### Q. I want to take off a day and a half off, how do I submit that request?

A. You need to submit a separate request for each of those days, for example, if you wanted to leave at noon on Monday and take all of Tuesday off, you would request off from 1 pm to 5 pm for Monday and then submit a separate request for 8 am to 5 pm on Tuesday.

# Q. I requested a day off and it was approved, my plans have changed and I will not be absent that day, what do I do?

A. You will need to go into "My Processed Requests" and delete that request. Your supervisor will then be notified via email and it will be automatically removed from your timesheet.

#### Q. When do I use professional development leave?

A. Professional development leave can be used when you attend events such as trainings and conferences; this provides your supervisor a way to track the development events you have attended throughout the course of the year.