

SUBMIT LEAVE REQUEST

ESS-7 | BUSINESS PROCESS PROCEDURE



The purpose of this job aid is to explain how to submit a leave request in the Integrated HR/Payroll System.

Trigger:

Use this Document to submit and modify submitted leave requests in ESS.

Business Process Procedure Overview:

The leave request service is located within the **'My Working Time'** Section of ESS. Use this service to submit leave requests to your supervisor.

Submit Leave Request - Create a leave request and submit it to your supervisor.

Modify Existing Leave Request - Modify leave requests which have been submitted but not yet approved.

The leave request functionality within ESS is not used by all agencies. If your agency does use this functionality, the employee must enter the type of leave date(s) and the number of hours to report the leave. Leave requests can be submitted for future dates only.

Submit Leave Request

1. From the Integrated HR/Payroll System Home Page, Click the My Data (ESS) tab or click the My Time under Quick Link to go directly to the My Working Time screen.

6	Welcome: Simon M	Monsen 80000120						
Home	My Data (ESS)	OrgCharts	Business Objects	Home Page Admin	Browser Admin	SAP GUI	LMS & NCVIP	
Home	-							
	1	Home > Home						
• Home		Quick Lin	Welco KS This system information www.osc.m Services.CL NCBE ST4(U Note: The p maintenant	me to the OSC a provides you with the tool . For additional support info c gov/state-employees/BES' enter from 8 a.m. to 8 p.m., h 0) (1-866-622-3784) outside to tortal will be unavailable were te.	Integrated H s you need to better acc immation, visit the BEST T. If you need assistance donday through Friday, he Rateigh area. ekdays from 8 to 9 p.m.	R-Payroll ess and manage ; Shared Services e while using the s at 919-707-0707 if and on Sundays f	System your state benefits an website at site, please call the BB local to Raleigh or 1- rom 2 to 8 p.m. for reg	d personal EST Shared 866- gular
		My Pay	News	s of Interest				

2. Click My Working Time.



3. The My Working Time screen will be displayed. Click Leave Request.



4. The Leave Request screen will be displayed with several options for monitoring your Leave Requests and viewing your leave balances.

	Di	i na li	1		C alia				2				~	3	lata		ł,						
	D	spi	ay a	ina	Euli		R	eviev	vai	10.5	ena		0	omp	nete	:0							
Sho	w T	ean	n Ca	lend	lar	•	Hid	e Ca	len	<u>dar</u>		Sh	ow 1	Time	e Ac	coun	<u>ts</u>	Þ	Sho	w O	verv	iew	of
4			//ay	201	9					J	une	201	9						July	201	9		•
	Su	Мо	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
18	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1	27	30	1	2	3	4	5	6
19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8	28	7	8	9	10	11	12	13
20	12	13	14	15	16	17	18	24	9	10	11	12	13	14	15	29	14	15	16	17	18	19	20
21	19	20	21	22	23	24	25	25	16	17	18	19	20	21	22	30	21	22	23	24	25	26	27
22	26	27	28	29	30	31	1	26	23	24	25	26	27	28	29	31	28	29	30	31	1	2	3
23	2	3	4	5	6	7	8	27	30	1	2	3	4	5	6	32	4	5	6	7	8	9	10
	Abs	ent		Mult	iole	Ent	ries	s	ent		Dele	etion	Re	aue	stec	i							
										Ξ													
re	que	st a	r re	por	t lea	ive,	ent	er th	e re	qui	red	data	a an	d cl	hoo	se R	evie	w.					
pe	of L	eav	e:		App	prov	ed L	eave	2				•										
te:					05/	16/2	019	[Тс)	05/	16/2	2019	9	7							
					\equiv		_		_			_											
rat	ion:				_			Hour	5														
	wer.				Jan	nes	Mat	thew	s			Ć	7										
pro					<u>.</u>					_								_	_				

Link Title	Values
Show Team Calendar	Currently not being used.
Calendar	The default Calendar displays a three-month period which can be moved back or forward. It displays your current leave requests and their status.
Show Time Accounts	 Provides an overview of your current leave balances. NOTE: The Leave Balances are not deducted during the Leave Request process. Balances will be affected only after your time has been entered, approved, and processed by the system.
Show Overview of Leave	Shows the status of all your leave requests. This is where you will change or delete requests when necessary. NOTE : Only future dated leave requests that have not been approved can be changed or deleted.

The Calendar view also color-code requests to indicate status:

Status	Color	Values
Absent		Indicates an approved leave request.
Multiple Entries		Indicates a pending leave request that includes more than one absence type for one work day. (i.e. 4 hours Approved Leave and 4 hours Sick Leave).
Sent		Indicates a pending leave request.
Deletion Requested		Indicates a previously rejected leave request.

5. After reviewing your leave, enter the details of your request.

To request or report leave, enter the required data and choose Review.

Type of Leave:	Approved Leave
Date:	05/16/2019 🕅 To 05/16/2019 🕅
Duration:	8 Hours
Approver:	James Matthews
Note for Approver:	Vacation
Previous Step	Review Cancel

Field Name	Description
Type of Leave	The Attendance/Absence (A/A) type of the leave being requested.
Date Fields	The Start and End date of the request. Only dates in the future are allowed. You cannot use current date or a date in the past for a leave request.
Duration	The number of hours of leave being requested
Approver	The name of the supervisor who will be approve the request
Note for Approver	Any notes for your supervisor about the request.

6. Once you have finished entering the information, click Review 🕨

To request or report leave, enter the required data and choose Review.

Type of Leave:	Approved Leave
Date:	05/16/2019 🕅 To 05/16/2019 🕅
Duration:	8 Hours
Approver:	James Matthews
Note for Approver:	Vacation
Previous Step	Review P Cancel

7. The information entered will be displayed. If an error is found, select **Previous Step** to return and correct the mistake. If correct, click Send.

My Data (ESS) > N	ly Working Time
Leave Request	
I∳ 1 Display and	2 3 - d Edit Review and Send Completed
You want to requ	est the following leave:
Type of Leave:	Approved Leave
Date:	on Thursday, May 16, 2019
Duration:	8 Hours
Used:	Holiday Comp Time: 8.00 HOURS
Approver:	James Matthews
Note for Approver:	VACATION
To send the leave	request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.

8. You should receive confirmation that "The leave request has been sent."





Leave balances are not deducted during the leave request process. Deductions will be made once your working time has been approved by your supervisor and processed by the system.

Modify Existing Leave Request

1. From the Leave Request screen, click Show Overview of Leave.

	e Re	que	st																				
		1	1						2					5			4						
	Di	ispla	ay a	nd I	Edit		R	eviev	v an	id Se	end		C	omp	lete	d	1						
			<i>.</i>																				
	_		_										_				. [_			
no/	W I	eam	i Ca	ienc	ıar		' HIO	ie Ca	len	Jar		Sno	DW I	Ime	2 AC	coun	ts	- P.3	500	w O	verv	/iew	OT
																	- L						
					_		_			_			_										
4	e.,	N	/ay	201	9	E-	C		e.,	J	une	201	9	5-	C-		e.,	J	uly Tu	201	9	E.	•
4	Su	Mo 20	lay Tu	201 We	9 Th	Fr	Sa	22	Su	Ji Mo	une Tu	201 We	9 Th	Fr	Sa	27	Su	Mo	uly Tu	201 We	9 Th	Fr	► Sa
4 18	Su 28	Mo 29	Asy Tu 30	201 We 1	9 Th 2	Fr 3	Sa 4	22	Su 26	J Mo 27	une Tu 28	201 We 29	9 Th 30	Fr 31	Sa 1	27	Su 30	Mo 1	uly Tu 2	201 We 3	9 Th 4	Fr 5	► Sa 6
4 18 19	Su 28 5	N Mo 29 6	Nay Tu 30 7	201 We 1 8	9 Th 2 9	Fr 3	Sa 4 11	22 23	Su 26 2	J Mo 27 3	une Tu 28 4	201 We 29 5	9 Th 30 6	Fr 31 7	Sa 1 8	27 28	Su 30 7	Mo 1 8	uly Tu 2 9	201 We 3 10	9 Th 4 11	Fr 5	▶ Sa 6 13
18 19 20	Su 28 5 12	Mo 29 6 13	1ay Tu 30 7 14	201 We 1 8	9 Th 2 9 16	Fr 3 10 17	Sa 4 11 18	22 23 24	Su 26 2	Ji Mo 27 3 10	une Tu 28 4 11	201 We 29 5 12	9 Th 30 6 13	Fr 31 7 14	Sa 1 8 15	27 28 29	Su 30 7 14	Mo 1 8 15	uly Tu 2 9	201 We 3 10	9 Th 4 11 18	Fr 5 12 19	▶ Sa 6 13 20
18 19 20 21	Su 28 5 12 19	Mo 29 6 13 20	1ay Tu 30 7 14 21	201 We 1 8 15 22	9 Th 2 9 16 23	Fr 3 10 17 24	Sa 4 11 18 25	22 23 24 25	Su 26 2 9	J Mo 27 3 10 17	une Tu 28 4 11	201 We 29 5 12 19	9 Th 30 6 13 20	Fr 31 7 14 21	Sa 1 8 15 22	27 28 29 30	Su 30 7 14 21	Mo 1 8 15 22	uly Tu 2 9 16 23	201 We 3 10 17 24	9 Th 4 11 18 25	Fr 5 12 19 26	Sa 6 13 20 27
 18 19 20 21 22 	Su 28 5 12 19 26	Mo 29 6 13 20 27	fiay Tu 30 7 14 21 28	201 We 1 8 15 22 29	9 Th 2 9 16 23 30	Fr 3 10 17 24 31	Sa 4 11 18 25 1	22 23 24 25 26	Su 26 2 9 16 23	Ji Mo 27 3 10 17 24	une Tu 28 4 11 18 25	201 We 29 5 12 19 26	9 Th 30 6 13 20 27	Fr 31 7 14 21 28	Sa 1 8 15 22 29	27 28 29 30 31	Su 30 7 14 21 28	Mo 1 15 22 29	uly Tu 2 9 16 23 30	201 We 3 10 17 24 31	9 Th 4 11 18 25 1	Fr 5 12 19 26 2	Sa 6 13 20 27 3

2. A list of your leave requests will be displayed. Select the leave request you wish to modify.

Lea	ve Request											
1 2 3 Display and Edit Review and Send Completed												
▶ Show Team Calendar ▶ Show Calendar ▶ Show Time Accounts ▼ Hide Overview of Leaves												
Leav	ve Since: 01/01/2	019 👘	Display									
Leav	ve Since: 01/01/2 Type of Leave	019 🛐	Display To	Status	Used							
Leav	ve Since: 01/01/2 Type of Leave Approved Leave	019 🛐 From 05/16/2019	Display To 05/16/2019	Status Sent	Used 8 HOURS							
Leav	ve Since: 01/01/2 Type of Leave Approved Leave Approved Leave	019 🗊 From 05/16/2019 05/10/2019	Display To 05/16/2019 05/10/2019	Status Sent Sent	Used 8 HOURS 8 HOURS							
Leav	ve Since: 01/01/2 Type of Leave Approved Leave Approved Leave Approved Leave	019 The second s	Display To 05/16/2019 05/10/2019 05/09/2019	Status Sent Sent Sent	Used 8 HOURS 8 HOURS 8 HOURS							
	Ve Since: 01/01/2 Type of Leave Approved Leave Approved Leave Approved Leave Approved Leave	019 The second s	Display To 05/16/2019 05/10/2019 05/09/2019 04/26/2019	Status Sent Sent Sent Sent	Used 8 HOURS 8 HOURS 8 HOURS 8 HOURS							



You cannot modify or delete leave requests which have already been approved by your supervisor. If the leave request has already been approved, you must submit a new request.

3. The leave request will be displayed. You can choose either Change the existing request or Delete the request altogether. Select Change.

IVE	e Re	eque	est																				
1 Display and Edit Revie								eviev	2 v ar	nd S	end		C	3 omp	;)lete	d	•						
Sho	wT	eam	n Ca	lend	lar	•	Hic	le Ca	ilen	<u>dar</u>		Sh	ow 1	Fime	e Ac	coun	ts	Sho	ow Overview				
4	May 2019						June 2019												July	201	9		۲
	Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	Sa
8	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1	27	30	1	2	3	4	5	6
19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8	28	7	8	9	10	11	12	13
20	12	13	14	15	16	17	18	24	9	10	11	12	13	14	15	29	14	15	16	17	18	19	20
21	19	20	21	22	23	24	25	20	16	17	18	19	20	21	22	30	21	22	23	24	25	26	27
22	20	21	20	29	20	7	-	20	2.3	-24	20	20	21	20	29	22	20	25	30	7	0	-	10
ubr u h	nit I nave	New e sel	Re lect	que: ed t	st he f	iolla	win	g lea	ave	req	uesi	t:											
pe	of L	eave	e:	Ap	pro\	/ed	Lear	/e															
te:				05/	16/3	2019	9				_												
rati	ion:					8	Но	urs															
ed:				Но	olida	уC	omp	Tim	e:	8.0	рΗα	OUR	s										
pro	wer	-		Jar	nes	Ma	tthe	WS															
evio	ous	Note	25:	05/ VA	(13/) CAT	2019 FIOI	9 09	:21:3	7 S	мо	NN	10N	SEN	1									
Pr	evio	ous (Step		Ch	ang	e	Del	ete)	C	ance	1										

NOTE: You cannot change/delete a leave request that is in the past even if it has not been approved.

4. Enter the updated information for your leave request.

Change the leave request to suit your requirements and choose Review. Type of Leave: Approved Leave • 05/16/2019 05/16/2019 Date: То 7 8 Hours Duration: Used: Holiday Comp Time: 8.00 HOURS James Matthews Approver: This leave request is for 5/16/19. Please disregard the Note for Approver: information included in the Previous Notes field. Previous Notes: 05/13/2019 09:21:37 SIMON MONSEN VACATION Previous Step Review 🕨 Cancel

Field Name	Description
Type of Leave	The Attendance/Absence (A/A) type of the leave being requested.
Date Fields	The Start and End date of the request.
Duration	The number of hours of leave being requested
Approver	The name of the supervisor who will be approve your request
Note for Approver	Any notes for your supervisor about the request.

5. Once you have finished entering the information, click Review P

Approver:	James Matthews		
Note for Approver:	THIS LEAVE REQUEST IS FOR 5/16/19. PLEASE DISREGARD THE INFORMATION INCLUDED IN THE	\$	
Previous Notes:	05/13/2019 09:21:37 SIMON MONSEN VACATION		
Previous Step	Review Cancel		

6. The information entered will be displayed. If an error is found, select **Previous Step** to return and correct the mistake. If correct, click **Send**.

Leave Request			
Display and	2 3 - d Edit Review and Send Completed		
You want to reque	est the following leave:		
Type of Leave:	Approved Leave		
Date:	on Thursday, May 16, 2019		
Duration:	8 Hours		
Used:	Holiday Comp Time: 8.00 HOURS		
Approver:	James Matthews		
Note for Approver:	THIS LEAVE REQUEST IS FOR		
Previous Notes:	05/13/2019 09:21:37 SIMON MONSEN VACATION		
To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.			
Previous Step	Send		

7. You should receive confirmation that "The leave request has been sent."

The leave request has been sent.				
What do you want to do next?				
Go to My Working Go to Employee Se	<u>Ime Homepage</u> If-Services Homepage			
You have requested the following leave:				
Type of Leave:	Approved Leave			
Date:	on Thursday, May 16, 2019			
Duration:	8 Hours			
Used:	Holiday Comp Time: 8.00 HOURS			
Approver:	James Matthews			
Note for Approver:	THIS LEAVE REQUEST IS FOR	Ŷ		
Previous Notes:	05/13/2019 10:43:17 SIMON MONSEN THIS LEAVE REQUEST IS FOR 5/16/19. PLEASE DISREGARD THE INFORMATION INCLUDED IN THE	2		

Additional Resources

For additional assistance, contact BEST Shared Services:

Phone (Raleigh Area)	(919) 707-0707
Phone (Toll Free)	(866) 622-3784
Email:	BEST@osc.nc.gov

OSC Training website:

https://www.osc.nc.gov/state-agency-resources/training

Click Help Documents and search for:

ESS Quota Overview