



SUBMIT LEAVE REQUEST

ESS-7 | BUSINESS PROCESS PROCEDURE

ESS

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.

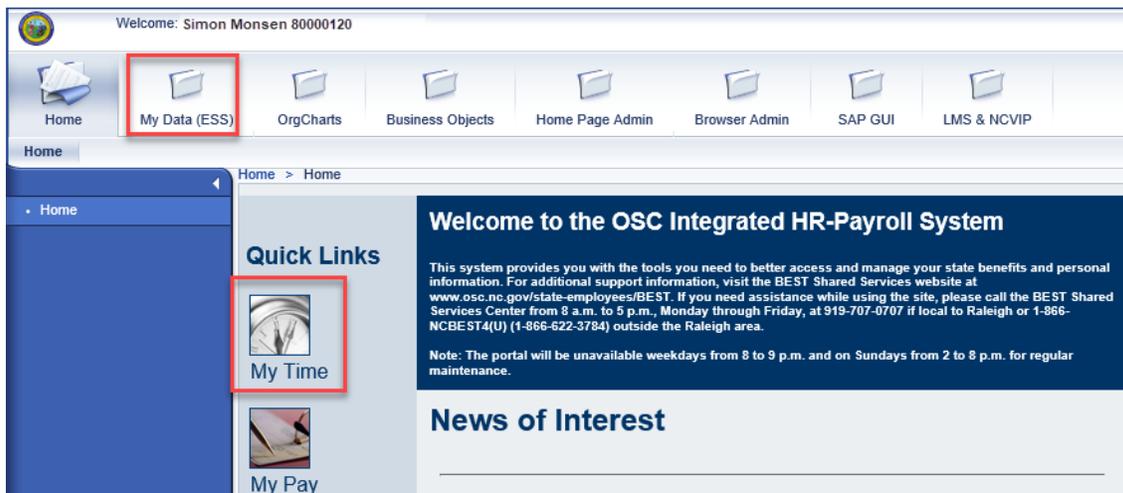
Submit Leave Request - Create a leave request and submit it to your supervisor.

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

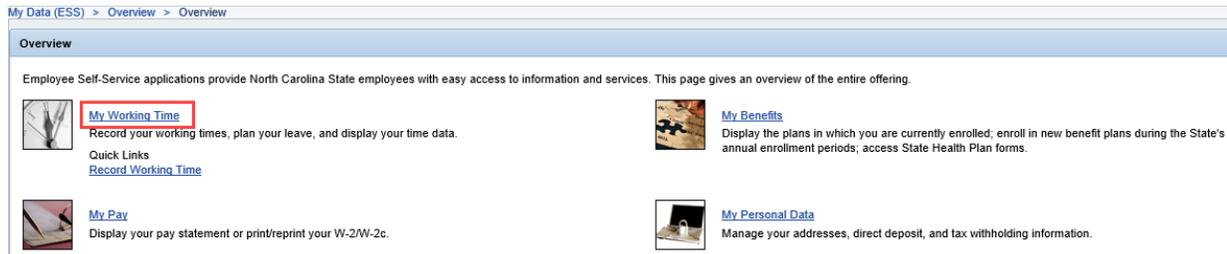
The leave request functionality within ESS is not used by all agencies. If your agency does use this functionality, the employee must enter the type of leave date(s) and the number of hours to report the leave. Leave requests can be submitted for future dates only.

Submit Leave Request

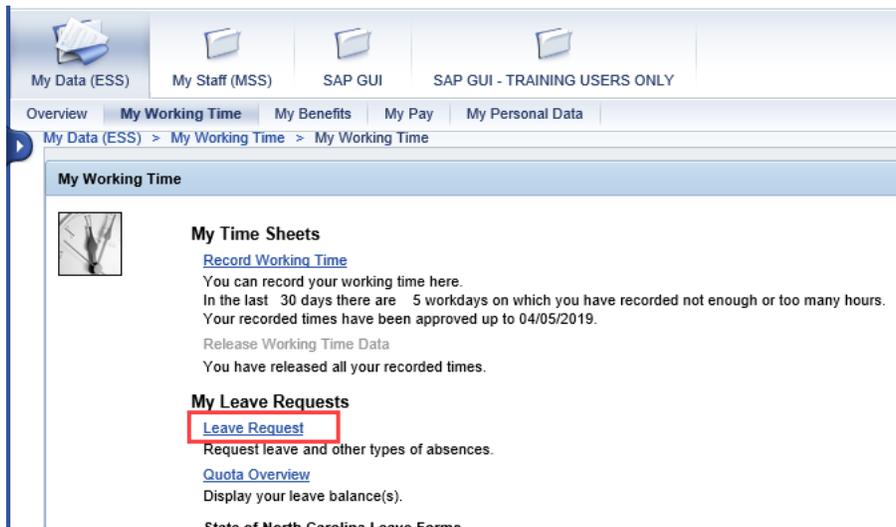
1. From the Integrated HR/Payroll System Home Page, Click the **My Data (ESS)** tab or click the **My Time** under Quick Link to go directly to the My Working Time screen.



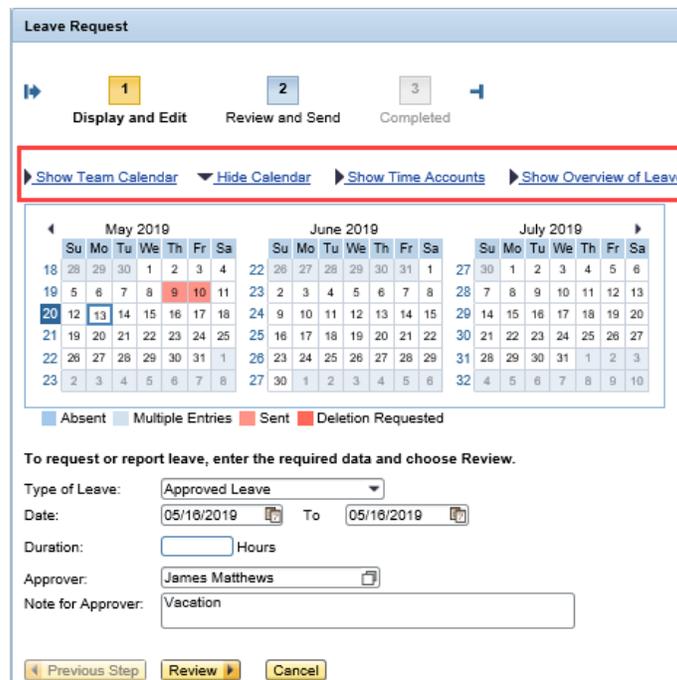
2. Click **My Working Time**.



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.



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: <i>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.</i>
Show Overview of Leave	Shows the status of all your leave requests. This is where you will change or delete requests when necessary. NOTE: <i>Only future dated leave requests that have not been approved can be changed or deleted.</i>

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:

Date: To

Duration: Hours

Approver:

Note for Approver:

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 .

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

Type of Leave:

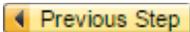
Date: To

Duration: Hours

Approver:

Note for Approver:

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

My Data (ESS) > My Working Time

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

You want to request 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.”



CRITICAL! 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.

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

Leave Request

➔ **1** **2** **3** ➔
 Display and Edit Review and Send Completed

➤ [Show Team Calendar](#) ➤ [Show Calendar](#) ➤ [Show Time Accounts](#) ➤ [Hide Overview of Leave](#)

Leave Since:

Type of Leave	From	To	Status	Used
Approved Leave	05/16/2019	05/16/2019	Sent	8 HOURS
Approved Leave	05/10/2019	05/10/2019	Sent	8 HOURS
Approved Leave	05/09/2019	05/09/2019	Sent	8 HOURS
Approved Leave	04/26/2019	04/26/2019	Sent	8 HOURS
Approved Leave	04/24/2019	04/24/2019	Approved	8 HOURS



CRITICAL! 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.

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

Leave Request

➔ **1** **2** **3** ➔
 Display and Edit Review and Send Completed

➤ [Show Team Calendar](#) ➤ [Hide Calendar](#) ➤ [Show Time Accounts](#) ➤ [Show Overview of Leave](#)

May 2019 June 2019 July 2019

18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Absent Multiple Entries Sent Deletion Requested

You have selected the following leave request:

Type of Leave:

Date:

Duration:

Used: Holiday Comp Time: 8.00 HOURS

Approver:

Previous Notes:

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:

Date: To

Duration: Hours

Used: Holiday Comp Time: 8.00 HOURS

Approver:

Note for Approver:

Previous Notes:

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 .

Approver:

Note for Approver:

Previous Notes:

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

➔

1

2

3

➔

Display and Edit
Review and Send
Completed

You want to request 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
Cancel

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?

[Request Another Absence](#)

[Go to My Working Time Homepage](#)

[Go to Employee Self-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
 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

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