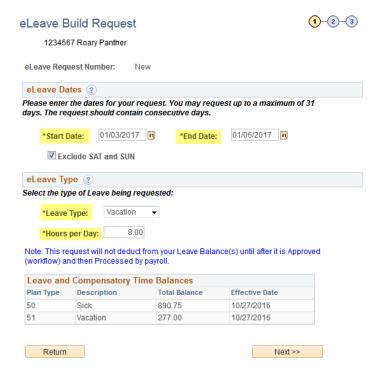
Quick Reference Guide: Creating a New eLeave Request

Pre-Planned (Future Dated) Leave requests, up to one year in advance: request will not be processed until the requested dates fall within the current pay period.

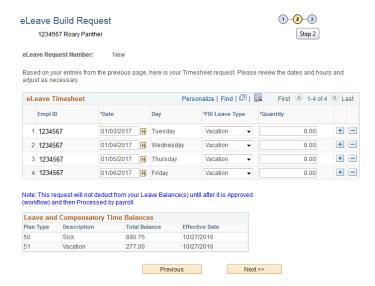
- 1) Login to Panthersoft HR Employee Self Service
- 2) Navigate to: Human Resources Self Service > Employee Self Service > Time Reporting > Request Leave > eLeave Request
- 3) Select "Create a New eLeave Request"
- 4) Complete the request with the specific details for your future dated leave information and select "Next"

Note: Leave for the current pay period must be entered directly on the timesheet in Time & Labor

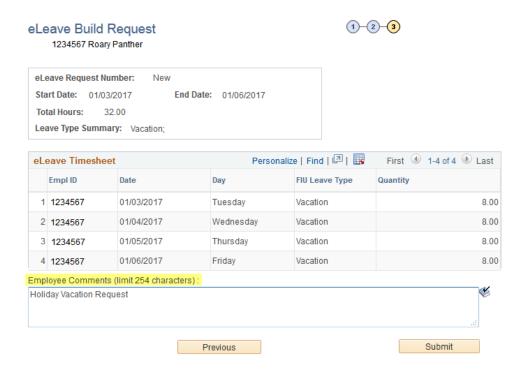


We recommend creating a separate eLeave Request for each leave period in case your plans change. Example: If an employee is requesting one week off in November and one week off in December, a separate eLeave request should be created for each instance. Therefore you can cancel each request independently without affecting the other.

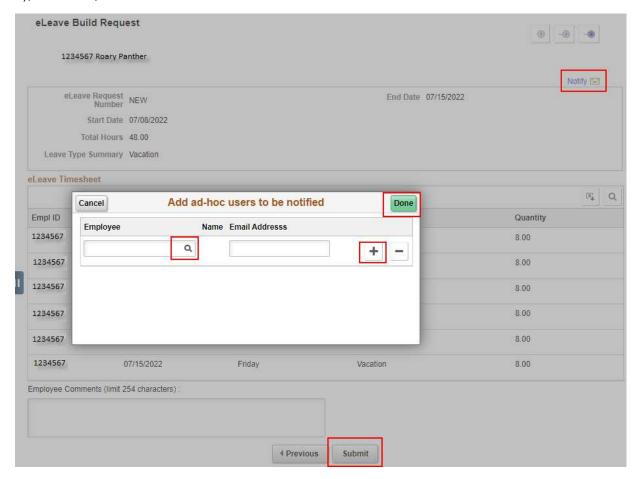
5) Edit the Date, FIU Leave Type or Quantity Columns if needed, then select "Next"



6) Verify the information in your eLeave Request and enter Employee Comments as necessary, then select "Submit"



7) Use the Notify feature, if necessary (with this feature you can notify additional individuals, click the plus sign to add more rows), click done, then select "Submit"



8) Receive Submit Confirmation message and click "OK"



9) An email will be sent to the respective manager requesting approval of the eLeave Request, once approved, employee will be notified via email and the "Approval Status" will be updated to "Approved"

Review

Click the "Review" hyperlink to look at a request.



Note: Employees will still be able to cancel an eLeave Request even after a manager has already approved it. Please refer to <u>Cancelling an eLeave Request Quick Reference Guide.</u>