

Quick Reference Guide: Exempt Employee Leave Request Process

** For Pre-Planned (Future Dated) Leave requests please refer to the [Initiating eLeave Requests Guide](#).

Reporting leave in the current pay period:

- 1) Login to [Panthersoft HR Employee Self Service](#)
- 2) Navigate to: Self Service > Time Reporting > Request Time > Timesheet
- 3) Select “Create a New eLeave Request”
- 4) Complete the request with the specific details for your future dated leave information and select “Next”

eLeave Build Request 1 2 3

1234567 Roary Panther

eLeave Request Number: New

eLeave Dates ?

Please enter the dates for your request. You may request up to a maximum of 31 days. The request should contain consecutive days.

*Start Date: 01/03/2017 [B] *End Date: 01/06/2017 [B]

Exclude SAT and SUN

eLeave Type ?

Select the type of Leave being requested:

*Leave Type: Vacation

*Hours per Day: 8.00

Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll.

Leave and Compensatory Time Balances			
Plan Type	Description	Total Balance	Effective Date
50	Sick	890.75	10/27/2016
51	Vacation	277.00	10/27/2016

Return Next >>

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

eLeave Build Request 1 2 3

1234567 Roary Panther Step 2

eLeave Request Number: New

Based on your entries from the previous page, here is your Timesheet request. Please review the dates and hours and adjust as necessary.

eLeave Timesheet					Personalize	Find	First	1-4 of 4	Last
Empl ID	Date	Day	*FIU Leave Type	*Quantity					
1 1234567	01/03/2017 [B]	Tuesday	Vacation	8.00					
2 1234567	01/04/2017 [B]	Wednesday	Vacation	8.00					
3 1234567	01/05/2017 [B]	Thursday	Vacation	8.00					
4 1234567	01/06/2017 [B]	Friday	Vacation	8.00					

Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll.

Leave and Compensatory Time Balances			
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Previous Next >>