

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 [MyFIU](#).
- 2) Navigate to: Employee Self Service > Time Tile > Request Leave > eLeave EE 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

eLeave Build Request

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 *End Date: 01/06/2017

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

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”

eLeave Build Request

1234567 Roary Panther

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 <input type="text"/>	Tuesday	Vacation <input type="text"/>	8.00 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2 1234567	01/04/2017 <input type="text"/>	Wednesday	Vacation <input type="text"/>	8.00 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3 1234567	01/05/2017 <input type="text"/>	Thursday	Vacation <input type="text"/>	8.00 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4 1234567	01/06/2017 <input type="text"/>	Friday	Vacation <input type="text"/>	8.00 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

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

eLeave Build Request

1234567 Roary Panther



eLeave Request Number: New
Start Date: 01/03/2017 End Date: 01/06/2017
Total Hours: 32.00
Leave Type Summary: Vacation;

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

Employee Comments (limit 254 characters):
Holiday Vacation Request

Previous

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"

The screenshot shows the 'eLeave Build Request' interface for user 1234567 Roary Panther. The request is for 48.00 hours of vacation from 07/08/2022 to 07/15/2022. The 'eLeave Timesheet' table shows 5 rows of vacation days, each for 8.00 hours. A dialog box titled 'Add ad-hoc users to be notified' is open, allowing the user to search for and add other employees to be notified. The dialog includes a search field, a plus sign to add users, and a 'Done' button. The 'Notify' button in the top right corner of the main interface is also highlighted. At the bottom, the 'Submit' button is highlighted.

8) Receive Submit Confirmation message and click "OK"

eLeave Request

Submit Confirmation

The Submit was successful.
eLeave Request for Time Period of 2017-01-03 to 2017-01-06 is submitted

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.

Active eLeave Requests							Personalize	Find	First	1 of 1	Last
eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review				
1	1701	1348569	10/27/2016 12:33PM	01/03/2017	01/06/2017	Submitted	Pending	Review			

Note: Employees will still be able to cancel an eLeave Request even after a manager has already approved it. Please refer to [Cancelling an eLeave Request Quick Reference Guide](#).