

Leave Request Entry

1. Log into Employee Access Center (EAC)
2. Select Leave Information

3. Select Leave Request

4. Click Add a New Leave Request or Review Request to see status of existing request or to cancel request.

[Add a New Leave Request](#)

Leave Type	Start Date	End Date	Units	Request Date	Status	Notes	Edit
PERSONAL S	4/22/2014	4/22/2014	7.00	4/14/2014	Interfaced to Attendance/Employee Timesheets	test	Review Request
PERSONAL H	4/23/2014	4/23/2014	7.00	4/14/2014	Interfaced to Attendance/Employee Timesheets		Review Request
PERSONAL S	4/24/2014	4/24/2014	7.00	4/14/2014	Interfaced to Attendance/Employee Timesheets		Review Request

5. Select **Leave Type** and the **Start & End date** of leave. Add a note if you need a reason for the leave.

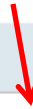
Click the 'Submit' button to formally submit your leave request.

6. **YOU MUST ENTER THE TOTAL NUMBER OF UNITS FROM START TO END.** Click Submit when Complete!

- a. Administration and teacher units (**1** for full day and **.5** for half a day)
- b. All other staff units are in hours. For half a day, enter half of your daily hours.

7. Once your request has been submitted you will see the message below.

Employee Leave Request



Your leave request has been submitted for approval. For security purposes, please logout or close your browser.

8. Close this screen to enter a new request or review the status of your request.

9. Click Review Request to check status or cancel.

Add a New Leave Request

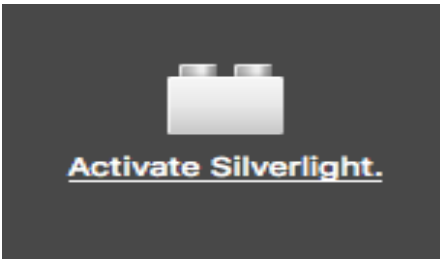
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PERSONAL S	4/24/2014	4/24/2014	7.00	4/14/2014	Interfaced to Attendance/Employee Timesheets		Review Request
VACATION D	4/28/2014	4/30/2014	7.00	4/15/2014	Canceled	Enter note here if needed!	Review Request
PERSONAL S	4/28/2014	4/30/2014	21.00	4/15/2014	Open	Enter note as needed!!	Review Request

10. All approved time will appear on your Employee Time Sheet (ETS).

***** Important Note for MAC users *****

11. When you access leave requests for the first time you will be prompted to "Activate Silverlight."

12. Select the plugin when it appears.



13. After you activate Silverlight, make sure you "Allow and Remember" when prompted.

