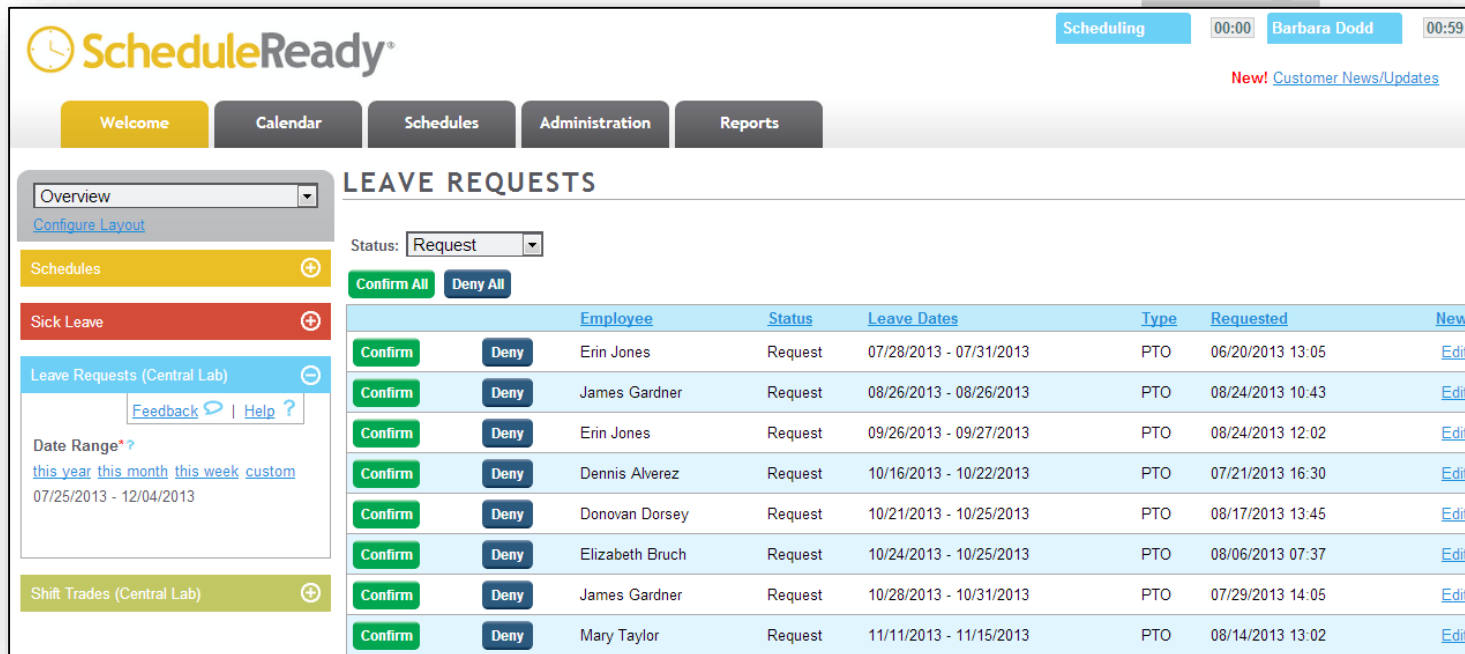


Welcome Tab

Leave Requests Minibar

This reference guide provides a comprehensive overview of the **Leave Requests** minibar within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Select a date range for leave requests
- 🕒 Confirm and deny leave requests
- 🕒 Sort and change the leave requests display
- 🕒 Edit leave requests
- 🕒 Enter new leave requests



LEAVE REQUESTS

Status:

	Employee	Status	Leave Dates	Type	Requested	New
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	Erin Jones	Request	07/28/2013 - 07/31/2013	PTO	06/20/2013 13:05	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	Erin Jones	Request	09/26/2013 - 09/27/2013	PTO	08/24/2013 12:02	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	Dennis Alvarez	Request	10/16/2013 - 10/22/2013	PTO	07/21/2013 16:30	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	Donovan Dorsey	Request	10/21/2013 - 10/25/2013	PTO	08/17/2013 13:45	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	Elizabeth Bruch	Request	10/24/2013 - 10/25/2013	PTO	08/06/2013 07:37	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	James Gardner	Request	10/28/2013 - 10/31/2013	PTO	07/29/2013 14:05	Edit
<input type="button" value="Confirm"/> <input type="button" value="Deny"/>	Mary Taylor	Request	11/11/2013 - 11/15/2013	PTO	08/14/2013 13:02	Edit

Leave Requests (Central Lab)

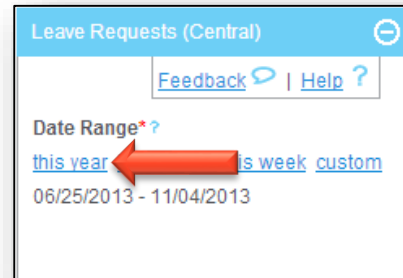
Date Range* ?
[this year](#) [this month](#) [this week](#) [custom](#)
 07/25/2013 - 12/04/2013

Select a Date Range for Leave Requests

The **Date Range** links within the **Leave Requests** minibar allow you to quickly change which dates of leave request periods are displayed within the **Leave Requests** table. There are three preconfigured options (this year, this month, and this week) and a custom date range option. Among other uses, the custom range is how you view historical schedule periods. You can find the menu options under **Date Range**.

Select a Date Range

- To display every leave request for the current calendar year, click [this year](#).



Leave Requests (Central) Feedback | Help ?

Date Range* ?

[this year](#) [this week](#) [custom](#)

06/25/2013 - 11/04/2013

A red arrow points to the 'this year' link.



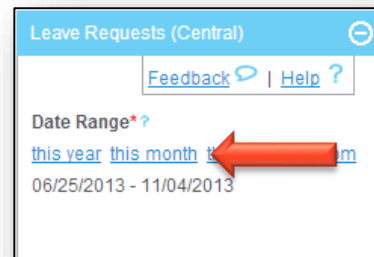
LEAVE REQUESTS

Status: Request

Confirm All Deny All

	Employee	Status	Leave Dates	Type	Requested	New
Confirm Deny	Joe Fox	Request	04/17/2013 - 04/17/2013	PTO	04/17/2013 11:27	Edit
Confirm Deny	Erin Jones	Request	07/28/2013 - 07/31/2013	PTO	06/20/2013 13:05	Edit
Confirm Deny	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit
Confirm Deny	Erin Jones	Request	09/26/2013 - 09/27/2013	PTO	08/24/2013 12:02	Edit
Confirm Deny	Dennis Alvarez	Request	10/16/2013 - 10/22/2013	PTO	07/21/2013 16:30	Edit
Confirm Deny	Donovan Dorsey	Request	10/21/2013 - 10/25/2013	PTO	08/17/2013 13:45	Edit
Confirm Deny	Elizabeth Bruch	Request	10/24/2013 - 10/25/2013	PTO	08/06/2013 07:37	Edit
Confirm Deny	James Gardner	Request	10/28/2013 - 10/31/2013	PTO	07/29/2013 14:05	Edit
Confirm Deny	Mary Taylor	Request	11/11/2013 - 11/15/2013	PTO	08/14/2013 13:02	Edit

- To display every leave request that contains a date within the current month, click [this month](#).



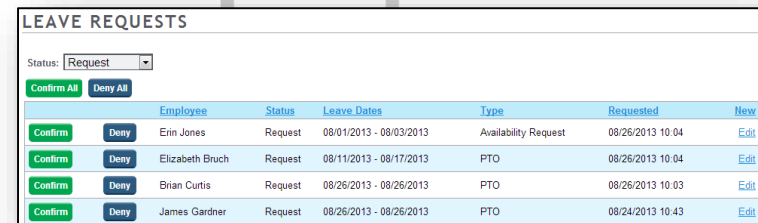
Leave Requests (Central) Feedback | Help ?

Date Range* ?

[this year](#) [this month](#) [this week](#) [custom](#)

06/25/2013 - 11/04/2013

A red arrow points to the 'this month' link.



LEAVE REQUESTS

Status: Request

Confirm All Deny All

	Employee	Status	Leave Dates	Type	Requested	New
Confirm Deny	Erin Jones	Request	08/01/2013 - 08/03/2013	Availability Request	08/26/2013 10:04	Edit
Confirm Deny	Elizabeth Bruch	Request	08/11/2013 - 08/17/2013	PTO	08/26/2013 10:04	Edit
Confirm Deny	Brian Curtis	Request	08/26/2013 - 08/26/2013	PTO	08/26/2013 10:03	Edit
Confirm Deny	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit

- To display only leave requests with a date within the schedule period, click [this week](#).

Leave Requests (Central) Feedback | Help ?

Date Range* ?

[this year](#) [this month](#) [this week](#) [custom](#)

06/25/2013 - 11/04/2013

LEAVE REQUESTS

Status: Request

[Confirm All](#) [Deny All](#)

	Employee	Status	Leave Dates	Type	Requested	New
Confirm	Brian Curtis	Request	08/26/2013 - 08/26/2013	PTO	08/26/2013 10:03	Edit
Confirm	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit

- To view a custom beginning and ending date range, click [custom](#).
- In the **Date** boxes, type the beginning and ending dates of the range you would like to view.
- Click **Update Display**.

Leave Requests (Central) Feedback | Help ?

Date Range* ?

[this year](#) [this month](#) [this week](#) [custom](#)

06/25/2013 - 11/04/2013

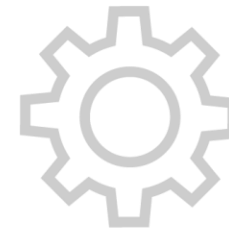
Leave Requests (Central) Feedback | Help ?

Date Range* ?

[this year](#) [this month](#) [this week](#) [custom](#)

07/21/2013 17 07/27/2013 17

[Update Display](#)



Confirm and Deny Leave Requests

As employees enter leave requests into **ScheduleReady**, administrative users can approve and deny these requests from the **Leave Requests** minibar of the **Welcome** tab. You can confirm or reject all currently displayed requests or you can confirm or reject a single request.

Confirm and Deny Leave Requests

- Click [Confirm All](#) or [Deny All](#)
or
in the row of the leave request you wish to approve, click [Confirm](#) or [Deny](#).

LEAVE REQUESTS							
Status: <input type="text" value="Request"/>							
Confirm All		Deny All					
	Employee	Status	Leave Dates	Type	Requested	New	
Confirm		Request	04/17/2013 - 04/17/2013	PTO	04/17/2013 11:27		Edit
Confirm	Erin Jones	Request	07/28/2013 - 07/31/2013	PTO	06/20/2013 13:05		Edit
Confirm	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43		Edit
Confirm	Erin Jones	Request	09/26/2013 - 09/27/2013	PTO	08/24/2013 12:02		Edit
Confirm	Dennis Alvarez	Request	10/16/2013 - 10/22/2013	PTO	07/21/2013 16:30		Edit
Confirm	Donovan Dorsey	Request	10/21/2013 - 10/25/2013	PTO	08/17/2013 13:45		Edit
Confirm	Elizabeth Bruch	Request	10/24/2013 - 10/25/2013	PTO	08/06/2013 07:37		Edit
Confirm	James Gardner	Request	10/28/2013 - 10/31/2013	PTO	07/29/2013 14:05		Edit
Confirm	Mary Taylor	Request	11/11/2013 - 11/15/2013	PTO	08/14/2013 13:02		Edit




Change and Sort the Leave Requests Display

You can filter which leave requests are displayed in the **Leave Requests** table by status (any status, confirmed, deleted, denied, request, and see schedule). You can sort the contents of the table by employee name, status, leave dates, type or leave, or date leave was requested.

Change Leave Requests Display

- In the **Status** menu, click the status you wish to be displayed.

LEAVE REQUESTS

Status: 


Employee	Status	Leave Dates	Type	Requested	New
Erin Jones	Request	08/01/2013 - 08/03/2013	Availability Request	08/26/2013 10:04	Edit
Elizabeth Bruch	Request	08/11/2013 - 08/17/2013	PTO	08/26/2013 10:04	Edit
Brian Curtis	Request	08/26/2013 - 08/26/2013	PTO	08/26/2013 10:03	Edit
James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit

Sort Leave Requests Display

- Click the header link you wish to sort by.

LEAVE REQUESTS

Status:

Employee 	Status	Leave Dates	Type	Requested	New
Brian Curtis	Confirmed	07/29/2013 - 08/03/2013	Sick	07/29/2013 14:16	Edit
Brian Curtis	Confirmed	08/05/2013 - 08/11/2013	PTO	06/13/2013 11:01	Edit
Jaime Glover	Confirmed	08/12/2013 - 08/14/2013	PTO	06/13/2013 10:58	Edit
Joel Gabriel	Confirmed	08/12/2013 - 08/16/2013	PTO	06/20/2013 12:53	Edit
Donovan Dorsey	Confirmed	08/14/2013 - 08/17/2013	Sick	08/14/2013 13:23	Edit
Karen Severson	Confirmed	08/19/2013 - 08/23/2013	Sick	08/19/2013 10:52	Edit

Edit Leave Requests

Leave requests can be edited by schedule administrators at any time, even if the leave request has been approved or denied. When an approved leave request is edited (e.g., the date of the leave is changed), the leave request is then returned to request status and must be approved again. The **Existing Leave in Date Range** table displays at the bottom of the **Edit Leave Request** window. It contains information that can be helpful when editing a leave request.

Edit Leave Requests

1. In the row of the leave request to be edited, click [Edit](#).

LEAVE REQUESTS							
Status: Request							
Confirm All		Deny All					
	Employee	Status	Leave Dates	Type	Requested	New	
Confirm	Erin Jones	Request	08/01/2013 - 08/03/2013	Availability Request	08/26/2013	Edit	
Confirm	Elizabeth Bruch	Request	08/11/2013 - 08/17/2013	PTO	08/26/2013 10:04	Edit	
Confirm	Brian Curtis	Request	08/26/2013 - 08/26/2013	PTO	08/26/2013 10:03	Edit	
Confirm	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit	



2. To change the type of leave, on the **Leave Type** menu, click the desired leave code.

To change the dates of leave, type in the **Leave Begins** and/or **Leave Ends** boxes the new date(s).

To change the time leave begins or ends, type in the corresponding **time** boxes.

To change the request date, type in the **Request Date** box.

To change the time of the request date, type in the corresponding **time** boxes.

To enter a note for the leave request, type in the **Reason for Leave/New Note** box.

3. Click **Save Changes**.

EDIT LEAVE REQUEST

Employee: Joel Gabriel Earliest Request Allowed: 08/17/2013

Leave Type* Status* [Refresh Status](#) Request Leave Begins* :

Reason for Leave/New Note Leave Ends* :

Request Date* :

Last Note
[No notes are set]
[View Entire Conversation](#)

[Save Changes](#) Leave may take several minutes after clicking Save

[View Status History](#)

EXISTING LEAVE IN DATE RANGE

Name	Leave Type	Requested	Start	End	Status	Update
Wilson Chebet	PTO	06/20/2013 12:51	07/08/2013 00:00	07/11/2013 23:59	Confirmed	
David Barmasai	PTO	06/20/2013 13:06	07/08/2013 00:00	07/12/2013 23:59	Confirmed	
Joel Gabriel	PTO	06/20/2013 13:05	07/11/2013 00:00	07/14/2013 23:59	Request	



Enter New Leave Requests

Leave requests can be entered on behalf of an employee by a schedule administrator within the **Leave Requests** minibar of the **Welcome** tab. Some leave types may not be employee selectable and can only be entered by a schedule administrator on behalf of an employee (e.g., medical leave).

Enter New Leave Requests

1. Click [New](#).

LEAVE REQUESTS							
Status: <input type="text" value="Request"/>							
Confirm All Deny All							
	Employee	Status	Leave Dates	Type	Requested	New	
Confirm	Erin Jones	Request	08/01/2013 - 08/03/2013	Availability Request	08/26/2013 10:04	Edit	
Confirm	Elizabeth Bruch	Request	08/11/2013 - 08/17/2013	PTO	08/26/2013 10:04	Edit	
Confirm	Brian Curtis	Request	08/26/2013 - 08/26/2013	PTO	08/26/2013 10:03	Edit	
Confirm	James Gardner	Request	08/26/2013 - 08/26/2013	PTO	08/24/2013 10:43	Edit	



2. In the **Employee** box, type the name of the employee.
3. On the **Leave Type** menu, select the type of leave.
4. In the **Leave Begins** and **Leave Ends** boxes, type the leave beginning and ending dates.
5. In the **time** boxes, type the beginning and ending times.
6. In the **Request Date** box, type the date.
7. If needed, in the **Reason for Leave/New Note** box, type any additional information..
8. Click **Save Changes**.

Note: To view other leave requests already entered into the system during the same time period, click [Update](#).

EDIT LEAVE REQUEST ✕

Employee

Leave Type* **Leave Begins***
Availability Request ▼
07/27/2013
17
0
:
00

Reason for Leave/New Note **Leave Ends***
07/27/2013
17
23
:
59

Request Date*
07/27/2013
17
19
:
26

Save Changes *D... Leave may take several minutes after clicking Save

EXISTING LEAVE IN DATE RANGE

Name	Leave Type	Requested	Start	End	Status	Update

