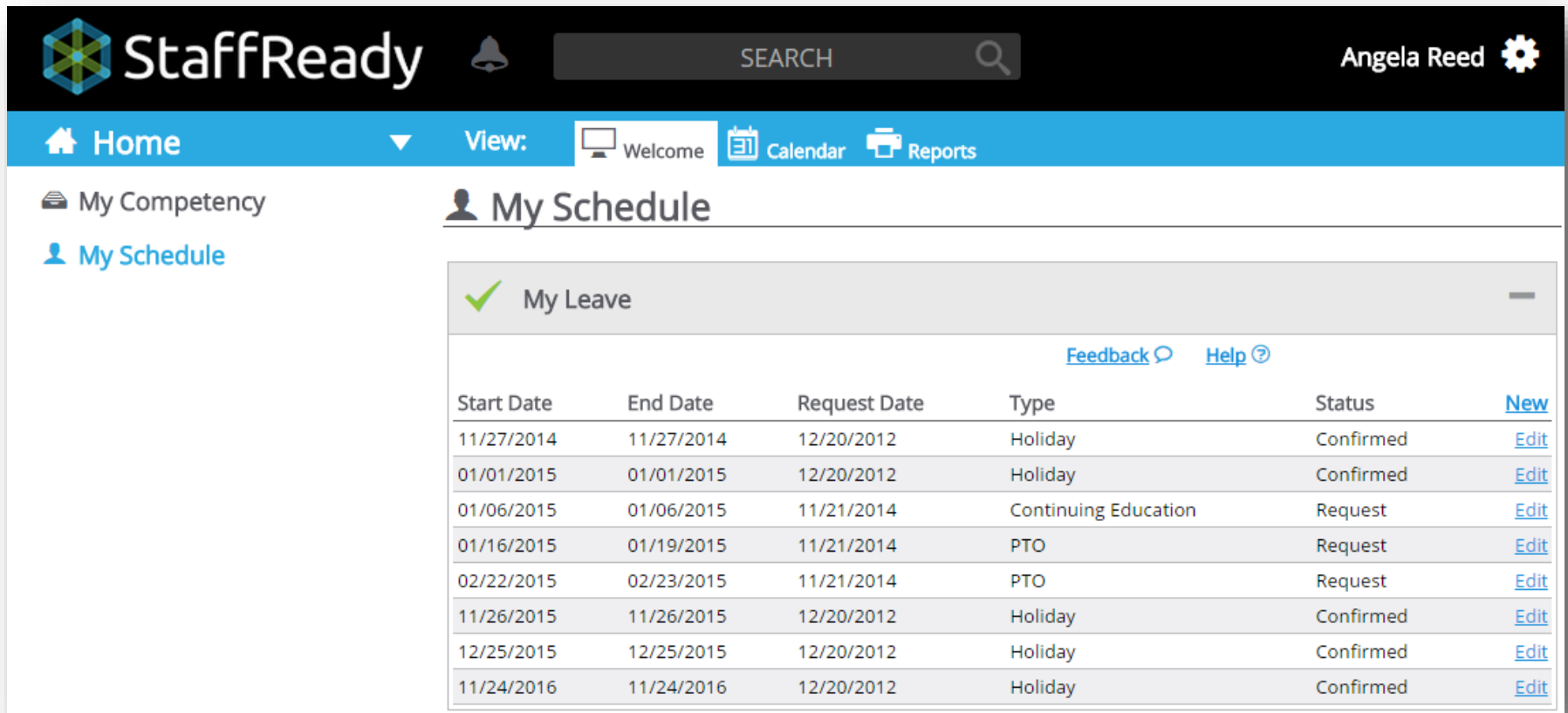


Welcome View - My Schedule My Leave

This reference guide provides a comprehensive overview of the **My Leave** color bar within the **Welcome** view in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Enter New Leave Request
- Edit Existing Leave Request



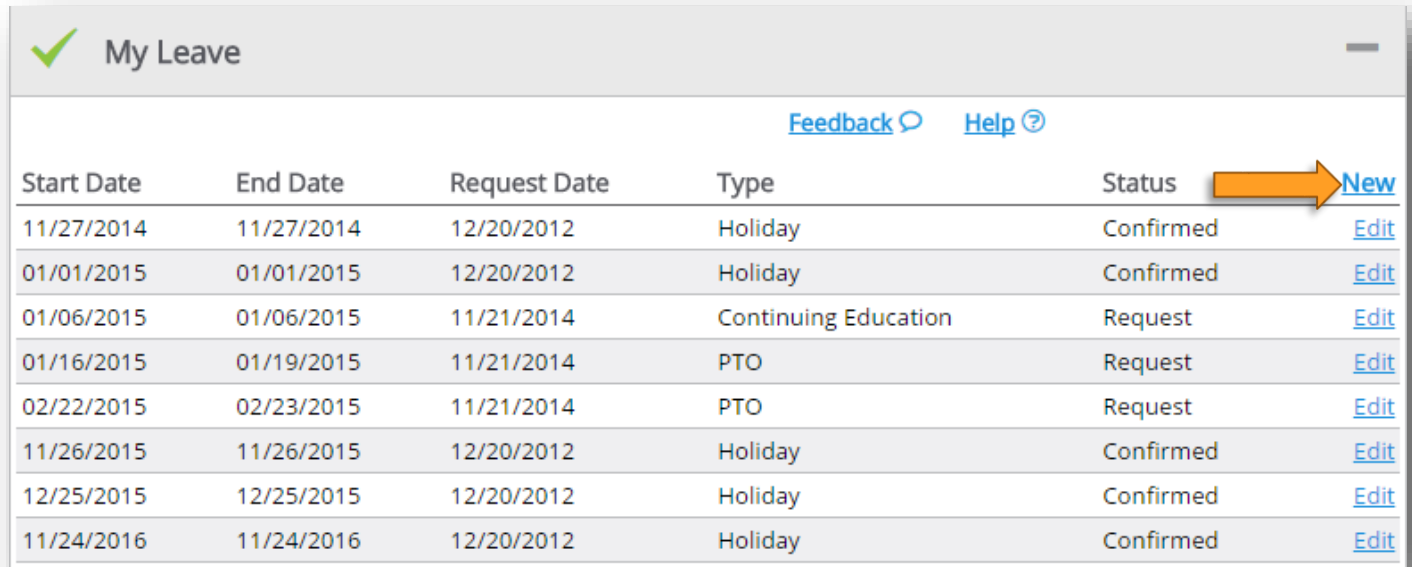
The screenshot shows the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and the user name 'Angela Reed'. Below this is a secondary navigation bar with 'Home', 'View: Welcome', 'Calendar', and 'Reports'. The main content area is titled 'My Schedule' and features a 'My Leave' section with a green checkmark icon. Below this section is a table of leave requests.

Start Date	End Date	Request Date	Type	Status	New
11/27/2014	11/27/2014	12/20/2012	Holiday	Confirmed	Edit
01/01/2015	01/01/2015	12/20/2012	Holiday	Confirmed	Edit
01/06/2015	01/06/2015	11/21/2014	Continuing Education	Request	Edit
01/16/2015	01/19/2015	11/21/2014	PTO	Request	Edit
02/22/2015	02/23/2015	11/21/2014	PTO	Request	Edit
11/26/2015	11/26/2015	12/20/2012	Holiday	Confirmed	Edit
12/25/2015	12/25/2015	12/20/2012	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	12/20/2012	Holiday	Confirmed	Edit

1 | Enter New Leave Request

Enter New Leave Request

1. Click [New](#).



My Leave

[Feedback](#) [Help](#)

Start Date	End Date	Request Date	Type	Status	New
11/27/2014	11/27/2014	12/20/2012	Holiday	Confirmed	Edit
01/01/2015	01/01/2015	12/20/2012	Holiday	Confirmed	Edit
01/06/2015	01/06/2015	11/21/2014	Continuing Education	Request	Edit
01/16/2015	01/19/2015	11/21/2014	PTO	Request	Edit
02/22/2015	02/23/2015	11/21/2014	PTO	Request	Edit
11/26/2015	11/26/2015	12/20/2012	Holiday	Confirmed	Edit
12/25/2015	12/25/2015	12/20/2012	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	12/20/2012	Holiday	Confirmed	Edit

2. Select **Leave Type**.

3. Enter **Leave Begins** date.

4. Enter **Leave Ends** date.

5. Enter **Reason for Leave**.

6. Click **Save Changes**.

Request/Edit Leave [X]

Leave Request

Leave for Schedule

Employee* ⓘ
Angela Reed

Leave Type* ⓘ
Choose One

Request Date* ⓘ
11/10/2015 10 : 59

Leave Begins* ⓘ
11/10/2015 0 : 00

Leave Ends* ⓘ
11/10/2015 23 : 59

Conversation

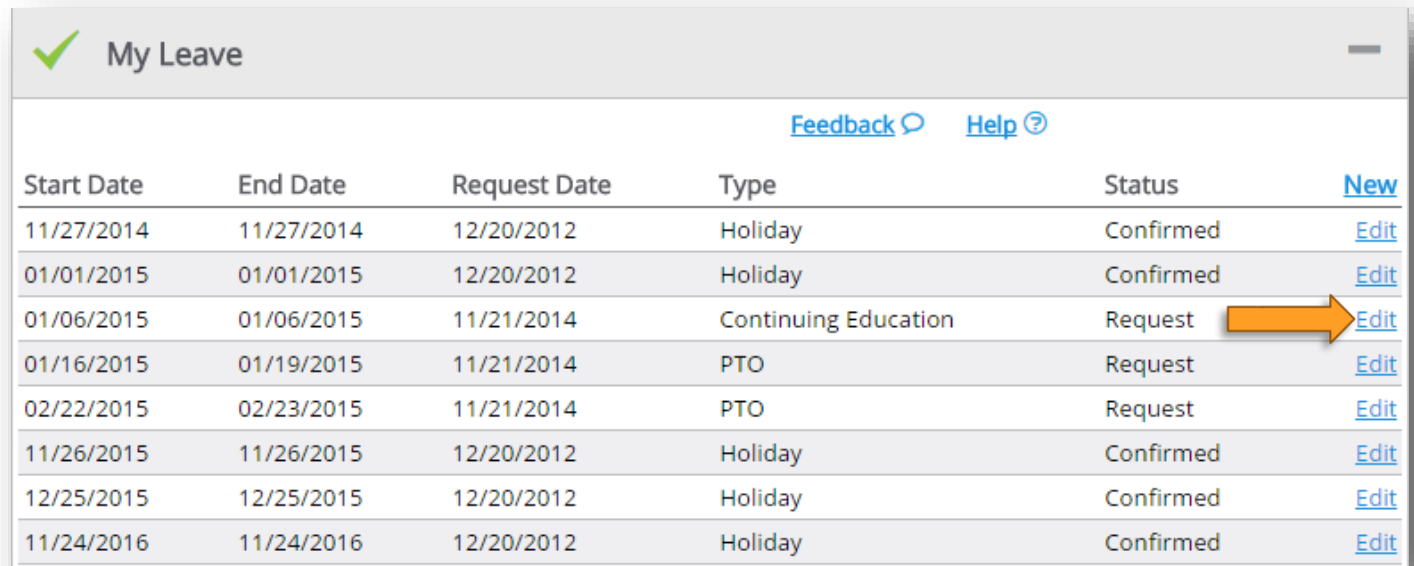
Reason for Leave/New Note ⓘ

Save Changes

2 | Edit Existing Leave Request

Edit Existing Leave Request

1. Click [Edit](#).



My Leave

[Feedback](#) [Help](#)

Start Date	End Date	Request Date	Type	Status	New
11/27/2014	11/27/2014	12/20/2012	Holiday	Confirmed	Edit
01/01/2015	01/01/2015	12/20/2012	Holiday	Confirmed	Edit
01/06/2015	01/06/2015	11/21/2014	Continuing Education	Request	Edit
01/16/2015	01/19/2015	11/21/2014	PTO	Request	Edit
02/22/2015	02/23/2015	11/21/2014	PTO	Request	Edit
11/26/2015	11/26/2015	12/20/2012	Holiday	Confirmed	Edit
12/25/2015	12/25/2015	12/20/2012	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	12/20/2012	Holiday	Confirmed	Edit

As needed...

2. Edit **Leave Type**.

3. Edit **Leave Begins** date.

4. Edit **Leave Ends** date.

5. Enter **Reason for Leave** note.

6. Click **Save Changes**.

Request/Edit Leave [X]

Leave Request

Employee* ⓘ Angela Reed → Leave Type* ⓘ PTO → Request Date* ⓘ 11/04/2015 14 : 32

Leave Begins* ⓘ 11/26/2015 0 : 00 ←

Leave Ends* ⓘ 11/26/2015 23 : 59 ←

Conversation [View Entire Conversation](#) →

AReed@Nov 4 2015 2:32:51:647PM

Send

Status ⓘ Request → Save Changes Delete Request