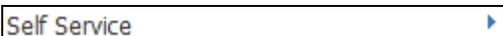
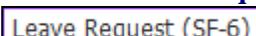


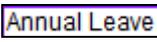
On Campus Logon to Leave Request Employee Self-Service

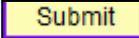
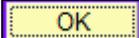
Step	Action
1.	From your home screen, double-click the Internet Explorer button. 
2.	From the LSU Health New Orleans homepage (http://www.lsuhs.edu/), click the Self Service button. 
3.	Click the Employee Self-Service link. 
4.	Enter the desired information into the User ID field if it does not default. Enter a valid value e.g. " Your User ID ".  <i>NOTE: Your User ID will automatically convert to Upper Case however, passwords are case sensitive.</i>
5.	Enter the desired information into the Password field. Enter a valid value e.g. " Your PeopleSoft Password ". <i>NOTE: Passwords are case sensitive.</i>
6.	Click the Sign In button. 
7.	Your PeopleSoft Home page displays.
8.	This completes <i>On Campus Logon to Leave Request Employee Self-Service</i> . End of Procedure.

Create a Leave Request for Annual and Sick Leave

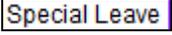
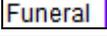
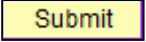
Step	Action
<p>1.</p> 	<p><i>Look for this sign (light bulb)! Key reminders are placed throughout this document to remind you of important points.</i></p>
<p>2.</p> 	<p>***** NOTICE *****</p> <p><i>Leave requests will be created and submitted by the employee whenever possible. If an employee is on extended leave, such as FMLA, the employee's manager can create a leave request on the employee's behalf if the employee is unable to complete the request himself/herself. A manual leave request must be completed by the employee immediately upon his/her return to work, for verification and audit purposes, for the time periods indicated on all manager created leave requests submitted on the employee's behalf. For audit purposes, manual leave slips will be housed in the department.</i></p>
<p>3.</p>	<p>Click the Main Menu button.</p> 
<p>4.</p>	<p>Click the Self Service menu.</p> 
<p>5.</p>	<p>Click the Leave menu.</p> 
<p>6.</p>	<p>Click the Leave Request (SF-6) menu.</p> 
<p>7.</p>	<p>The Leave Request (SF-6) page displays.</p> <p>The Plan Type column displays the leave plans available for use by the employee.</p>
<p>8.</p>	<p>The As of Date column displays the date the accrual process was run. The accrual process is run at the end of each pay period. Any earned leave will be added and any used leave subtracted automatically by the system.</p>
<p>9.</p>	<p>The Balance column displays the number of hours available for each leave type as of the last accrual date. Requests for annual or sick leave should not be submitted if adequate leave hours are not available. Requests for Leave Without Pay are presented in a later topic.</p>
<p>10.</p>	<p>The Current Period Approved Leave column displays the total number of hours requested for the current pay period by leave type. Approved leave hours are automatically subtracted from the Balance hours by the system. The remaining available leave balance is displayed in the Current Period Ending Balance column.</p>

Step	Action
11.	The Future Period Approved Leave column displays leave hours requested in future pay periods by leave type. Again, the system will automatically subtract future approved leave hours from the Balance and display the remaining future leave balance in the Future Period Ending Balance .
 12.	<i>Remember, future leave balances do not take into consideration any future leave you may accrue!</i>
13.	Click the Create New Leave Request link. Create New Leave Request
14.	You may enter the leave start date directly into the Start Date field or use the Choose a Date button to select it. Click the Choose a date button. 
15.	In this example, you will request to take Wednesday, June 10th as annual leave. Click the desired date. 
16.	When the start date is entered or selected, the End Date field will automatically populate using the same date. Partial leave days (i.e., leave hours that are less than scheduled hours) will have the same Start and End Date. If leave extends beyond one day, make sure to adjust the End Date accordingly.
 17.	Leave Scenarios If an employee request includes leave time for a partial day, followed by a <u>full</u> day, two separate requests must be submitted. For example, an employee wishes to submit a leave request to be off on sick leave beginning on Thursday, June 25th at 12:30 PM and ending on Friday, June 26th at 4:30PM. Two separate leave requests would have to be submitted: one for June 25th from 12:30 PM - 4:30 PM and one for June 26th from 8:00 AM until 4:30 PM.
 18.	Leave Scenarios If an employee wishes to request multiple leave times on a single day, separate requests must be completed for each. For example, an employee wishes to submit a leave request to be off on sick leave on Friday, June 12th from 9:00 AM - 10:30 AM and then again from 2:30 PM - 4:30 PM. Two separate leave requests would have to be submitted; one for the 9:00 AM - 10:30 AM portion and one for the 2:30 PM - 4:30 PM portion.
 19.	Leave Scenarios Leave Start and End dates can extend over a weekend. For example, an employee wishes to submit a leave request to be off on annual leave beginning Friday, June 12th and ending at close of business (COB) on Monday, June 15th. However, total leave hours will be 16 hours since that is the total time requested off work.

Step	Action
<p>20.</p> 	<p>Leave Scenarios</p> <p>Leave Start and End dates can extend beyond the current pay period. For example, an employee wishes to submit a leave request to be off beginning Monday, June 29th and ending COB Thursday, July 2nd. The system will automatically adjust pay period amounts once the request is approved.</p>
<p>21.</p> 	<p>Leave Scenarios</p> <p>Leave Start and End dates cannot include a holiday. For example, an employee wishes to submit a leave request to be off beginning Wednesday, July 1st and ending COB Tuesday, July 7th. July 3rd is designated as the 4th of July holiday. Two separate leave requests <u>must</u> be submitted. In this example, one request will be submitted to cover July 1st and 2nd, and a second request will cover July 6th and 7th.</p>
<p>22.</p>	<p>Enter the time the leave is to begin. Time may be entered using regular or military time. When entering regular time, the system will automatically default to AM rather than PM, unless otherwise specified. Military time must be entered in a 4-digit format with the first two digits representing the hour of the day and the last two digits the minutes of the hour (e.g., 0830).</p> <p>Enter the desired information into the Time field. Enter a valid value e.g. "8:00AM".</p>
<p>23.</p>	<p>Enter the desired information into the Time field. Enter a valid value e.g. "4:30PM".</p>
<p>24.</p>	<p>Only one Absence Type can be used when requesting leave. An additional request must be added if leave time is split and charged partially to annual and partially to sick.</p> <p>For example, if a person is taking 4 hours of leave, and the leave time is split evenly between annual and sick leave, then the employee will submit a request for 2 hours of annual leave and another request for 2 hours of sick leave.</p>
<p>25.</p>	<p>Click the button to the right of the Absence Type field.</p> 
<p>26.</p>	<p>Click the Annual Leave list item.</p> 
<p>27.</p>	<p>NOTE: The FMLA option will display when the Sick, Annual or Leave Without Pay absence type is selected.</p>
<p>28.</p>	<p>Enter the desired information into the Total Leave Hours field. Enter a valid value e.g. "8".</p>
<p>29.</p>	<p>In this example the employee is requesting a full day of leave, so the Duration Per Day hours will be the same as the Total Leave hours. However, that will not always be the case. If the employee is taking partial or intermittent leave, the Duration Per Day may be different than the Total Leave hours.</p> <p>For example, suppose an employee requests to be off for 4 hours each day for one week. The Total Leave hours would be 20 hours however, the Duration Per Day hours would be 4.</p>

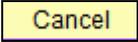
Step	Action
30.	Enter the desired information into the Duration Per Day field. Enter a valid value e.g. "8".
31.	Comments are not required but can be used if desired. The Comments section can be used to note why the employee is requesting leave or for other pertinent leave information. Please do not enter any information into the Comment box that you wish to be considered confidential.
32.	Click the Submit button. 
33.	A message displays indicating that the request has been successfully submitted. Click the OK button. 
34.	A line displays in the Leave Request History section showing that a request has been submitted and providing other relevant information regarding the request.
35.	The system will automatically send a confirmation email to your email address. Your manager will also receive an email indicating a leave request has been submitted by you for approval. <i>NOTE: You can click on the link provided in the email to view the actual transaction.</i>
36.	 Once the request has been approved by your manager, you will receive an approval confirmation email. You can click on the link included in the email to view the actual transaction. <i>NOTE: Annual leave cannot be taken until you receive confirmation that your leave has been approved.</i>
37.	You can click the Refresh button to update your Leave Request History. Once your manager approves the request, the Status will change from Submitted to Approved.
38.	 Key Points 1. Your Future Period Approved Leave has increased from 0 to 8 hours. 2. Your Future Period Ending Balance was reduced by 8 hours. 3. Future Leave Balances do not include future hours earned. If additional leave is taken prior to the future dated request and there is insufficient available leave at the time the leave is taken, the system will automatically convert sick leave into annual leave, and annual leave into Leave Without Pay.
39.	This completes <i>Create a Leave Request for Annual and Sick Leave.</i> End of Procedure.

Create a Special Leave Request

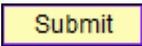
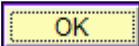
Step	Action
1.	Click the Create New Leave Request link. 
2.	Click the Choose a date button. 
3.	Click the desired date. 
4.	Enter the desired information into the Time field. Enter a valid value e.g. " 8:00AM ".
5.	Enter the desired information into the Time field. Enter a valid value e.g. " 4:30PM ".
6.	Click the button to the right of the Absence Type field. 
7.	Click the Special Leave list item. 
8.	Click the button to the right of the Reason field. 
9.	Click the Funeral list item. 
10.	Enter the desired information into the Total Leave Hours field. Enter a valid value e.g. " 8 ".
11.	Enter the desired information into the Duration Per Day field. Enter a valid value e.g. " 8 ".
12.	 <p>NOTE: When requesting Special Leave, comments <u>must</u> be added to the Comments box. Comments should provide specific information as to why the request is being made. An example comments is provided here.</p> <p>Enter the desired information into the Comment field. Enter a valid value e.g. "Sister's Funeral (Cruella DeVille)".</p>
13.	Click the Submit button. 
14.	Click the OK button. 

Step	Action
<p>15.</p> 	<p>The system will automatically send a confirmation email to your email address. Your manager will also receive an email indicating a leave request has been submitted by you for approval. The system will also send a return email notifying you when the request has been approved.</p> <p><i>NOTE: You can click on the link provided in the email to view the actual transaction.</i></p>
<p>16.</p>	<p>This completes <i>Create a Special Leave Request</i>. End of Procedure.</p>

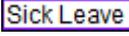
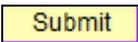
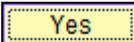
Cancel a Leave Request

Step	Action
1.	If a Leave Request has been not been approved by your Manager, you can cancel the request. Once the request has been approved, it must be deleted rather than cancelled. Deleting a request will discussion in a later topic. Again, prior to Manager approval, a leave request may be cancelled in the system.
2.	Click the Cancel link. 
3.	Review the transaction details to ensure the correct transaction has been selected for cancellation.
4.	Click the Cancel button. 
5.	A message displays confirming your request has been cancelled. Click the OK button. 
6.	Notice that the line Status still displays Submitted rather than Cancelled. To update the Leave Request History, click the Refresh button. 
7.	Once the page was refreshed, the Status changed from Submitted to Cancelled.
8.	 You will receive a confirmation email stating your request has been cancelled. You can click on the link included in the email to view the actual transaction.
9.	This completes <i>Cancel a Leave Request.</i> End of Procedure.

Delete a Leave Request

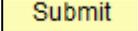
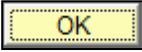
Step	Action
1.	Occasionally, you may need to delete a request if you were unable to take the leave. Once a leave request has been approved it must be deleted rather than cancelled, and a new request submitted if applicable. <i>NOTE: The Future Period Approved Leave field shows 4.00 hours of Sick leave.</i>
2.	In this example you will be deleting a leave request for 4 hours of sick leave. Click the Delete link. 
3.	Review transaction information prior to submitting your request to confirm the correct request has been selected. Click the Submit button. 
4.	A confirmation message displays confirming a request for -4 hours of sick leave has been submitted. Click the OK button. 
5.	Click the Refresh button to update your Leave Request History. 
6.	A new line displays indicating your request has been submitted for approval. <i>NOTE: The Future Period Approved Leave field continues to show 4.00 hours of leave to be taken until your manager has approved the deletion request.</i>
7.	The system will automatically send you an email once your manager has approved the deletion request. You can click on the link included in the email to view the actual transaction.
8.	Once your manager approves your request, the system will automatically update your Leave Request History. Your deletion request Status will change to Approved and the original request line status to Deleted.  <i>NOTE: The Future Period Approved Leave field now displays a balance of 0.00.</i>
9.	This completes <i>Delete a Leave Request.</i> End of Procedure.

Submit a Family Medical Leave Request

Step	Action
1.	Click the Create New Leave Request link. 
2.	In this example, you will create a request for 40 hours of FMLA leave beginning June 22nd through June 26th. Click the Choose a date button. 
3.	Click the desired date. 
4.	Enter the desired information into the Time field. Enter a valid value e.g. "8:00AM" .
5.	Click the Choose a date button. 
6.	Click the desired date. 
7.	Enter the desired information into the Time field. Enter a valid value e.g. "4:30PM" .
8.	Click the button to the right of the Absence Type field. 
9.	Click the Sick Leave list item. 
10.	 NOTE: The FMLA option will display when the Leave Without Pay, Sick or Annual absence type is selected. Click the FMLA option. 
11.	Enter the desired information into the Total Leave Hours field. Enter a valid value e.g. "40" .
12.	Enter the desired information into the Duration Per Day field. Enter a valid value e.g. "8" .
13.	Click the Submit button. 
14.	Once submitted, a message will display indicating your request will be sent to Human Resources for review. Click the Yes button. 

Step	Action
15.	<p>A message displays indicating that the request has been successfully submitted.</p> <p>Click the OK button.</p> 
16. 	<p>You will receive an email confirming your FMLA request has been submitted. FMLA requests require approval from both your manager and Human Resources. The system will automatically send an approval email to you once both approvals have been submitted. Click the link provided in the email to view the actual transaction.</p>
17.	<p>This completes <i>Submit a Family Medical Leave Request</i>. End of Procedure.</p>

Submit a Leave Without Pay Request

Step	Action
1.	If you have no leave hours available, you can submit a Leave Without Pay request. Click the Create New Leave Request link. 
2.	Click the Choose a date button. 
3.	Click the desired date. 
4.	Enter the desired information into the Time field. Enter a valid value e.g. " 8:00AM ".
5.	Enter the desired information into the Time field. Enter a valid value e.g. " 4:30PM ".
6.	Click the Absence Type list. 
7.	Click the Leave Without Pay list item. 
8.	 NOTE: The FMLA option will display when the Leave Without Pay, Sick or Annual absence type is selected.
9.	Enter the desired information into the Total Leave Hours field. Enter a valid value e.g. " 8 ".
10.	Enter the desired information into the Duration Per Day field. Enter a valid value e.g. " 8 ".
11.	Click the Submit button. 
12.	A message displays indicating that the request has been successfully submitted. Click the OK button. 
13.	 The system will automatically send a confirmation email to your email address. Your manager will also receive an email indicating a Leave Without Pay request has been submitted by you for approval. You can click on the link provided in the email to view the actual transaction.
14.	 Once the request has been approved by your manager, you will receive an approval confirmation email. You can click on the link included in the email to view the actual transaction.

Step	Action
15. 	Once your manager approves the request, the Leave Request History will automatically update and display a Status of Approved.
16.	This completes <i>Submit a Leave Without Pay Request</i> . End of Procedure.