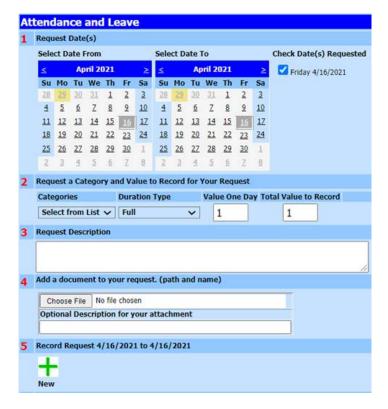**Request Center**

In this area you can request time off, request an expense reimbursement, use the wellness tracking, and also request time for professional development.

Attendance and Leave

1. **#1** Select the dates that are being requested. One date can be selected by having that date on both calendars or a range of dates can be selected from the calendars.
2. **#2** Select the Category, Duration Type (days or hours)
3. **#3** Enter the reason for the leave.
4. **#4** Select the green plus button to enter the request for the dates selected.

5. **#5** Record Request:
6. **#6** Attendance and Leave Approval by Day: Below the Record Request area the days that have been selected will show as submitted until the supervisor has approved them.

- o Once the supervisor has approved the time the attendance record will show approved on the employees screen.
- o To see all of the days that have been requested select the "Display All Pending Attendance and Leave Requests." This will show all of the days that have been requested.

7. You can then select to display only Pending Approval Attendance and Leave Request.

8. Summary Attendance Information and Detail Attendance Information   **Check for duplication of days in this section**

Summary Attendance Information						Detail Attendance Information				
Description	BalFrwd	Awarded	Prior_to_Current	Current	Available	Absent Date	AM or PM	Reason	Description	Appoval Status
Sick Leave	100	0	+ 1	0	99	04/16/2021	Full	V	Vacation	Submitted
Personal Leave	5	0	+ 2	0	3	03/25/2021		V	Vacation	
Vacation	10	0	+ 1	1	8	02/22/2021		A	Sick	
						02/12/2021		P	Personal	
						01/15/2021		P	Personal	

9. If a date is denied by the supervisor, the screen for the employee will show this information once the employee selects the "Display All Attendance and Leave Requests".

10. If a requested date has been denied, the system will automatically add back the day that was requested by the employee when it was denied by the supervision.
11. Once the supervisor has approved the days, requested or denied the days the employee will receive an email notification, if this process has been setup in the system to use.
12. If you decide you no longer want to request the day off, select the box under the "Delete" column. Once this is selected an "X" will appear. Select the "X" and the record will be deleted. The days will be added back for you.

If you work in more than one building, be sure to let the other building (s) know you will be absent.

1.