## iVisions/EIW Leave Guide Employee

In the iVisions Portal go to Employee Resources | Attendance

All Leave Plans will be shown: To view the detail for a leave plan click on the magnifying glass next to the leave plan to see the individual transactions for a leave plan.

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## Leave Request

To enter a Leave Request – click on Add Request

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	9	Certified - Personal Leave- Hrs	5.00	19.00	0.00	0.00	24.00	0.00	0.00	Hours	_
		Add	Request	Modi	ify a Requ	est C	Cancel a l	Request			12
											82

Fill in all required fields – those with a red arrows:

Leave Plan – choose the leave plan from the drop down box

Units – enter in the hours or days to be taken off

Reason-type in the reason for the leave

From Date

To Date

sday, August 07, 2012 Actions - J Absence	tt Employee Resources » Attendance tt	cball Log
	First Name:     Crystal       Last Rame:     Ball       Leave Firs:     Certified - Personal Leave Firs       Units:     4 Hoor(s) ©       Reason:     Appointments       Specific Use:     #7/7012       To Date:     #7/7202       From Date:     #7/7202       Galandar ©     From State:       From Date:     #7/7202       Galandar ©     From State:       From State:     #7/7202       Galandar ©     From State:       From State:     #7/7202       Galandar ©     From State:       From State:     #7/7202       Galandar ©     From State:       Suppervision:	

Click Submit

Once the Submit has been clicked, the leave will show, click Done.

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Actions - 🎩 Absence		w
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The Leave Requested will show in the bottom portion of the grid until it is approved.

day, August 07, 2012		:: Er	mployee R	esources	Attenda	we ::				cball Lo
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Modify or Cancel a Request

Click on Modify a Request or Cancel a Request, any leave that has not been posted will show to be canceled or modified as shown below.

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## Supervisor

Click on My Workflow – Attendance

Leave may be approved and viewed in this grid. To approve a leave request checkmark the box and click Approve.

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		Process	Approver	Name	Description	Туре	Units	Reason
👻 Purchase Order Approval (4)	1		Apeno, Hal	Book, Rita	Certified - Sick Leave-Hrs	Used	16.00	Really real hangnail
Purchase Order Revisions	2		Apeno, Hal	Book, Rita	Certified - Personal Leave-Hrs	Used		Hey - It's personal!
Purchase Requisitions								
	3		Apeno, Hal	Wire, Barb A	Classified Vacation-Days	Used	3.00	Cooking a
🕬 Warehouse Requisitions	4		Apeno, Hal	Wire, Barb A	Classified Vacation-Days	Used	5.00	Going to Montana
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B HR - PAR Completion (3)	5		III	Apeno, Hal	Admin - Annual Leave-Days	Used	1.00	Golf

Leave that has been requested by an employee that you supervise will show in the right hand side.

Actions     Help       Process     Apend     Wire, Barb A     Plan:     Classified Vacation-Days       I     Apend     Apend     Going to Montana     From Date:     01/07/2014 8:00:00 AM       I     Apend     Motes:     Looking for a used horse with low miles.     To Date:     01/01/1/2014 5:00:00 PM       I     Apend     Plan     Reason: Going to Montana     From Date:     01/01/2014 5:00:00 PM       I     Apend     Plan     Reason:     Iooking for a used horse with low miles.     Notes:     Iooking for a used horse with low miles.     To Date:     01/01/1/2014 5:00:00 PM       I     Apend     Plan     Reg     Earned     Vsed     Adj     Avail     Pending Approval     Time Units       I     Abend     III     Compensatory Time-Hrs     1.50     0.00     0.00     0.00     0.00     0.00     0.00     Days       Classified Vacation-Days     0.00     12.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.0		ns ŀ	🤞 View	Absence Approval Detail									
Apend     Type:     Used     Units:     5       Apend     Apend     Reason:     Going to Montana     From Date:     01/07/2014 8:00:00 AM       Apend     Apend     Notes:     Looking for a used horse with low miles.     To Date:     01/11/2014 5:00:00 PM       Apend     Apend     Pan     Beg     Earned     Used     Adj     Avail     Pending Approval     Scheduled     Time Units       Apend     Image: Approval     Addited     Image: Approval		2 D	Action	s Help									
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To view the full detail of the leave request double click each line, a box similar to the one below will appear, it will include the following:

- The date the leave is being requested for
- The total hours being requested

- The type of leave that is planned on being used, sick, vacation, etc.
- The employee requesting time off
- The employees balances in their leave plans
- Notes requesting the time off to add additional notes Actions | Append Notes
- Option to Approve or Deny the Leave Request

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4	✓	Apeno, Hal	Wire, Barb A	Classified Vacation-Days	Used
5		Abbott, Peter Jaybird III	Apeno, Hal	Admin - Annual Leave-Days	Used

Each Leave Request can be Approved or Denied from the above screen. If the Leave Request can be completed click Approve, if it cannot be taken then Click Deny.

Click close to go back to the main screen containing all leave requests for each supervisor.

Leave Requests can be Approved or Denied in mass as well. To Approve all Leave Request showing, click the box next to each leave request and click Approve. As shown below

This will approve all leave requests and send the request to Payroll automatically showing that the supervisor has approved this transaction.