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.

Leave Request

To enter a Leave Request – click on Add Request

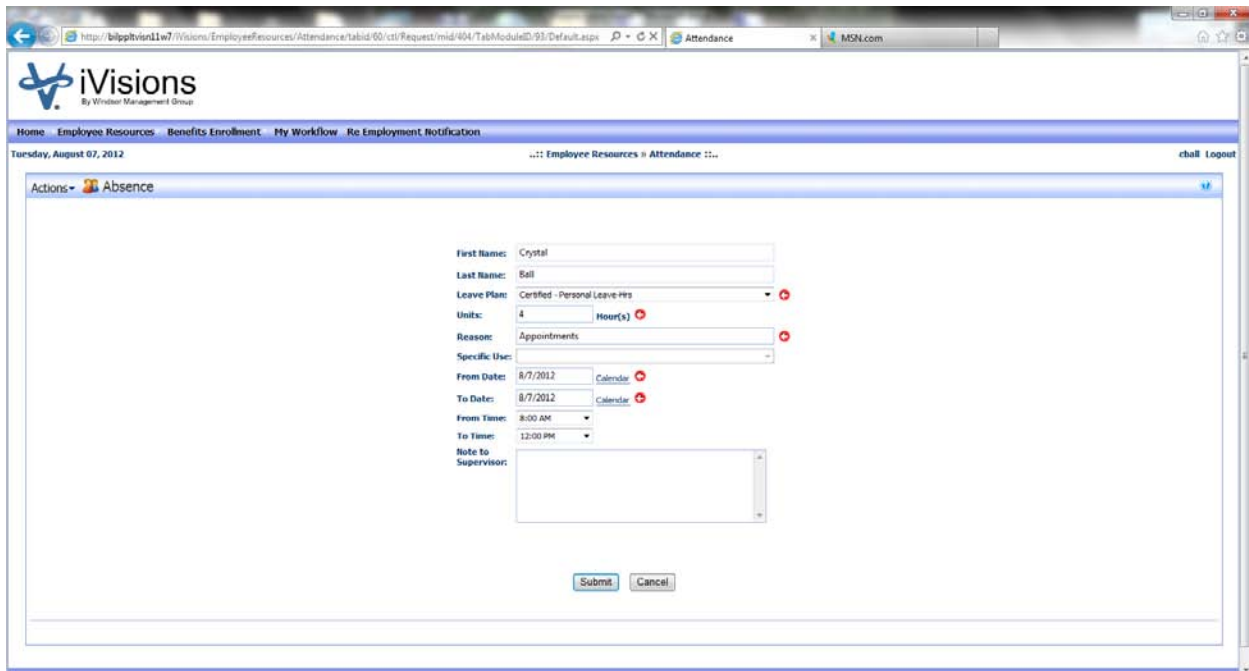Fill in all required fields – those with a red arrows:

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

Click Submit

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

The Leave Requested will show in the bottom portion of the grid until it is approved.
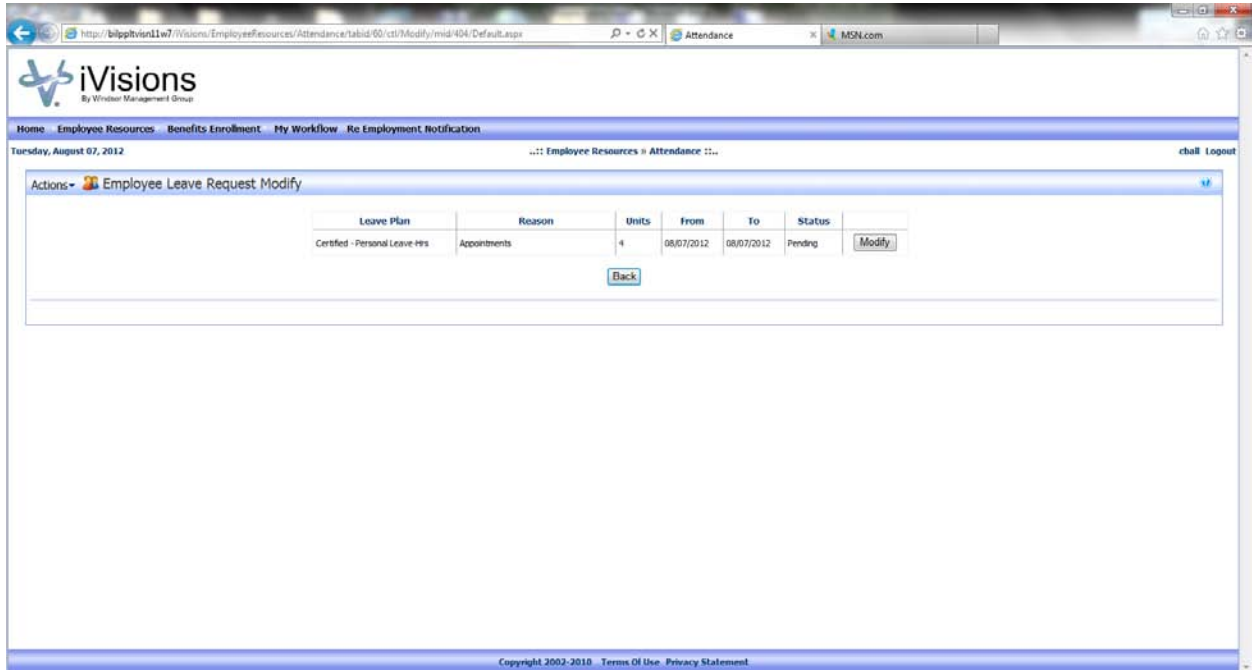
Modify or Cancel a Request

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.

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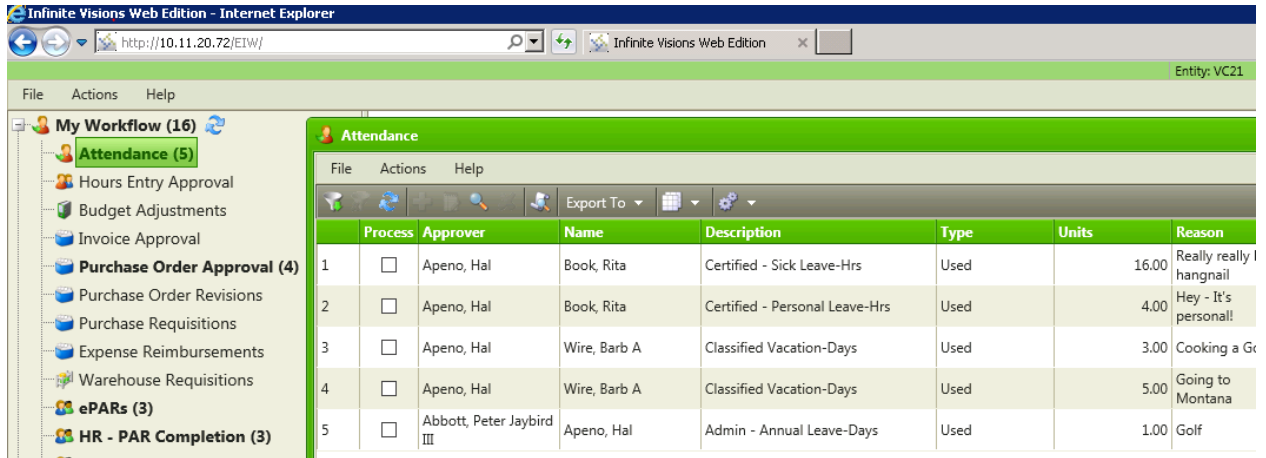
Leave that has been requested by an employee that you supervise will show in the right hand side.
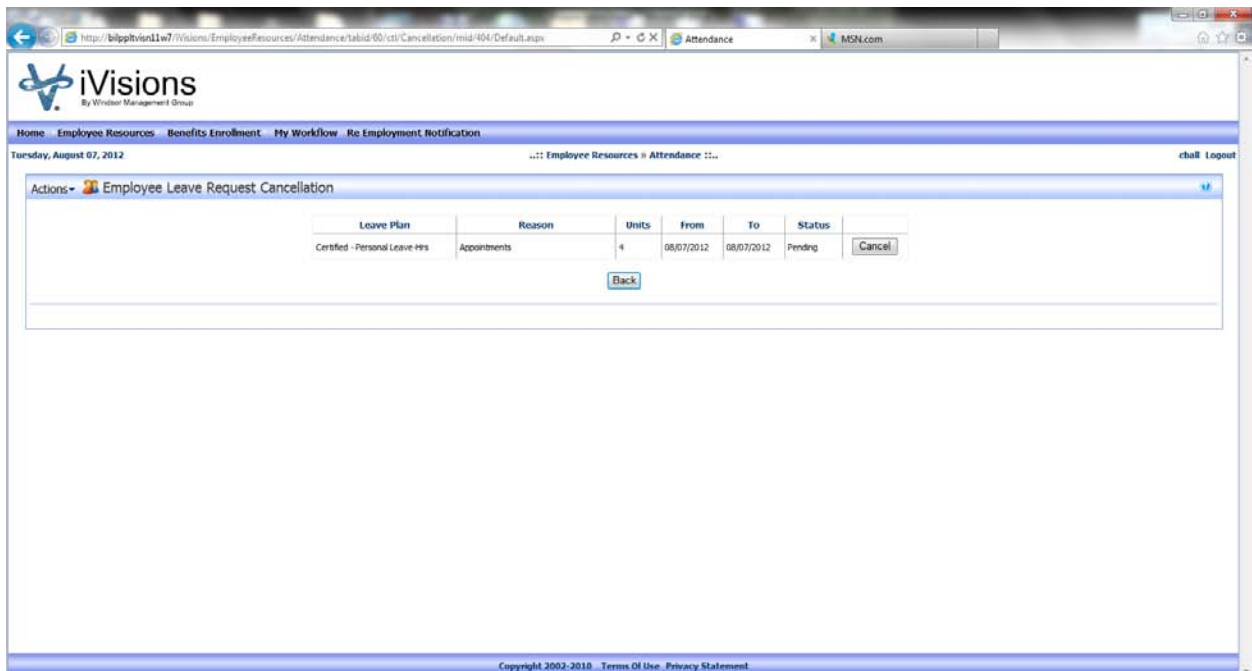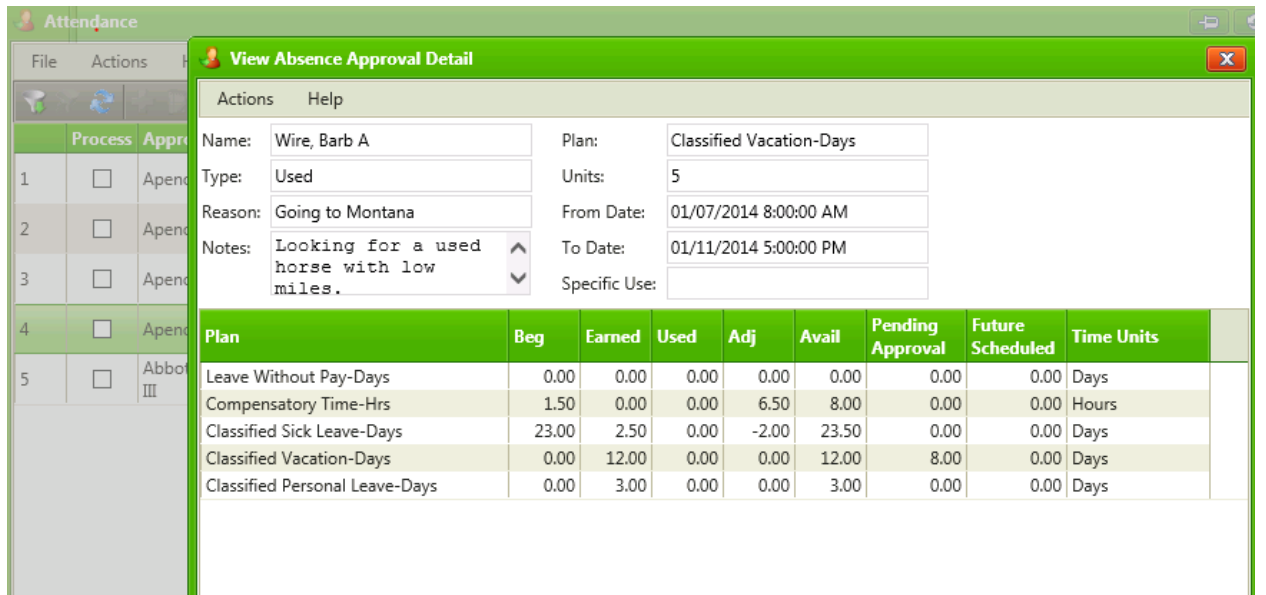

To view the full detail of the leave request double click each line, a box similar to the one below will appear, it will include the following:

- 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

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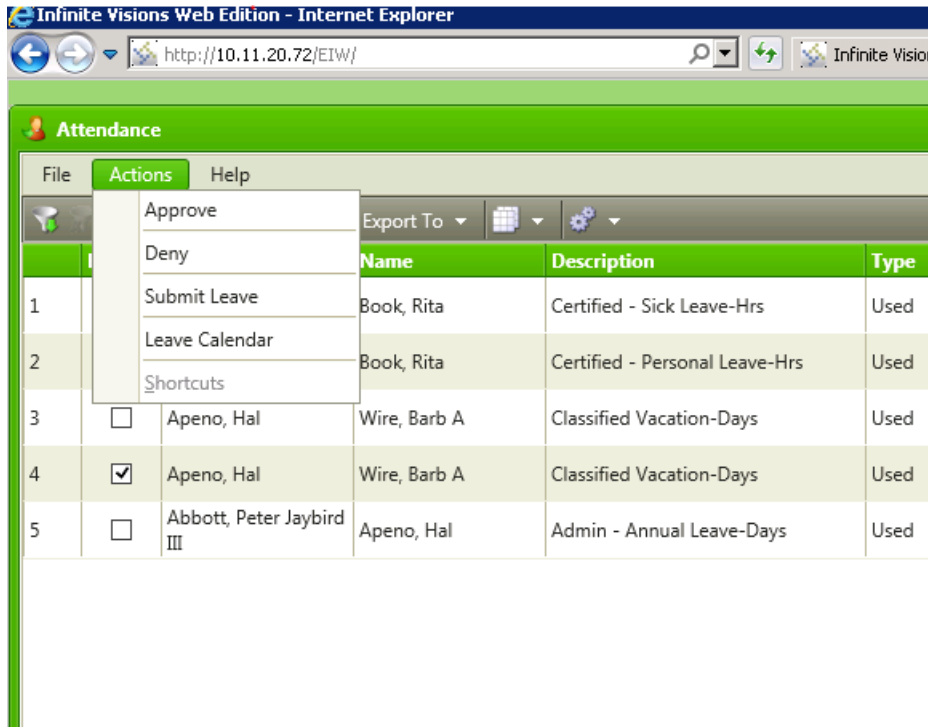
Click close to go back to the main screen containing all leave requests for each supervisor.

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.