



**UConn** | UNIVERSITY OF CONNECTICUT

## University of Connecticut


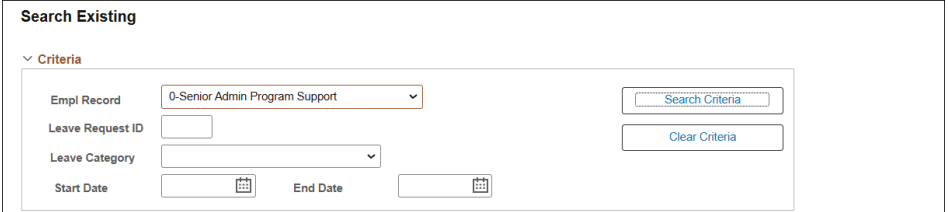
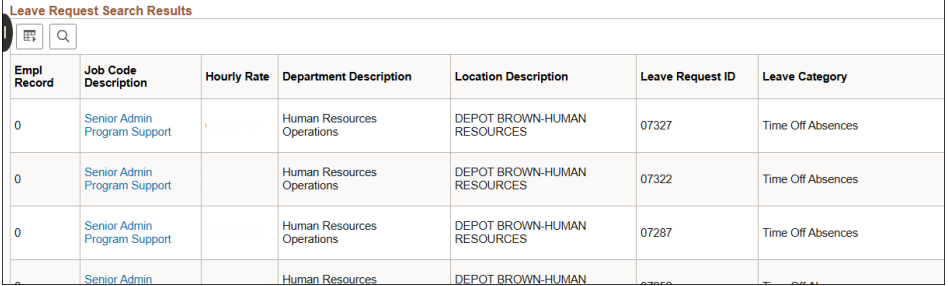
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# Search for a Leave or Time Off Request:

- Overview**
- Employees will use this job aid to search for leave requests that have been entered into CORE-CT.
  - Leave of Absence Examples – Medical, VSRP, Sabbatical
  - Time off Absence Examples – Vacation, Personal, Holiday
  - Comp or OT – Request for approvals of Comp or OT time worked

### Process Steps

Step	Action	Screenshot
1	Navigation: <b>Employee Self Service &gt; Leave Management &gt; Submit, Search, Modify Leave</b>	

Step	Action	Screenshot																																						
<p>2</p>	<p>On the <b>Submit, Search, Modify Leave</b> page, the active employment records associated with your name will populate.</p> <p>To <b>Search</b> for a leave, click on the Search Criteria button to bring up all leaves, or enter a leave request ID, choose a leave type from the category dropdown, or enter a start and end date to find leaves specific to a time period.</p> <p>Click on the Search Criteria button.</p> <p>Leave results populate in the Leave Request Search Results section. Click on the Job Code Description field for a leave to see the leave detail.</p> <p>Select the Clear Criteria button to start a new search.</p>	 <table border="1" data-bbox="630 300 1572 420"> <thead> <tr> <th>Empl Record</th> <th>Job Code Description</th> <th>Hourly Rate</th> <th>Department Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Senior Admin Program Support</td> <td></td> <td>Human Resources Operations</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> </tr> </tbody> </table>  <p><b>Search Existing</b></p> <p>Criteria</p> <p>Empl Record: 0-Senior Admin Program Support</p> <p>Leave Request ID: [ ]</p> <p>Leave Category: [ ]</p> <p>Start Date: [ ] End Date: [ ]</p> <p>Buttons: Search Criteria, Clear Criteria</p>  <p><b>Leave Request Search Results</b></p> <table border="1" data-bbox="630 709 1572 993"> <thead> <tr> <th>Empl Record</th> <th>Job Code Description</th> <th>Hourly Rate</th> <th>Department Description</th> <th>Location Description</th> <th>Leave Request ID</th> <th>Leave Category</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Senior Admin Program Support</td> <td></td> <td>Human Resources Operations</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>07327</td> <td>Time Off Absences</td> </tr> <tr> <td>0</td> <td>Senior Admin Program Support</td> <td></td> <td>Human Resources Operations</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>07322</td> <td>Time Off Absences</td> </tr> <tr> <td>0</td> <td>Senior Admin Program Support</td> <td></td> <td>Human Resources Operations</td> <td>DEPOT BROWN-HUMAN RESOURCES</td> <td>07287</td> <td>Time Off Absences</td> </tr> </tbody> </table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	0	Senior Admin Program Support		Human Resources Operations	DEPOT BROWN-HUMAN RESOURCES	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	Leave Category	0	Senior Admin Program Support		Human Resources Operations	DEPOT BROWN-HUMAN RESOURCES	07327	Time Off Absences	0	Senior Admin Program Support		Human Resources Operations	DEPOT BROWN-HUMAN RESOURCES	07322	Time Off Absences	0	Senior Admin Program Support		Human Resources Operations	DEPOT BROWN-HUMAN RESOURCES	07287	Time Off Absences
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