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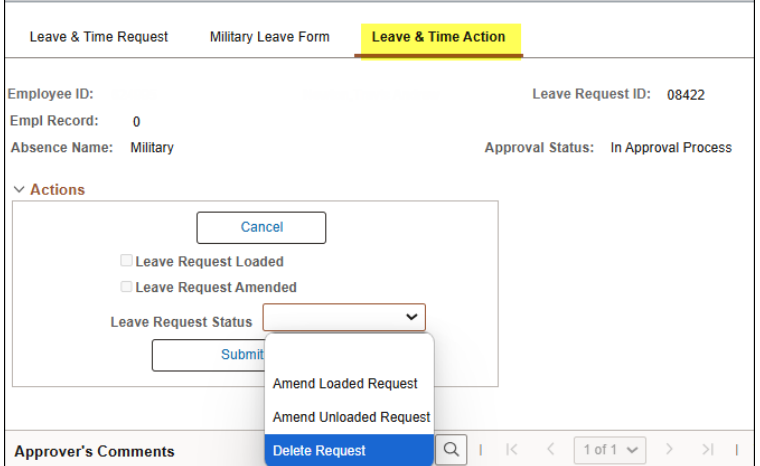
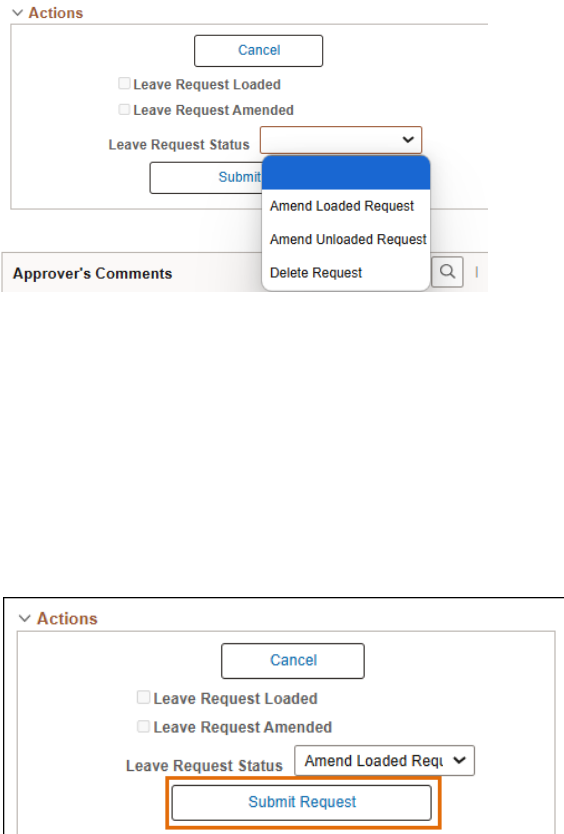
University of Connecticut

Modifying or Canceling a Leave of Absence: Time Reporters

Overview Employees who report time will use this job aid to assist them in modifying or canceling a leave of absence.

Process Steps

Step	Action	Screenshot												
1	Navigation: Employee Self Service > Leave Management > Submit, Search, Modify Leave													
2	<p>On the Submit, Search, Modify Leave page, the active employment records associated with your name will populate.</p> <p>To find the leave you need to modify or cancel, choose the appropriate Empl Record for the leave, and enter the Leave Request ID. With no Leave Request ID, you can search by Leave Category, or dates, or leave all fields blank to bring up all leaves. Click Search Criteria.</p>													
3	Under Search Results and column header Job Code Description , click on leave you want to modify or cancel.	<table border="1"> <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> </tr> </thead> <tbody> <tr> <td>0</td> <td>Firefighter</td> <td></td> <td>Fire Department</td> <td>PUBLIC SAFETY-POLICE SVCS FIRE</td> <td>08422</td> </tr> </tbody> </table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	0	Firefighter		Fire Department	PUBLIC SAFETY-POLICE SVCS FIRE	08422
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4a	<p>If you are canceling a leave of absence:</p> <p>Click on the Leave & Time Action tab.</p> <p>Select Delete Request from the pull down menu that follows Leave Request Status. Then click Cancel.</p> <p>The approvers will receive a system notification that your leave of absence has been canceled.</p>	 <p>The screenshot shows the 'Leave & Time Action' tab selected. It displays fields for Employee ID, Empl Record, Absence Name, and Leave Request ID. Under the 'Actions' section, there are checkboxes for 'Leave Request Loaded' and 'Leave Request Amended', a 'Leave Request Status' dropdown menu, and a 'Submit' button. The dropdown menu is open, showing options: 'Amend Loaded Request', 'Amend Unloaded Request', and 'Delete Request' (which is highlighted in blue). A 'Cancel' button is also visible above the dropdown.</p>
4b	<p>If you are modifying a leave request:</p> <p>Make updates to your leave request on each applicable tab, including the appropriate forms, with a new attestation and attestation date.</p> <p>On the Leave & Action Tab, click on the pull down menu next to Leave Request Status.</p> <ul style="list-style-type: none"> • If there is a check in the box in front of Leave Request Loaded, select Amend Loaded Request. • If there is not a check in the box in front of Leave Request Loaded, select Amend Unloaded Request. <p>Then click Submit Request.</p> <p>Your leave will be circulated to the approvers and you will be notified when your leave has been approved.</p>	 <p>The top screenshot shows the 'Leave Request Status' dropdown menu open with 'Amend Loaded Request' selected. The bottom screenshot shows the 'Submit Request' button highlighted with an orange border.</p>