



**UCONN** | UNIVERSITY OF CONNECTICUT

# University of Connecticut

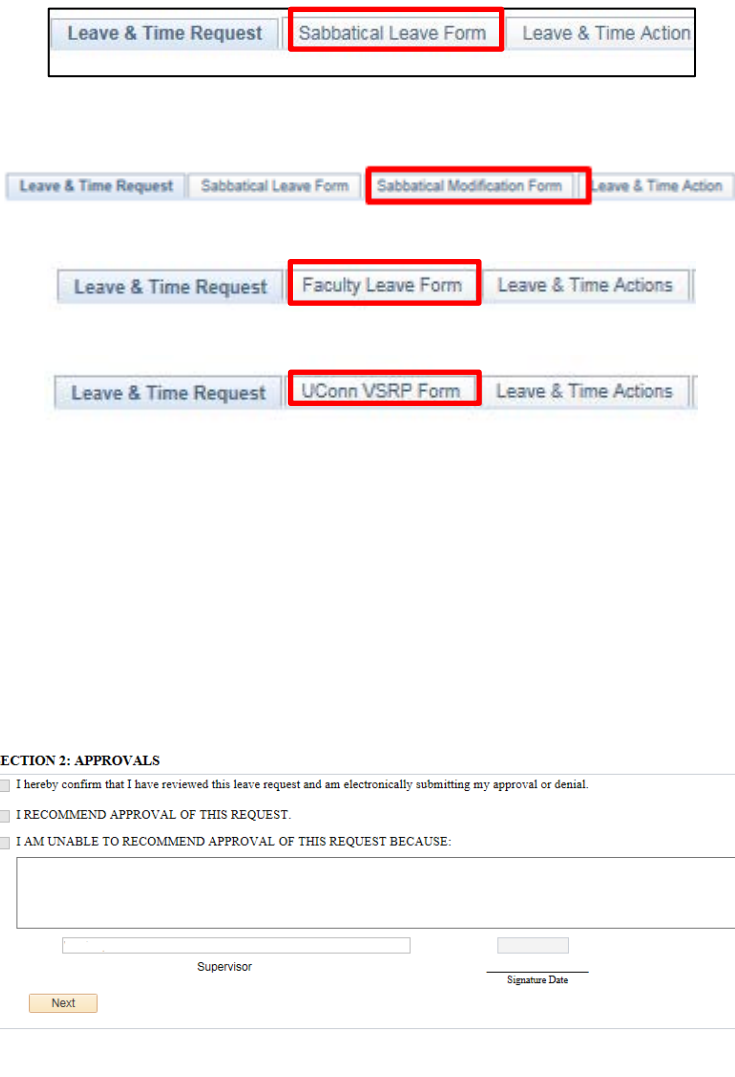
## Approving or Denying a Leave of Absence

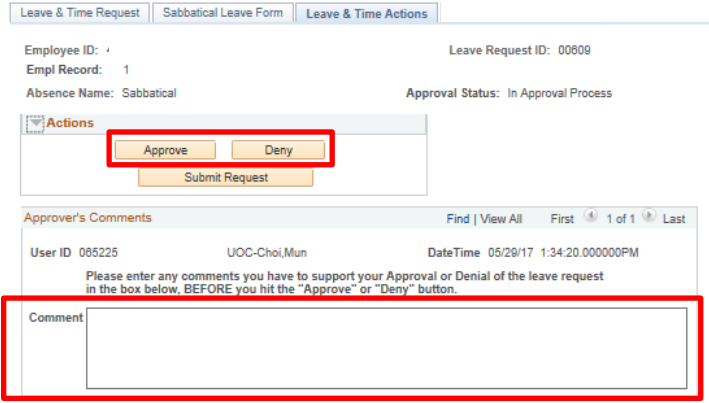
**Overview** Employees who approve or deny leaves of absence in CORE-CT will use this job aid.

### Process Steps

Step	Action	Screenshot
1	You will receive an email notification when an employee submits a leave request that requires your approval. Additionally, the leave request will appear in your Worklist in CORE-CT.	
2	<p>Click on the link in the email. If you are not logged into CORE-CT, you will be brought to the log in screen. When you log in, you will be automatically routed to the leave.</p> <p>As an alternative, you can search for leaves using the Management Self Service (MSS) Leave Management tool.</p> <p>Navigation: <b>Main Menu &gt; Manager Self Service &gt; Leave Management &gt; Leave Request</b></p> <p>or</p> <p>From your <b>Home</b> page, under the <b>Leave Management</b> section, click on <b>Manage and Approve Empl Leaves</b></p>	<p>DOIT.CORE.Test@po.state.ct.us Wed 5/24, 2:37 PM</p> <p>To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, <a href="#">click here</a>.</p> <p>To always show content from this sender, <a href="#">click here</a>.</p> <p>A Leave Request has been submitted by 195664 ( ) and is waiting for your Approval.</p> <p>Union Code: 29</p> <p>Click on the URL to Approve or Deny the request: <a href="https://corepe93uat.ct.gov/PE93UAT/uconnwf.html?wfuurl=EMPLOYEE/HRMS/c/CT_MENU_TL_CT_LEAVE_REQST_MSS.GBL?Page=CT_LEAVE_APPRVL&amp;Action=U&amp;EMPLID=195664&amp;EMPL_RCD=0&amp;CT_LEAVE_REQ_ID=00613">https://corepe93uat.ct.gov/PE93UAT/uconnwf.html?wfuurl=EMPLOYEE/HRMS/c/CT_MENU_TL_CT_LEAVE_REQST_MSS.GBL?Page=CT_LEAVE_APPRVL&amp;Action=U&amp;EMPLID=195664&amp;EMPL_RCD=0&amp;CT_LEAVE_REQ_ID=00613</a></p>

Step	Action	Screenshot
3	<p>If you have not linked directly to the leave, you can access the leave using the search tool. Click on the <b>Find an Existing Value</b> tab and enter any known information.</p> <p>Click <b>Search</b>.</p>	
4	<p>Under <b>Search Results</b> click on the Leave Request ID of the leave you want to review, approve, or deny.</p>	

Step	Action	Screenshot
5	<p>Each leave of absence request has a minimum of two tabs:</p> <p><b>Leave &amp; Time Request</b> – completed by the employee</p> <p><b>Leave &amp; Time Action</b> – tab on which you will submit your approval or denial of the leave request and indicate any comments</p> <p>The following leave of absence types also require that you approve or deny the leave on the specialized form, which will have its own tab:</p> <ul style="list-style-type: none"> <li>• Sabbatical</li> <li>• Sabbatical Modification</li> <li>• Faculty Education/Research Leaves</li> <li>• Voluntary Schedule Reduction Program (VSRP)</li> </ul> <p>You must first approve or deny the leave on the specialized form.</p> <p>Please note that all approval sections on the form have attestation approval boxes <b>that are required</b> to be checked. (Example screenshot to the right)</p> <p>Click Next</p>	 <p>The screenshot displays the 'Leave &amp; Time Request' interface. At the top, there are four tabs: 'Leave &amp; Time Request', 'Sabbatical Leave Form', 'Sabbatical Modification Form', and 'Leave &amp; Time Action'. Below these are four more tabs: 'Leave &amp; Time Request', 'Faculty Leave Form', 'Leave &amp; Time Actions', and 'UConn VSRP Form'. The 'Sabbatical Leave Form', 'Sabbatical Modification Form', 'Faculty Leave Form', and 'UConn VSRP Form' tabs are highlighted with red boxes. Below the tabs is the 'SECTION 2: APPROVALS' section. It contains three checkboxes: 'I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.', 'I RECOMMEND APPROVAL OF THIS REQUEST.', and 'I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE:'. Below the checkboxes is a large text box for providing reasons. At the bottom, there are two signature lines: 'Supervisor' and 'Signature Date', each with a corresponding text input field. A 'Next' button is located at the bottom left of the approval section.</p>

Step	Action	Screenshot
6	<p>On the <b>Leave &amp; Time Action</b> tab, prior to clicking <b>Approve</b> or <b>Deny</b>, type any comments you have in the <b>Comment</b> box. Comments you enter will be viewable to anyone with access to the leave, including the employee.</p> <p>If you approve the leave, it will be circulated to the next approver. If you are the final approver, the employee will receive an email notification of the approval.</p> <p>If you deny the leave, the employee will be notified via email.</p>	 <p>The screenshot shows the 'Leave &amp; Time Actions' tab selected. It displays employee information (Employee ID: 065225, Empl Record: 1, Absence Name: Sabbatical) and the request ID (00609). The approval status is 'In Approval Process'. In the 'Actions' section, the 'Approve' and 'Deny' buttons are highlighted with a red box. Below this, the 'Approver's Comments' section shows the user 'UOC-choi,Mun' and a timestamp. A red box highlights the 'Comment' input field, which contains the instruction: 'Please enter any comments you have to support your Approval or Denial of the leave request in the box below, BEFORE you hit the "Approve" or "Deny" button.'</p>