

Monthly Employee Leave Request

1. Access Monthly Leave at: <https://businessops.louisville.edu/leave/employees>

Note: Google Chrome is the preferred browser. If your computer defaults to another browser, you may need to open Google Chrome and copy this link.

2. **Log in** with University Username and password. This should take you directly to the Manage Leave page.



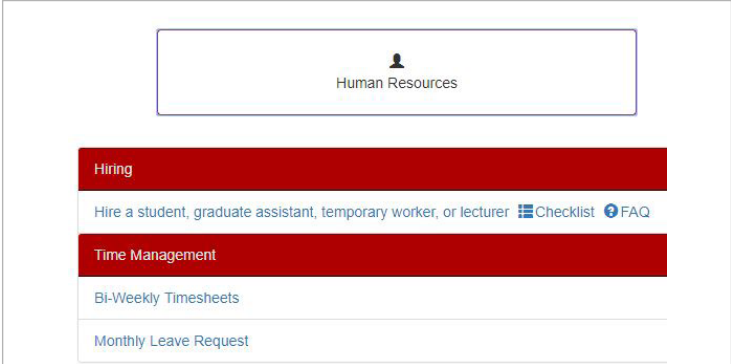
Please Login

User Name

Password

Cancel Login

a. Alternate Navigation: If you log in from the main Business Ops portal, you will need to navigate to HR, and select Monthly Leave Requests.



Human Resources

Hiring

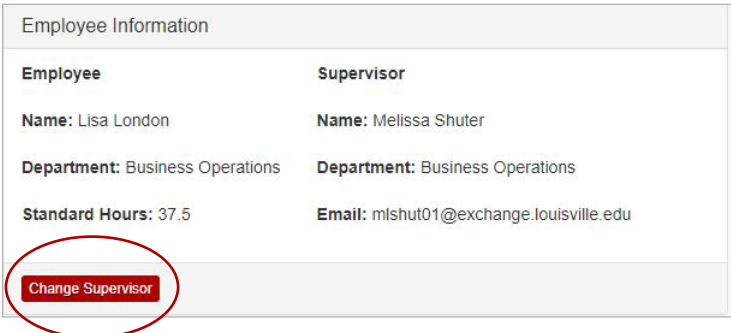
Hire a student, graduate assistant, temporary worker, or lecturer Checklist FAQ

Time Management

Bi-Weekly Timesheets

Monthly Leave Request

3. **Confirm Supervisor:** You will be directed to the leave request form. “Employee Information” will pre-populate. If supervisor is NOT correct, you may select “Change Supervisor” and edit.

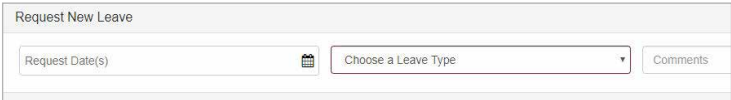


Employee Information


Employee	Supervisor
Name: Lisa London	Name: Melissa Shuter
Department: Business Operations	Department: Business Operations
Standard Hours: 37.5	Email: mlshut01@exchange.louisville.edu

Change Supervisor

4. **Request Leave:** To request new leave, indicate the leave type (vacation, sick or community service leave), start/end dates, and any comments.



Request New Leave

Request Date(s)  Choose a Leave Type Comments

Monthly Employee Leave Request

5. Select Dates: From the calendar picker select both the start date and end date in the same window.

The screenshot shows a 'Request New Leave' form with a 'Request Date(s)' field. A calendar picker is open, showing the month of November 2017. The dates 29, 30, and 31 are highlighted in blue, indicating they have been selected. The calendar includes days of the week (Sun-Sat) and dates from 1 to 31.

6. Review Request: Once a date range is selected, each day will prepopulate with proportional hours, skipping over the weekends. This is for convenience, if this is not the right answer, you can edit each box as needed.

The screenshot shows a review section with four columns for dates: Mon, November 13th 2017; Tue, November 14th 2017; Wed, November 15th 2017; and Thu, November 16th 2017. Each column has an input field containing '7.5', a checkbox for 'FMLA Approved?', and a 'Vacation' label at the bottom.

7. Submit Request: Employees should review all time entered and click "Submit Request" for routing to supervisor for approval.

The screenshot shows a summary bar with 'Total Hours Requested: 30', a 'Mark All FMLA' button, and a 'Submit Request' button circled in red.

8. Confirm Time Taken: After the requested leave time has passed you will need to confirm that the requested leave was taken or not.

Request Confirmation				
Start Date	End Date	Total Hours	Status	Actions
Thursday, October 5th 2017	Thursday, October 5th 2017	7.5	Pending	Confirm Taken Cancel this request

The screenshot shows an 'Actions' section with two buttons: a green 'Confirm Taken' button and a red 'Cancel this request' button.