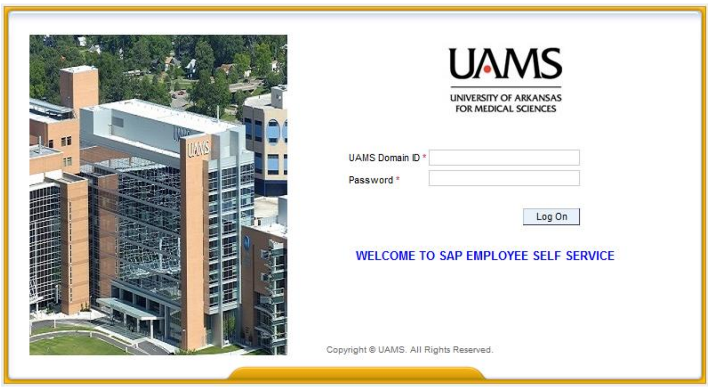
Leave Request

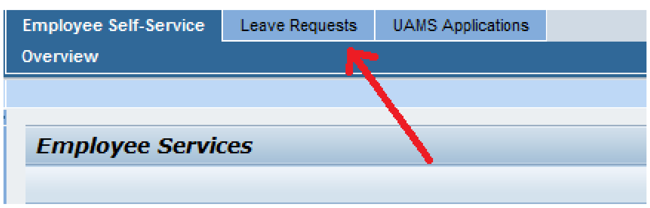
What You Need to Know:

One of the features of the new Leave Request is the Leave Overview page. On this page you have an overview of leave submitted and status taken from a Start date you can set. The page also shows Time Account Overview of your balances. Note the Detailed Navigation on the left side of the page allows you to go directly to the Team Calendar. **Continue below for step-by-step instructions to manage your Leave Requests through UAMS Employee Self-Service.**

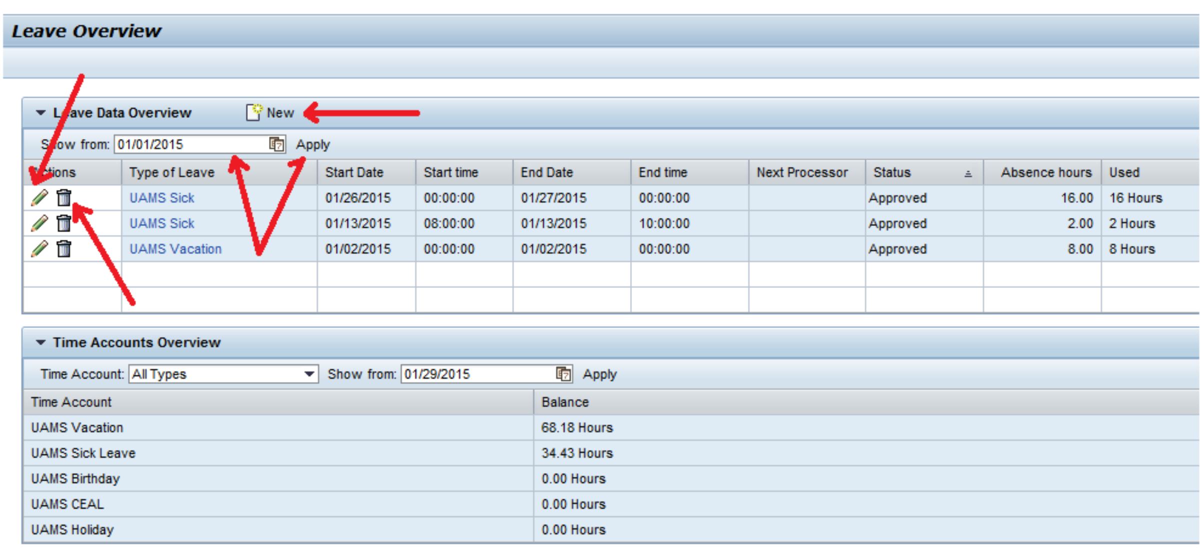
1. UAMS Employee Self Service using your UAMS network ID and password.



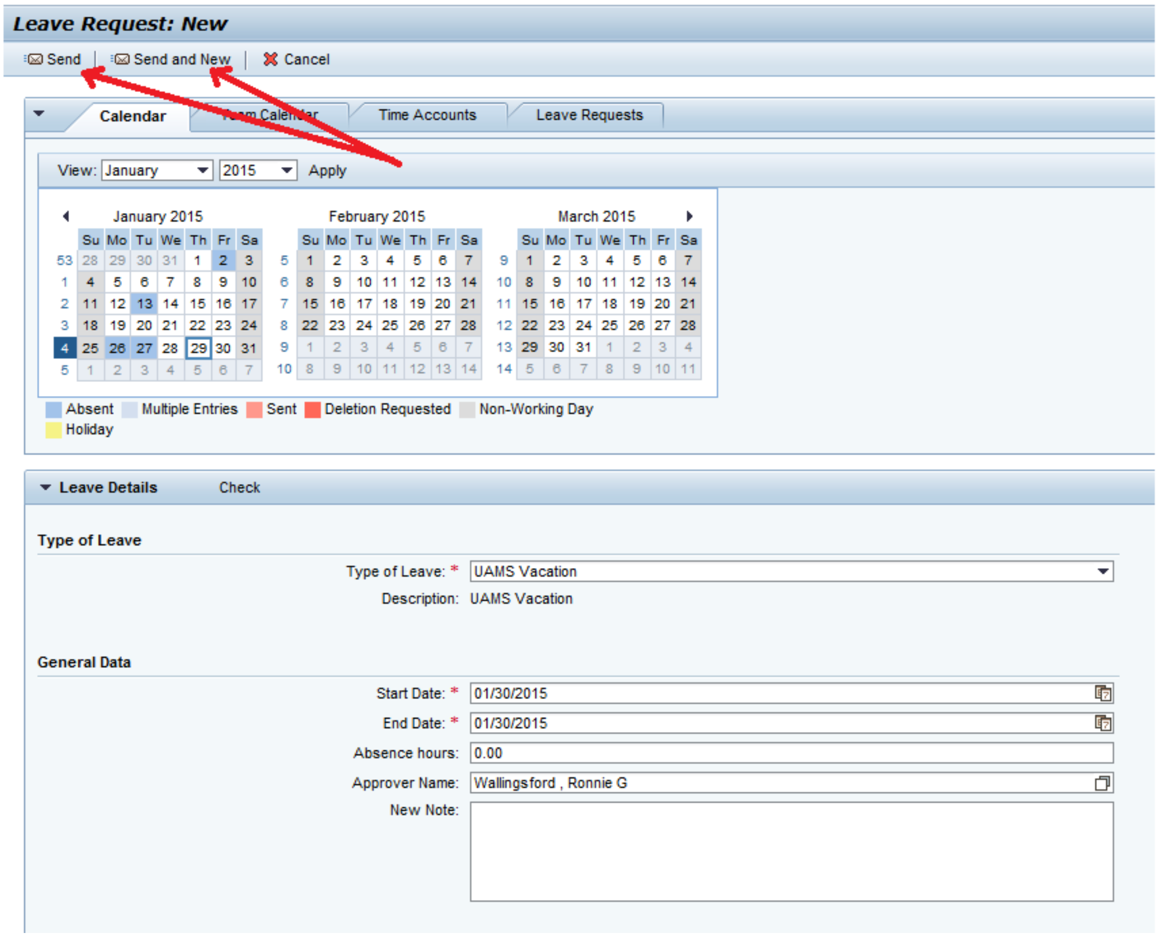
2. Click on the “Leave Requests” tab.



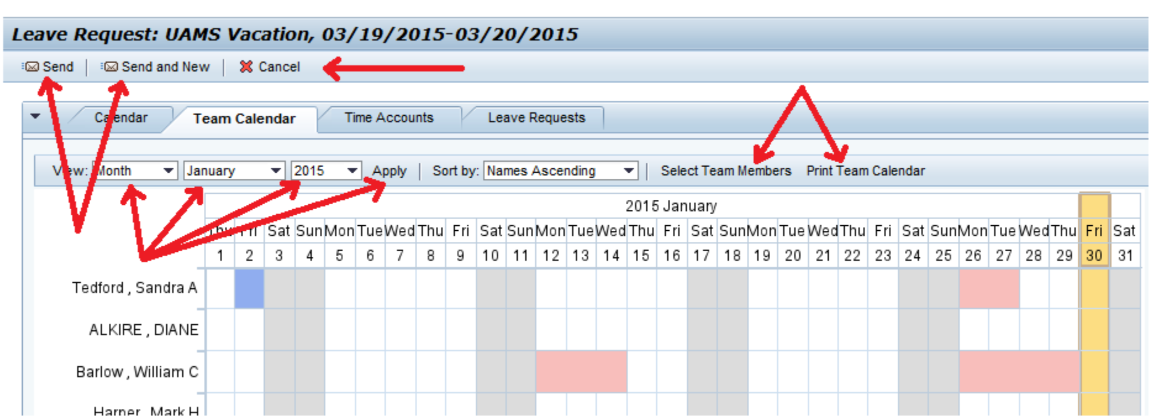
3. The Leave Requests tab opens to the Leave Overview page. A list of Leave Requests that have a start date from the date listed in the “Show from” field. If you change the date in the field and click on “Apply”, a list of Leave Requests since that date will be displayed. To review the detail information for the request, click on the pencil icon or if you want to delete the request then click on the trash can icon. To enter a new leave request click on the New button on the page.



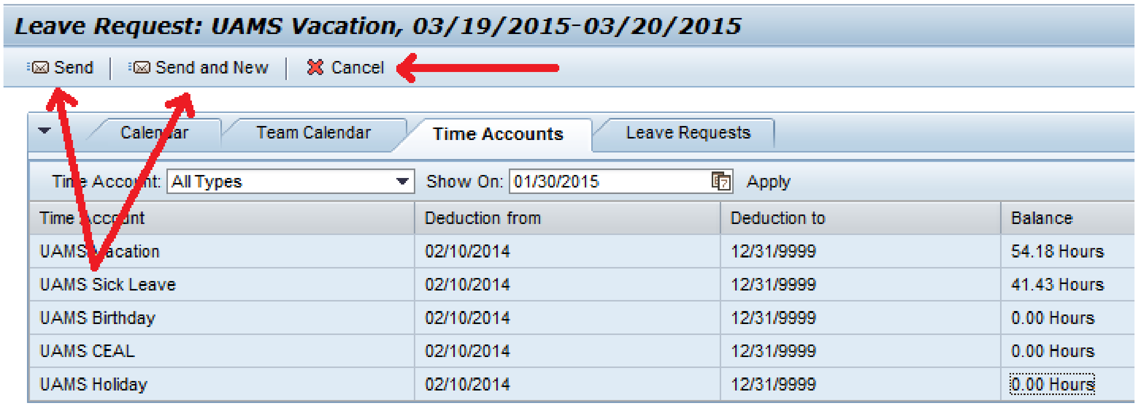
4. The calendar detail page displays three months of leave. The days highlighted are leave requests that have been previously submitted, see the legend below the calendar for a color translation. The detail of the leave request is entered in the “Leave Details” section of the page. To send the leave request for approval click “Send” or “Send and New” button. The “Send and New” button will send the leave request and allow entry of another request. Click on the X **Cancel** to return to the Leave Overview page.



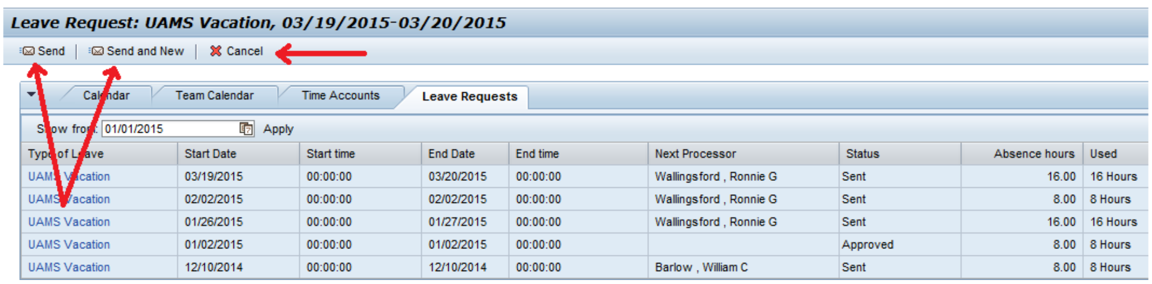
5. The detail page include a view of the Team Calendar, this calendar will show the leave for the group you are a member of. The view options allow you to view by month, quarter or year. When changing the View settings press the Apply button to refresh the page. The Select Team Members allow you to set which members of the team to show in the display. The Print Team Calendar allows you to print the view. The detail of the leave request is entered in the “Leave Details” section of the page. To send the leave request for approval click “Send” or “Send and New” button. Click on the X **Cancel** to return to the Leave Overview page.



6. The Time Accounts tab allows you to view your leave totals. The detail of the leave request is entered in the “Leave Details” section of the page. To send the leave request for approval click “Send” or “Send and New” button. Click on the X **Cancel** to return to the Leave Overview page.



7. The Leave Requests detail tab displays your leave requests. The detail of the leave request is entered in the “Leave Details” section of the page. To send the leave request for approval click “Send” or “Send and New” button. Click on the X **Cancel** to return to the Leave Overview page.



8. The Team Calendar can be viewed by clicking on the link in the left margin of the page. On the team calendar you have the option to change the view information and clicking Apply. On this page you can also select “Team Members” you want to view in the calendar and also “Print Team Calendar”.