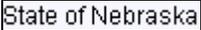
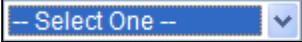
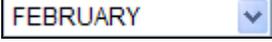
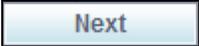
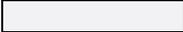
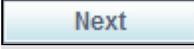


Submitting Leave Requests

Step	Action
1.	<p>First you will need to navigate to GLA in the menus.</p> <p>Click the State of Nebraska link.</p> 
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the GLA link.</p> 
4.	<p>Click the Leave Planning and Request link.</p> 
5.	<p>So submit a leave request click the Plan and Request Leave Time link.</p> 
6.	<p>The first step is to select the type of leave you will be requesting. To do so click the Leave Type drop down list.</p> 
7.	<p>Select the leave type you are requesting.</p> 
8.	<p>You can leave an explanation or comment about your leave request in the Leave Explanation / Comments field. This message will be displayed in the email sent to your manager.</p>
9.	<p>Decision: There are two methods you can select the dates of your leave request. Please choose one of the methods below:</p> <ul style="list-style-type: none"> • Calendar Go to step 10 on page 1 • Date Range Fields Go to step 28 on page 3
10.	<p>The current month will be displayed. If you need a different month you can change it using the Month drop down list.</p> 
11.	<p>The year field will default to the current year. For most requests you probably will not need to change the year, however, there may be times you need to. To change the year simply click in the year field and type the year of your leave request.</p>
12.	<p>The Hours Per Day field will default to 8.00. Do not change this here. You will have the option to change the hours of your request on the next screen.</p>

Step	Action
13.	If you change the month or year you will need to click the Refresh Dates button to load the calendar. Failure to do so will result in you requesting the incorrect dates. 
14.	To select your dates using the calendar simply click on the dates for which you are requesting leave. 
15.	The color of the dates you select will change. If you select a date by mistake simply click on it again to de-select it.
16.	Once you are finished selecting your dates click the Next button. Note: Clicking the Next button does not submit your leave request. The next screen will allow you to review your request before submitting it. 
17.	After clicking Next you will be able to review your request. The following fields will be displayed: Leave Request Number Leave Type Approving Manager Leave Hours Available Current Leave Duration (this is the number of hours of your current request) Previous Leave Requested Not Yet Approved Predicted Ending Balance Previous Leave Requested and Approved
18.	The grid displays the current leave request you are submitting. From this screen you can delete any date of the request as well as change the number of hours (Leave Duration) for a specific date. Note: You cannot change or add a date. If you forgot to include a date you will need to submit another leave request for that date. If you selected incorrect dates on the previous screen you should cancel the request by clicking the Cancel button and resubmit the request with the correct dates.
19.	To delete a date click the radio button of the date you would like to delete. 
20.	Click the Delete button. 
21.	A confirmation window will appear. You will have to click OK or Cancel . 
22.	The date deleted will no longer be displayed in the grid.

Step	Action
23.	<p>You can change the duration for a leave request if you are requesting a partial day. If you are requesting a partial day you enter the start time in the Begin Time field for that date, and the end time in the End Time field. Then system will then calculate the hours the leave will be for.</p> <p>Note: The times entered must be in military time.</p> 
24.	<p>You can also enter or change your comments in the Leave Explanation / Comments field.</p>
25.	<p>Review your leave request one last time. If everything looks correct click the Submit button.</p> 
26.	<p>A confirmation window will pop up.</p> <p>Note: You can submit requests which will result in an insufficient leave balance. If you do you will get a notice prior to the confirmation window. Your manager will also be notified you have insufficient balances.</p> <p>Click the OK button.</p> 
27.	<p>After submitting your request an email will be sent to your manager informing them of your request. Once they have approved or denied your request you will get an email informing you of their decision.</p> <p>You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.</p>
28.	<p>Enter the first date of your leave request in the Leave Start Date 1 field. You can either type the date in the field or use the Visual Assist tool.</p> 
29.	<p>Enter the end date of your leave request in the Leave End Date 1 field.</p> 
30.	<p>After entering your date ranges click the Select Ranges button.</p> <p>Note: This will load the dates into the calendar. If you fail to click the Select Ranges button you will get an error if you try to go to the next screen.</p> 
31.	<p>Click the Next button.</p>  <p>Go to step 17 on page 2</p>