

Submitting and Reviewing Leave Requests

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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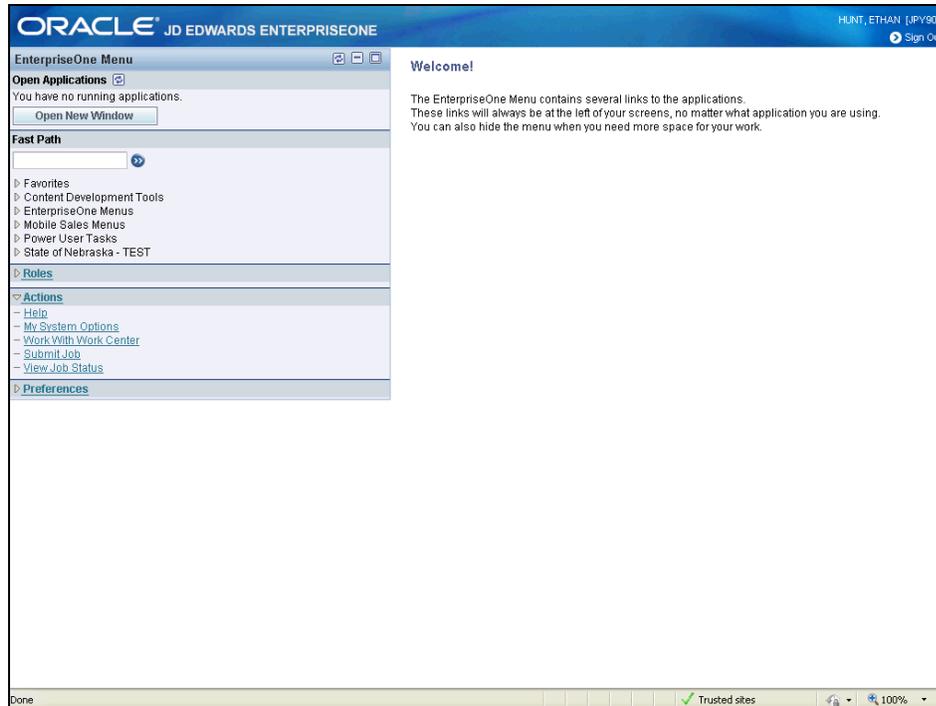
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Submitting and Reviewing Leave Requests

Submitting Leave Requests

Procedure

In this lesson you will learn how to submit a leave request.



| Step | Action |
|------|---|
| 1. | First you will need to navigate to GLA in the menus. Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Self Service link. Self Service |
| 3. | Click the GLA link. GLA |
| 4. | Click the Leave Planning and Request link. Leave Planning and Request |

Training Guide

Submitting and Reviewing Leave Requests



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Leave Planning and Request - Leave Planning And Request Director

Form Tools

Address Number: 4455871 HUNT, ETHAN

[Plan and Request Leave Time](#)

[Review/Update Requested Leave Time](#)

[Review Existing Leave Balances](#)

Exit

Done Trusted sites 100%

| Step | Action |
|------|---|
| 5. | So submit a leave request click the Plan and Request Leave Time link. Plan and Request Leave Time |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Leave Planning and Request - Leave Planning

Form Tools

To request leave, first select a leave type, then click the date on the calendar and/or enter a date range below. If a date range is selected you must click Select Ranges. Proceed by clicking Next.

Address Number: 4455871 Manager: 100546 UTLEY, MICHAEL

Leave Type: -- Select One --

Leave Explanation / Comments:

FEBRUARY 2010 Hours Per Day: 8.00 Refresh Dates

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 01 | 02 | 03 | 04 | 05 | 06 | |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

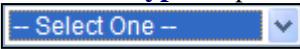
Leave Start Date 1: Range 1 Hours Per Day: 8.00

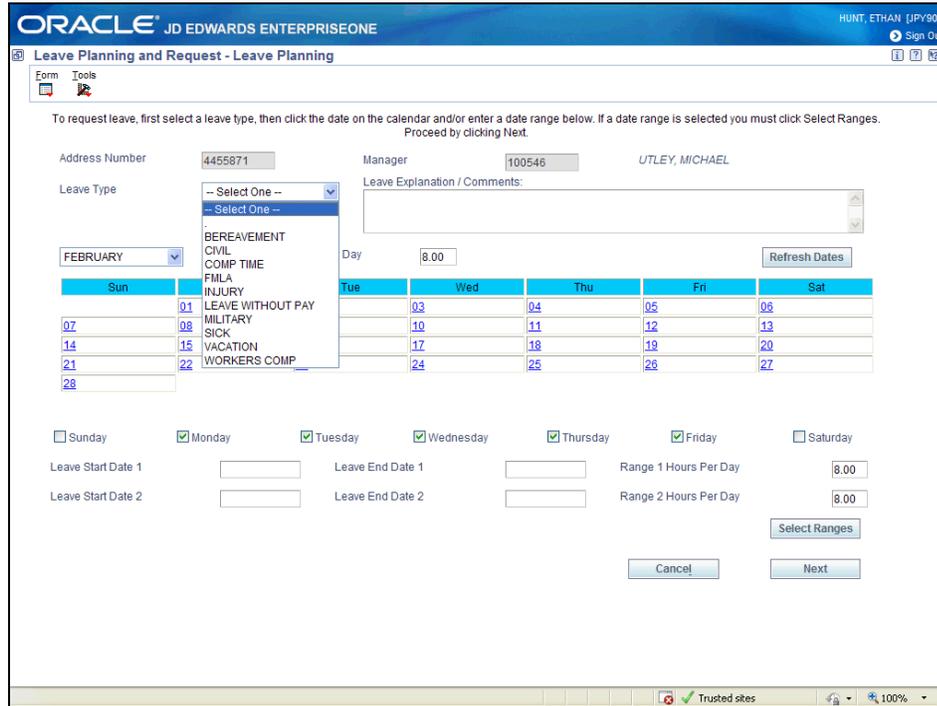
Leave Start Date 2: Leave End Date 2: Range 2 Hours Per Day: 8.00

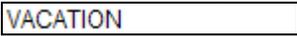
Select Ranges

Cancel Next

Done Trusted sites 100%

| Step | Action |
|------|---|
| 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>  |



| Step | Action |
|------|---|
| 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 4 • Date Range Fields Go to step 28 on page 9 |

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Submitting and Reviewing Leave Requests



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Leave Planning and Request - Leave Planning

To request leave, first select a leave type, then click the date on the calendar and/or enter a date range below. If a date range is selected you must click Select Ranges. Proceed by clicking Next.

Address Number: 4455871 Manager: 100546 UTLEY, MICHAEL

Leave Type: VACATION Leave Explanation / Comments: I need some time off.

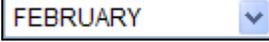
Month: FEBRUARY Year: 2010 Hours Per Day: 8.00 Refresh Dates

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 01 | 02 | 03 | 04 | 05 | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Leave Start Date 1: Leave End Date 1: Range 1 Hours Per Day: 8.00
 Leave Start Date 2: Leave End Date 2: Range 2 Hours Per Day: 8.00

Select Ranges Cancel Next

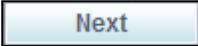
| Step | Action |
|------|---|
| 10. | The current month will be displayed. If you need a different month you can change it using the Month drop down list.  |
| 11. | The year field will default to the current year. For most requests you probably will not need to change the year, however, there may be times you need to. To change the year simply click in the year field and type the year of your leave request. |
| 12. | 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. |

| Step | Action |
|------|--|
| 13. | <p>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.</p> <p></p> |

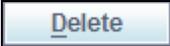
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| Step | Action |
|------|--|
| 14. | To select your dates using the calendar simply click on the dates for which you are requesting leave.  |
| 15. | The color of the dates you select will change. If you select a date by mistake simply click on it 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 |

| Step | Action |
|------|--|
| 18. | <p>The grid displays the current leave request you are submitting.</p> <p>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.</p> <p>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.</p> |

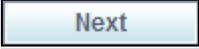
| Step | Action |
|------|--|
| 19. | <p>To delete a date click the radio button of the date you would like to delete.</p>  |
| 20. | <p>Click the Delete button.</p>  |
| 21. | <p>A confirmation window will appear. You will have to click OK or Cancel.</p>  |
| 22. | <p>The date deleted will no longer be displayed in the grid.</p> |

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Submitting and Reviewing Leave Requests



| 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.</p> <p>End of Procedure. Remaining steps apply to other paths.</p> |

| Step | Action |
|------|---|
| 28. | 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.  |
| 29. | Enter the end date of your leave request in the Leave End Date 1 field.  |
| 30. | After entering your date ranges click the Select Ranges button. 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.  |
| 31. | Click the Next button.  Go to step 17 on page 6 |

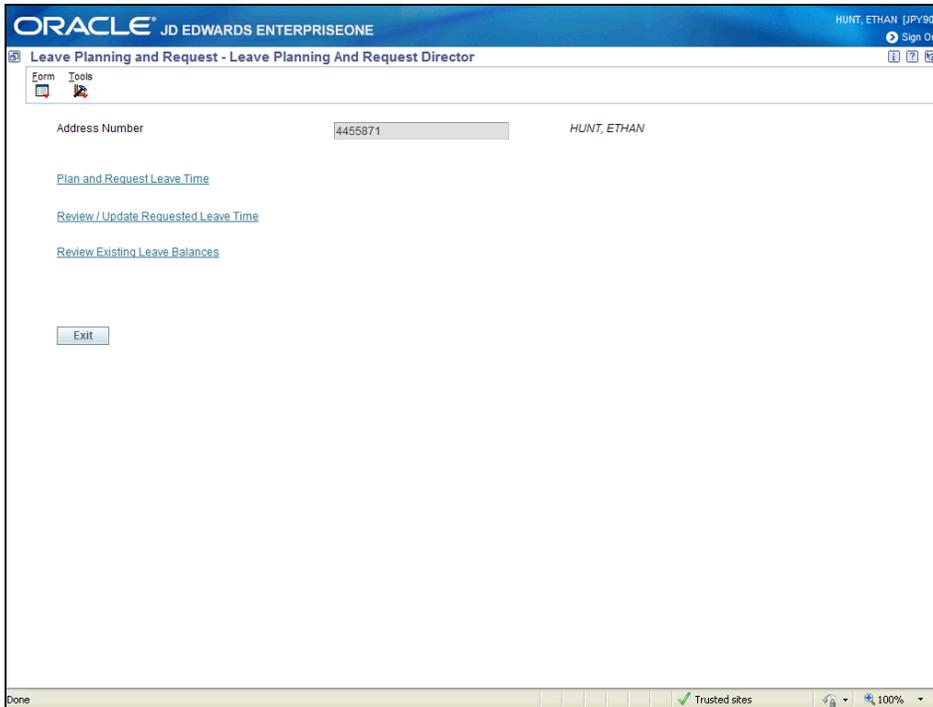
Reviewing and Deleting Leave Requests

Procedure

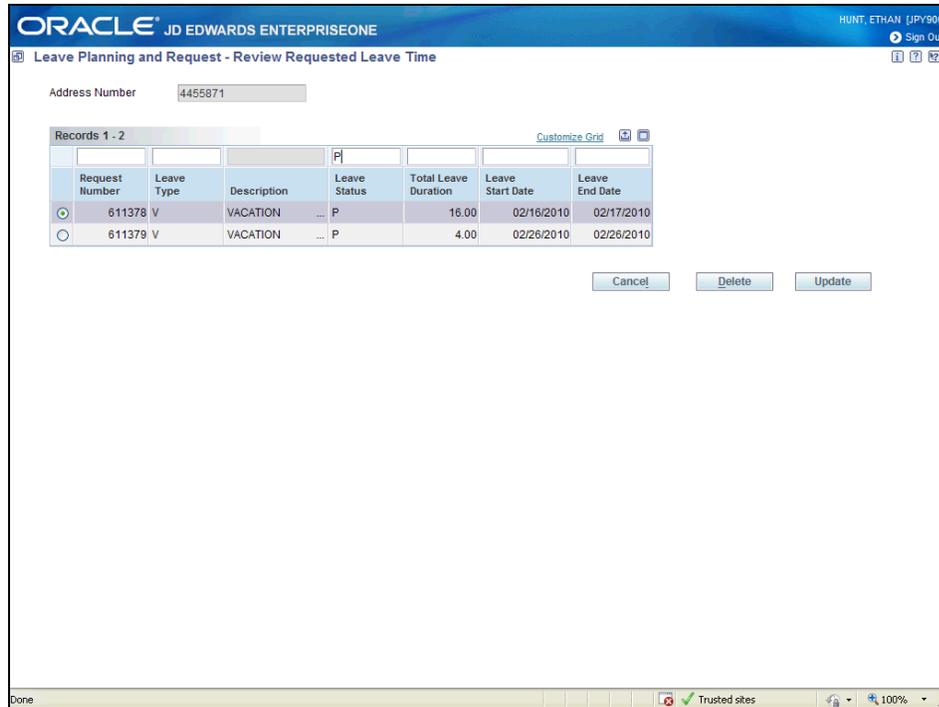
In this lesson you will learn how to review, sort, edit, and delete leave requests.

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Submitting and Reviewing Leave Requests



| Step | Action |
|------|--|
| 1. | <p>After submitting a leave request it is a good idea to review the request to verify it is correct.</p> <p>To review a request you will need to click the Review / Update Requested Leave Time link.</p> <p>Review / Update Requested Leave Time</p> |
| 2. | The Leave Type and Description columns show the type of leave for a request. |
| 3. | <p>The Leave Status column displays the status of the request. The status will be one of the following:</p> <p>P – Pending (has not yet been approved or declined by your Manager) A – Approved D – Declined T – Taken (will not change to this status until Payroll has run for the Pay Period in which your leave request falls)</p> |
| 4. | The Total Leave Duration column displays the total hours for each leave request. |
| 5. | The last two columns are the Leave Start Date column and the Leave End Date column. This simply displays the beginning date and ending date of a request. |
| 6. | You can use the column fields in the QBE line to sort your requests. For example you can find all of your Pending requests by entering a " P " in the Leave Status field and pressing the Enter key. Use the Visual Assist tool if necessary. |



| Step | Action |
|------|---|
| 7. | You can delete a submitted request which does not have a Leave Status of "T". To delete a submitted request click the radio button of the desired request.  |
| 8. | Click the Delete button.  |
| 9. | You will see a confirmation window. Click the OK button to confirm you want to delete the request.  |
| 10. | You can also edit any submitted request which does not have a Leave Status of "T". To edit a submitted request click the radio button next to it and then click the Update button.  |
| 11. | You can edit the Leave Duration, you can delete a specific date if it is a multiple date request, and you can add comments. If you make any changes click the Submit button. If you do not make any changes click the Cancel button. |
| 12. | You have successfully completed this lesson. End of Procedure. |

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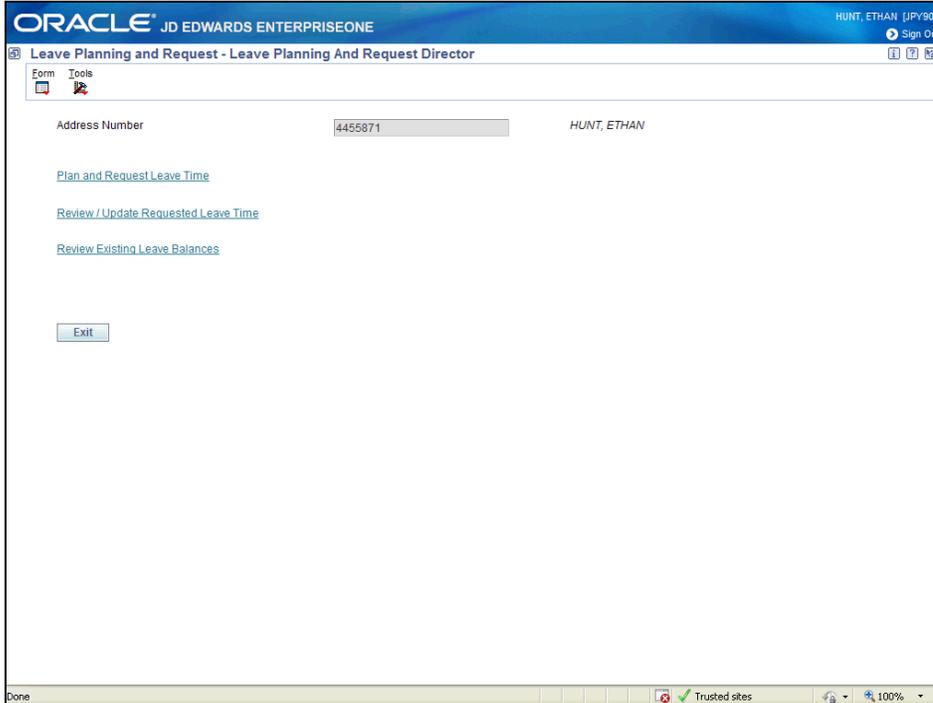
Submitting and Reviewing Leave Requests



Leave Balance Inquiry

Procedure

In this lesson you will learn how to review your existing leave balances.



| Step | Action |
|------|---|
| 1. | Click the Review Existing Leave Balances link. Review Existing Leave Balances |
| 2. | In the grid your leave balances will be displayed. You cannot make changes on this screen. This screen is only for review purposes. |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Leave Planning and Request - Paid Time Off

Close Tools

ETHAN HUNT

Employee Number 4455871

Tax ID 605987491 Last Check Date 01/27/2010

Records 1 - 5 Customize Grid

| Description | Beginning Balance | Additions | Taken | Available | Accrued but not yet available |
|--|-------------------|-----------|-------|-----------|-------------------------------|
| <input checked="" type="radio"/> SICK ACCRUALS | 132.43 | 7.40 | 1.00 | 138.83 | |
| <input type="radio"/> VACATION ACCRUALS | 98.18 | 7.40 | 32.00 | 73.58 | |
| <input type="radio"/> HOLIDAY | | | | | |
| <input type="radio"/> CATASTROPHIC LEAVE | | | | | |
| <input type="radio"/> COMP TIME | | | | | |

All values are in hours

Done Trusted sites 100%

| Step | Action |
|------|---|
| 3. | <p>After reviewing the information you can close this window.</p> <p>Click the Close button.</p>  |
| 4. | <p>You have successfully completed the Leave Balance Inquiry lesson.</p> <p>End of Procedure.</p> |