

# CREATE LEAVE REQUEST ON BEHALF OF EMPLOYEE

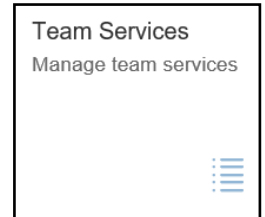


## QUICK REFERENCE CARD

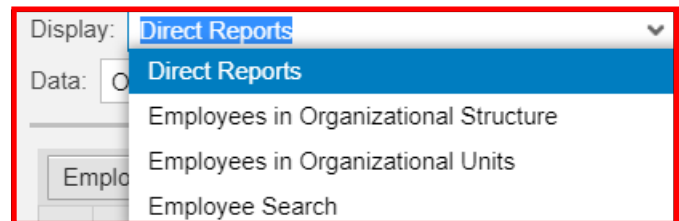
Managers can create a leave request on behalf of their employee in the Employee Profile in the Team Services tile. The manager will then have to approve the leave request in the SCEIS Central Inbox.

## PROCESS

1. Under the Manager Self-Service section, click the **Team Services** tile. Under the **My Team** section, in the **Employee Information** subsection, click **General Information**.

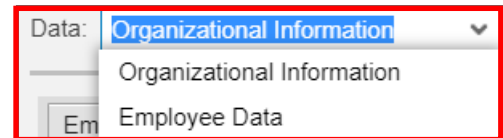


2. Click the **Display** drop-down menu. Select **Direct Reports** to see your direct reports. Select **Employees in Organizational**



**Structure** to see the organizational structure under your management. **Employees in Organizational Units** will display a list of organizational units under your management. Select **Employee Search** to search for a particular employee. For this example, we are using Direct Reports.

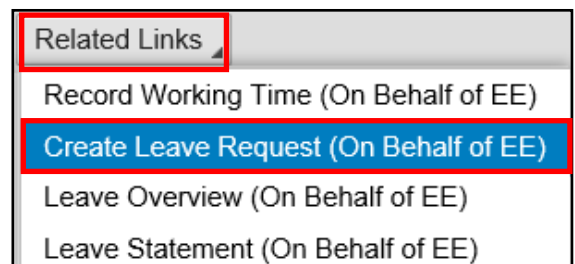
3. Click the **Data** drop-down menu. Select **Organizational Information** to display organizational information on your employees. Select **Employee Data** to display employee contact information and attendance status of your employees. For this example, we are using Organizational Information.



4. Click the **grey square** beside the employee you would like to see. When selected, the grey square will turn blue.

Employee Profile	Employee Photo	Employee Name	Personnel Number
		EMPLOYEE JAMES	10000068
		EMPLOYEE EMILY	10000004

5. Click the **Employee Profile** button. The Employee Profile should now appear.



6. Click the **Related Links** drop-down menu and select **Create Leave Request (On Behalf of EE)**.

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7. The top section of the screen has three tabs. **Click a tab** to view the information.
- **Calendar tab**—Displays a calendar view of leave entered and its status.
  - **Time Accounts tab**—Displays the employee's leave balances.
  - **Leave Requests tab**—Displays the employee's leave requests with the status

Leave Request: New, On Behalf of EMPLOYEE EMILY

Send

Calendar Time Accounts Leave Requests

Time Account: All Types Show on: 12/05/2018 Apply

Time Account	Deduction from	Deduction to	Leave Balance
Annual Leave	10/24/2012	12/31/9999	76.62500 Hours
Sick Leave	10/24/2012	12/31/9999	325.12500 Hours

8. The bottom section of the screen, **Leave Details**, is where a manager will request leave on behalf of the employee.

9. In the **Type of Leave** field, click the drop-down list and **select the type of leave**.

10. In the **Start Date** field, **enter the start date** of the leave.

11. In the **End Date** field, enter the end date of the leave.

Leave Details Check

Type of Leave

\* Type of Leave: A2.Sick Leave  
Description: A2.Sick Leave

General Data

\* Start Date: 12/11/2018  
\* End Date: 12/11/2018

Begin Time: 03:00 PM  
End Time: 04:30 PM  
Absence hours: 1.50  
Processor: MANAGER JOHN  
New Note: Manager entered request on behalf of employee.

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12. In the **Begin Time** field, enter the **start time of the leave** including the AM or PM.

13. In the **End Time** field, enter the **end time of the leave** including the AM or PM.

Note: If you are requesting an entire day of leave, you do not have to enter the begin and end times.

14. In the **Absence hours** field, enter the **number of leave hours** the employee is requesting (to the far right of the Absence hours field).

15. In the **New Note** field, enter a **note** if necessary.

16. You can click the **Check** button in the middle of the screen to check the leave request for warnings or errors. (Warnings or errors will appear under the Send button in the top left corner of the screen.)

The screenshot shows a web form titled "Leave Details" with a "Check" button in the top right corner. The form is divided into two main sections: "Type of Leave" and "General Data".

**Type of Leave:**

- \* Type of Leave: A2.Sick Leave (dropdown menu)
- Description: A2.Sick Leave

**General Data:**

- \* Start Date: 12/11/2018 (calendar icon)
- \* End Date: 12/11/2018 (calendar icon)
- Begin Time: 03:00 PM
- End Time: 04:30 PM
- Absence hours: 1.50
- Processor: MANAGER JOHN
- New Note: Manager entered request on behalf of employee.

Red boxes highlight the "Check" button, the "Begin Time" and "End Time" fields, the "Absence hours" field, and the "New Note" field.

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17. Once you have completed the leave request, click the **Send** button in the top left corner of the screen.

Leave Request: New, On Behalf of EMPLOYEE EMILY

Calendar Time Accounts Leave Requests

View: December 2018 Apply

18. In the **Leave Request: New, On Behalf of Employee...** pop-up window, click **OK** to submit the leave request. Click **Cancel** to not send the request and return to the previous screen.

Leave Request: New, On Behalf of EMPLOYEE EMI...

**Type of Leave**

Type of Leave: A2.Sick Leave

**General Data**

Start Date: 12/11/2018  
End Date: 12/11/2018  
Begin Time: 03:00 PM  
End Time: 04:30 PM  
Absence hours: 1.50  
Processor: MANAGER JOHN  
Note: Manager entered request on behalf of employee.  
Used: Sick Leave: 1.50000 Hours

Note: You will have to approve the leave request in the SCEIS Central Inbox after submitting it on behalf of the employee.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**