



User Guide for Employees

Kapiolani Community College
Human Resources
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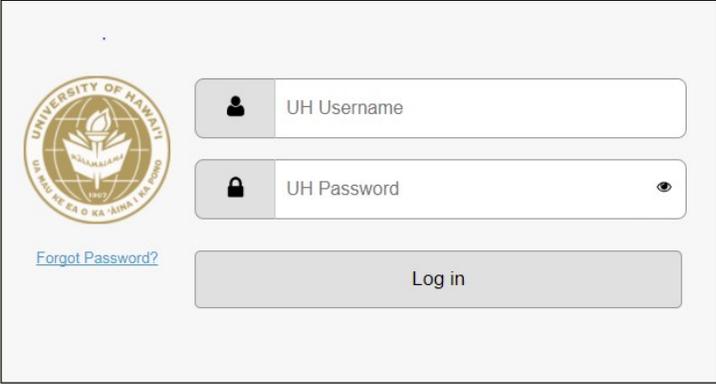
1 INTRODUCTION

There are numerous “roles” within the Leave system. Roles define what a user is required or allowed to do within the application. This document focuses on the following roles:

- **Employee** – anyone who accrues leave at the university

2 LOGIN

- www.hawaii.edu/leave
- Login with UH Username and Password.
- Be sure to log off once finished entering/checking leave



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Note: The login page above is used for single sign-on. This means that for any ITS-supported web application using this login, the user logs in only once. Subsequently, access to other applications will be more seamless (vs. a user having to login to each application such as Leave, Profiler and Workflow separately).

3 LEAVE MENU BAR

The menu for users is within the graphical header and is dynamic depending on your role (Employee, Preparer, Supervisor, Personnel Officer). The more roles you have the more options you will see.

3.1 Menu Bar for Employees

For the “**Employee**” role, the menu will look as follows (note, the “MY ACCOUNT” section in the menu will display for all employees):



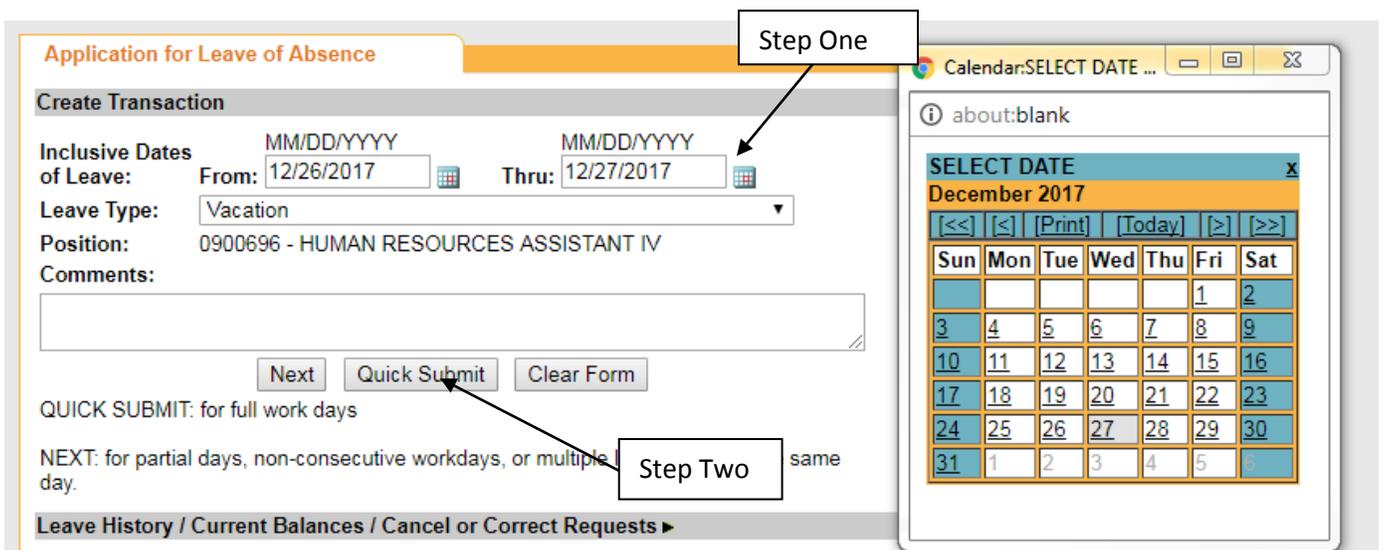
The primary functions for the Employee role are:

- Create/submit a leave request
- Cancel or correct an existing request
- View leave history
- View current leave balances
- View work schedule

4 LEAVE REQUESTS

4.1 Create New Vacation Leave Request

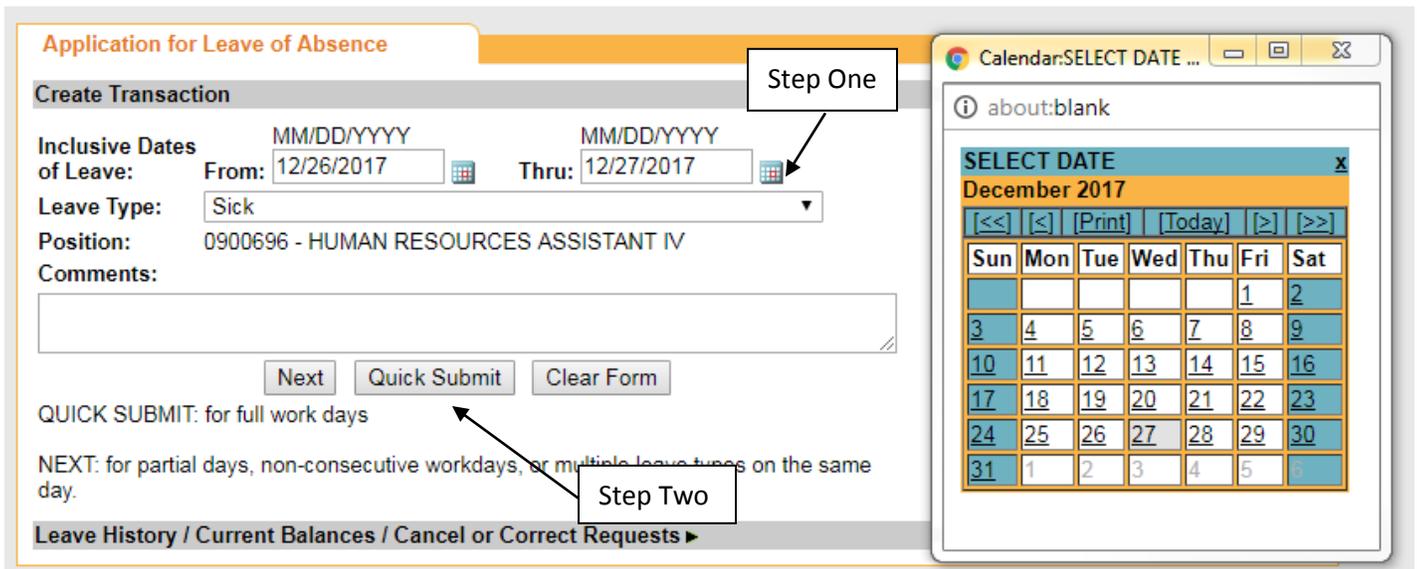
- Notify and receive approval from Supervisor
- Enter date(s), and Select “Vacation Leave” type
 - The minimum amount of vacation leave is 1 hour
- If full days are being taken click on Quick Submit
 - For partial days, see page 10
- Employee will receive a confirmation email once the leave is approved/denied



- Note: Leave requests may span across months only if the request consists of consecutive, full days of leave.

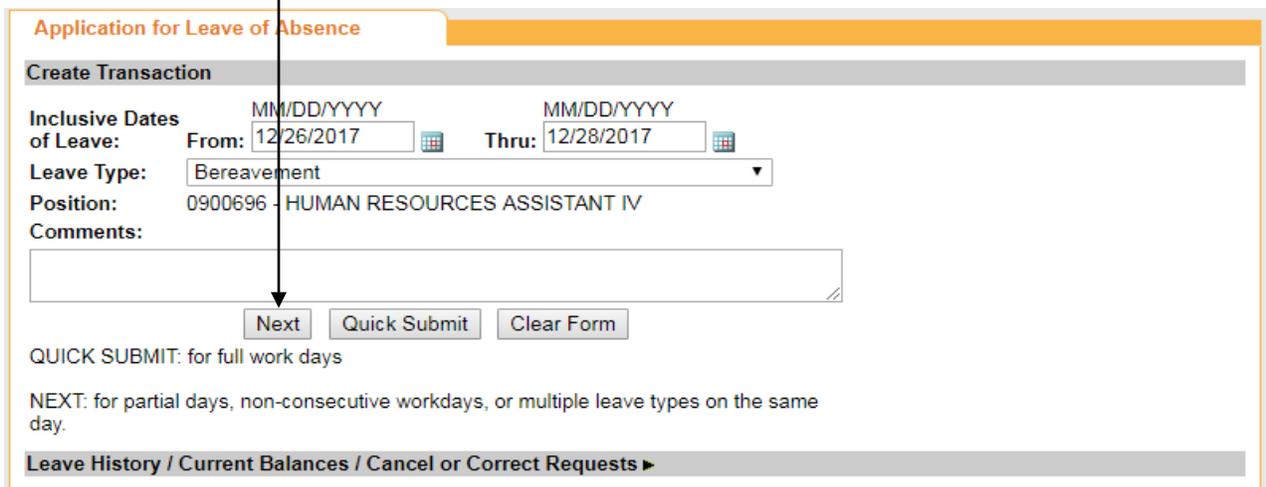
4.2 Create New Sick Leave Request

- Notify Supervisor on first day of absence following office call-in procedure
- Enter date(s), and Select “Sick Leave” Type
- The minimum amount of sick leave is 1 hour
- If an Employee is out more than 4 work days, a physician’s certificate/note is required.
 - Enter when Doctor’s note was submitted to Department or HR in the comments section
- If full days are being taken click on Quick Submit
 - For partial days, see page 10
- Employee will receive a confirmation email once the leave is approved/denied



4.3 Create New Bereavement Leave Request

- Notify Supervisor
- Enter date(s), and Select “Bereavement Leave” type
 - Employees are allowed up to 3 days (24 hours) of bereavement leave within a reasonable period of time after the death of an immediate family member.
- Indicate relationship of immediate family member (Mom, Dad, Spouse/Reciprocal Beneficiaries/Domestic partner, brother, sister, son or daughter) in the comments section
- Click Next



- Select relationship of deceased from the dropdown menu.

- Note: Leave may only be requested once for a given familial relationship (i.e., you may only request bereavement leave once for the passing of EITHER your mom, hanai mom or stepmom).
- Click Submit
- Employee will receive a confirmation email once the leave is approved/denied

Application for Leave of Absence

Create Transaction

2017: DEC |

Date of leave	Type	Hours	Min
Tue 12/26/2017	Bereavement	8	00
Wed 12/27/2017	Bereavement	8	00
Thu 12/28/2017	Bereavement	8	00

Recalculate: F : 24 Hours : 00 Minutes

^ - Denotes holidays
 Relationship of deceased: (required if Bereavement is selected)

Buttons: Back, Submit, Clear Form

Leave History / Current Balances / Cancel or Correct Requests ▶

4.4 Create New LWOP Leave Request

- Notify Supervisor
- For BOR Employees (Faculty/APT) → Submit “[Request for Leave without Pay \(LWOP\) Form 62](#)” to HR
- For Civil Service Employees → Work with Department to create LWOP Memo
- Enter Date(s), and select appropriate LWOP leave type (ie. Personal Reasons, Health, Child Care, etc)
- For full days, click Quick Submit
 - For partial days, see page 10

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: 12/26/2017 Thru: 12/28/2017

Leave Type:

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

Buttons: Next, Quick Submit, Clear Form

QUICK SUBMIT: for full work days
 NEXT: for partial days, non-consecutive workdays

Leave History / Current Balances / Cancel or Correct Requests ▶

4.5 Create Parent – Teacher Conference Leave Request

- Notify Supervisor
 - Submit [UH Form 122](#) to supervisor prior to parent-teacher conference to obtain approval
 - Once approved, submit completed form to HR
- Enter date(s), and select “Parent Teachers Conference” leave type
 - Click Next

- Change the amount of hours in the drop down menu and click Recalculate
 - Employees are allowed to take up to 2 hours of paid leave, including travel time, to discuss a child’s progress and development. Employees are limited to 2 mutually-scheduled parent-teacher conferences per child each calendar year.
- Click Submit
- Employees will receive a confirmation email once the leave has been approved/denied.

4.6 Create Jury/Witness Duty Leave Request

- Notify Supervisor of Jury/Witness Duty Summons
- Enter date(s) and Select “Jury/Witness Duty” leave type
 - Employees are allowed to take paid leave to serve as a summoned witness or juror in any judicial proceeding, except those which may involve or arise out of an employee’s outside employment or personal business or private affairs.
- For full days, click Quick Submit
 - For Partial days, see page 10

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: Step One

Leave Type:

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

Step Two

Next: for full work days

NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

[Leave History / Current Balances / Cancel or Correct Requests ▶](#)

- Employees will receive a confirmation email once the leave has been approved/denied.
- **Be sure to turn in documentation of each day of jury/witness duty to HR e.g. Certification notice provided at the courthouse/jury duty or work slip from the Jury Clerk.**

4.7 Create Blood Donation Leave Request

- Notify Supervisor of Blood Donation appointment
- Enter Date and Select “Blood Donation” leave type
- Click Next

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: Step One

Leave Type:

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

QUICK SUBMIT: for full work days

NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

Step Two

[Leave History / Current Balances / Cancel or Correct Requests ▶](#)

- Change the amount of hours in the drop down menu and click “Recalculate”
- Employees are allowed to take up to 2 hours of paid leave, including travel time

Application for Leave of Absence

Create Transaction

2018: MAR | Step Three

Date of leave	Type	Hours	Min
Wed 03/14/2018	Blood Donation	2	00

Recalculate: BD : 02 Hours : 00 Minutes

^ - Denotes holidays

Step Four

Step Five

Back Submit Clear Form

Leave History / Current Balances / Cancel or Correct Requests ▶

4.8 Create Family Leave Request

- Complete [UH Form 46a “Request for Family Leave”](#) and submit to Supervisor
- Work with HR Representative to complete [UH Form 46b “Notice of Eligibility and Rights & Responsibilities”](#)
- Submit physician certification or other documentation depending on the type of leave request to HR
 - [List of Required Documentation](#)
- Receive [UH Form 46c “Designation of Notice”](#) of the approved/denied request from HR
- If approved, Enter Date(s) and Select appropriate Family Leave type
- For full days, Click Quick Submit
 - For Partial days, see page 10

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: MM/DD/YYYY 03/14/2018 Thru: MM/DD/YYYY 03/14/2018 Step One

Leave Type: FL - Sick - Care of Family Member

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

Next Quick Submit Clear Form

QUICK SUBMIT: for full work days

NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

Step Two

Leave History / Current Balances / Cancel or Correct Requests ▶

4.9 Advanced Leave Options (Partial Days)

- Notify Supervisor

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: 12/26/2017 Thru: 12/26/2017

Leave Type:

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

Step One → Next Quick Submit Clear Form

QUICK SUBMIT: for full work days

NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

Leave History / Current Balances / Cancel or Correct Requests ▶

You will see this page if you clicked the “Next” button:

Application for Leave of Absence

Create Transaction

2017: DEC |

Date of leave	Type	Hours	Min
Tue 12/26/2017	Sick	2	00

Recalculate: 08 Hours : 00 Minutes

Back Submit Clear Form

Step Three → Recalculate: 08 Hours : 00 Minutes

Step Two → Hours: 2

Step Four → Submit

Leave History / Current Balances / Cancel or Correct Requests ▶

- The form defaults to hours for a full work day (based on your work schedule). You may edit the hours/minutes to take leave for a partial work day.
- Change the amount of hours in the drop down menu and click “Recalculate”
- Click Submit
- Employees will receive a confirmation email once the leave has been approved/denied.

4.10 Advance Leave Options (Multiple Leave Types)

- Notify Supervisor
- Select appropriate leave type and dates
- Click “Next”

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: 12/26/2017 Thru: 12/26/2017 Step One

Leave Type: Sick

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

QUICK SUBMIT: for full work days

NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

Step Two

[Leave History / Current Balances / Cancel or Correct Requests ▶](#)

- To enter multiple leave types for the same day, click on the “+” to the right of the Hours and Min text. This will expand the leave form by adding another column (see below) so more than one leave type can be entered for each day/date.
- There is no limit on the number of different leave types that can be entered per day/date. However, the form will keep expanding to the right so you will have to scroll horizontally in your browser.

Application for Leave of Absence

Create Transaction

2017: DEC |

Date of leave	Type	Hours	Min	
Tue 12/26/2017	Sick	8	00	Step Three

Recalculate: S : 08 Hours : 00 Minutes

^ - Denotes holidays

[Leave History / Current Balances / Cancel or Correct Requests ▶](#)

The screenshot shows a web application interface for creating a leave transaction. At the top, there is a header 'Application for Leave of Absence' and a sub-header 'Create Transaction'. Below this, there is a navigation bar with '2017: DEC |'. The main form area contains a table with columns for 'Date of leave', 'Type', 'Hours', 'Min', and 'Type'. A row is filled with 'Tue 12/26/2017', 'Sick', '6', '00', and 'Sick - Charged to Vacation'. Below the table, there is a 'Recalculate' button and a status indicator 'S : 08 Hours : 00 Minutes'. At the bottom, there are 'Back', 'Submit', and 'Clear Form' buttons. A footer contains links for 'Leave History / Current Balances / Cancel or Correct Requests'. Three callout boxes are present: 'Step Four' points to the 'Type' column of the table; 'Step Five' points to the 'Recalculate' button; and 'Step Six' points to the 'Submit' button.

- Click the “Recalculate” button to adjust leave hours being credited to each leave type.
- Click the “Submit” button to submit the request to your Supervisor for approval. An email will be sent to your Supervisor informing him/her that a request is awaiting approval.
- Note: There is a 1 hour minimum per leave type per day

5 Submit Leave Request

- Once the leave request is submitted, you will see a blue success message at the top and the form will contain more detail (see below). All error messages will display in red text and must be corrected before you can proceed.

Application for Leave of Absence
?

View Transaction Details

Your request was successfully submitted.

Dates:	11/12/2009 - 11/13/2009	Submitted On:	10/29/2009 - 05:26 PM
Total HRS:MIN:	16:00	Submitted By:	AYNALEM, MATTHEW S
Leave Type(s):	Vacation	Approved On:	
Position:	0079943 - INFORMATION TECHNOLOGY	Approved By:	
Status:	Pending	Request Type:	Request

Comments: Will be out of town from 11/11 - 11/14.
Supervisor Comments:

2009: NOV |

Date of Leave (1st - 16th)	Type - HRS:MIN	Date of Leave (17th - end of month)	Type - HRS:MIN
Thu 11/12/2009	01(Vacation) - 08:00		
Fri 11/13/2009	01(Vacation) - 08:00		

^ - Denotes holidays

[Leave History / Current Balances / Cancel or Correct Requests](#) ▶

- Note: While the request is still Pending, the Employee has the option of canceling the request by clicking the “Cancel Request” button. This deletes the request from the system.
- The Employee will receive an email notice once the request is approved or denied by his/her Supervisor.
- Remember to Log Out when done**

UNIVERSITY OF HAWAII
LEAVE SYSTEM

MY ACCOUNT: [Request Leave](#) [Work Schedule](#)
AO/PO: [Employees](#) [Logout](#)

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: Thru:

Leave Type:

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

QUICK SUBMIT: for full work days
 NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

[Leave History / Current Balances / Cancel or Correct Requests](#) ▶

6 Leave History / Current Balances / Cancel or Correct Requests (as the Employee)

- Clicking on “Leave History / Current Balances / Cancel or Correct Requests” will bring up the following at the bottom of the page.

↓

Leave History / Current Balances / Cancel or Correct Requests ▼

2021 | 2020 | 2019 | **2018** | 2017 |

Description ?	Status ?	Leave Type ?	Dates		VACATION			SICK			OTHER	
					Taken HRS:MIN	Earned HRS:MIN	Balance HRS:MIN	Taken HRS:MIN	Earned HRS:MIN	Balance HRS:MIN	Taken HRS:MIN	Earned HRS:MIN
2017 Balance							143:45			71:15		
<input type="radio"/> Request	A	S	01/23/2018	01/23/2018			143:45	8:00		63:15		
<input type="radio"/> Earned (Jan)	A		01/31/2018			14:00		14:00		77:15		
<input type="radio"/> Request	A	V	02/05/2018	02/20/2018	88:00		69:45			77:15		
<input type="radio"/> Earned (Feb)	A		02/28/2018			14:00		14:00		91:15		
<input type="radio"/> Request	A	S	03/05/2018	03/08/2018			83:45	32:00		59:15		
<input type="radio"/> Request	P	BD	03/13/2018	03/13/2018			83:45			59:15	1:00	
TOTALS					88:00	28:00	83:45	40:00	28:00	59:15		
					Taken HRS:MIN	Earned HRS:MIN	Balance HRS:MIN	Taken HRS:MIN	Earned HRS:MIN	Balance HRS:MIN	Taken HRS:MIN	Earned HRS:MIN
					VACATION			SICK				

Position: 0900696 ▼

- In the Status column, “P” is for Pending requests, “A” is for Approved requests.
- To view a specific request, select it (via the radio button on the left), then click the “View Details” button. The specific request will display at the top of the page, above the history section.
- Pending requests can be cancelled. Select the specific request, then on the details page click the “Cancel Request” button.
- Approved requests can be cancelled or corrected. Select the specific request, then on the details page click the appropriate button.
- Clicking this image  results in a listing of all codes for that specific field to be displayed in a separate window.

7 WORK SCHEDULE

Work Schedule ?

Position: 0079943

Effective Date	Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE	Exp. Total
08/01/2009	5-8	0:00	8:00	8:00	8:00	8:00	8:00	0:00	1.0	40:00

Comments:

- Each employee has a work schedule in Leave to determine the number of hours the employee works on a particular day. This allows the Leave system to calculate leave accruals, as well as perform certain validations (such as when using the Quick Submit feature).
- Employees can view but cannot edit their own work schedule.
- Preparers do not have access to view or edit the work schedule for other employees.
- Only Personnel Officers and Supervisors can edit an employee’s work schedule.

- Remember to log out when done with the online leave system

UNIVERSITY OF HAWAII
LEAVE SYSTEM

MY ACCOUNT: [Request Leave](#) [Work Schedule](#) AO/PO: [Employees](#) [Logout](#)

Application for Leave of Absence

Create Transaction

Inclusive Dates of Leave: From: Thru:

Leave Type:

Position: 0900696 - HUMAN RESOURCES ASSISTANT IV

Comments:

QUICK SUBMIT: for full work days

NEXT: for partial days, non-consecutive workdays, or multiple leave types on the same day.

[Leave History / Current Balances / Cancel or Correct Requests](#)

NOTES: