

iVisions/EIW Leave Guide

Employee

In the iVisions Portal go to Employee Resources | Attendance

All Leave Plans will be shown: To view the detail for a leave plan click on the magnifying glass next to the leave plan to see the individual transactions for a leave plan.

The screenshot shows the iVisions Employee Resources Attendance page. The page title is "Plan Summary". It displays a table with the following data:

Leave Plan	Req.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
Certified - Sick Leave-Hrs	15.00	20.00	0.00	0.00	35.00	0.00	0.00	Hours
Certified - Personal Leave-Hrs	5.00	19.00	0.00	0.00	24.00	0.00	0.00	Hours

Below the table are buttons for "Add Request", "Modify a Request", and "Cancel a Request".

The screenshot shows the iVisions Employee Resources Attendance page with "Detail Leave Information" selected. The employee name is "Crystal Ball" and the leave plan is "Certified - Sick Leave-Hrs".

Leave Plan Balances

Beginning	Earned	Used	Adjustment	Available	Pending Approval	Future Scheduled	Time Units
15.00	20.00	0.00	0.00	35.00	0.00	0	Hours

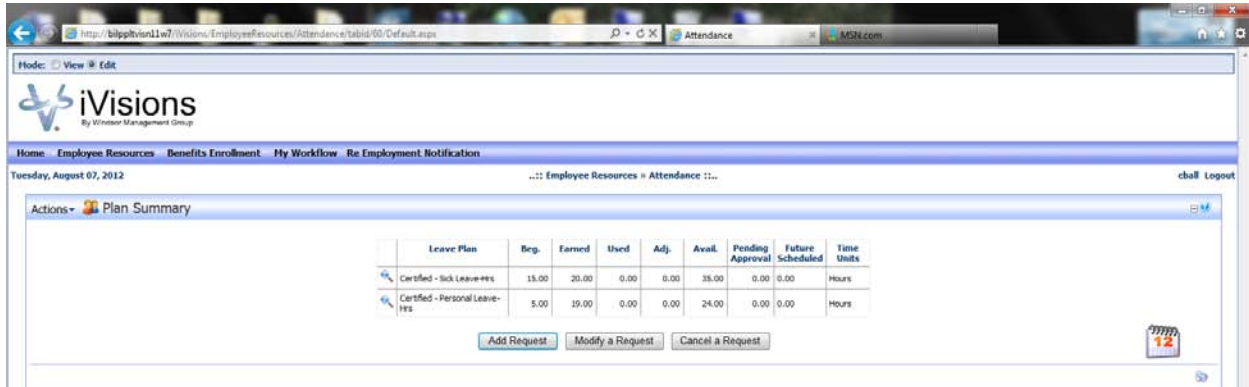
Leave Plan Transactions

Transaction Type	Units	Reason	From	To	SU Category
Opening Balance	15.00		07/01/2011	07/01/2011	
Accrual	-4.00	Payroll Accrual Cycle-Normal Period:3	07/28/2011	08/10/2011	
Accrual	-4.00	Payroll Accrual Cycle-Normal Period:4	08/12/2011	08/25/2011	
Accrual	-4.00	Payroll Accrual Cycle-Normal Period:5	08/26/2011	09/08/2011	
Accrual	-4.00	Payroll Accrual Cycle-Normal Period:6	09/09/2011	09/22/2011	
Accrual	-4.00	Payroll Accrual Cycle-Normal Period:7	09/21/2011	10/04/2011	

A "Back" button is located at the bottom of the page.

Leave Request

To enter a Leave Request – click on Add Request



The screenshot shows the iVisions Employee Resources Attendance page. The page title is "Attendance" and the user is logged in as "chall". The page displays a "Plan Summary" table with the following data:

Leave Plan	Req.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
Certified - Sick Leave-Hrs	15.00	20.00	0.00	0.00	35.00	0.00	0.00	Hours
Certified - Personal Leave-Hrs	5.00	39.00	0.00	0.00	24.00	0.00	0.00	Hours

Below the table are three buttons: "Add Request", "Modify a Request", and "Cancel a Request".

Fill in all required fields – those with a red arrows:

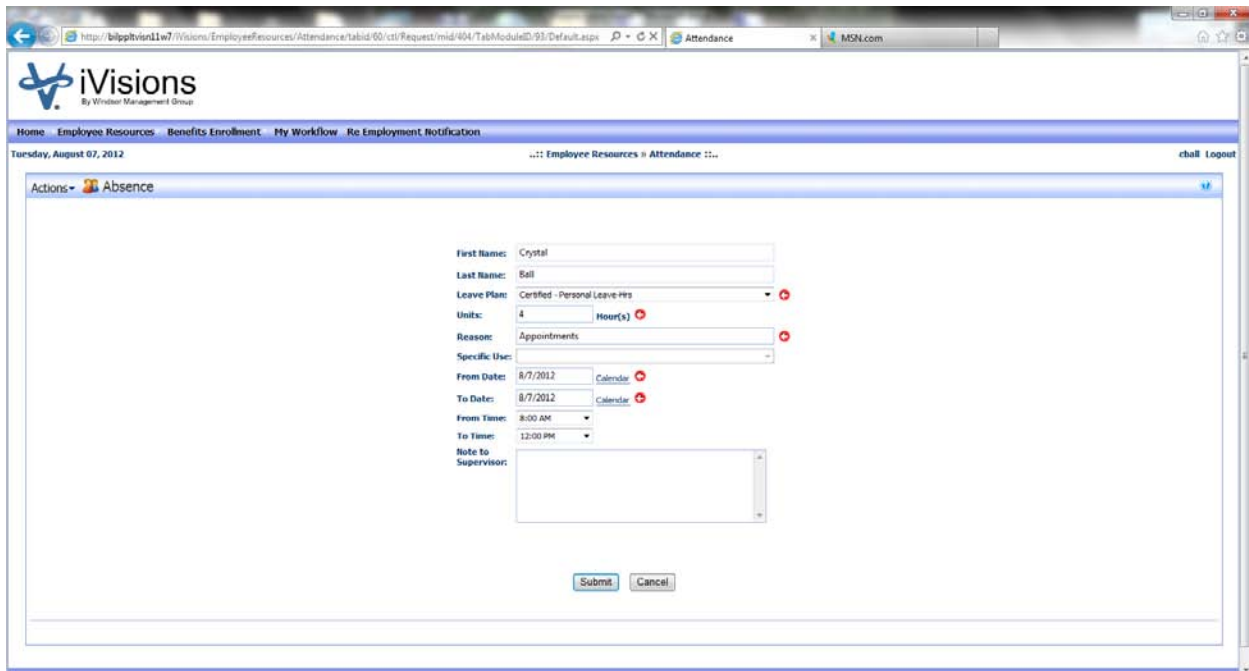
Leave Plan – choose the leave plan from the drop down box

Units – enter in the hours or days to be taken off

Reason-type in the reason for the leave

From Date

To Date



The screenshot shows the iVisions Employee Resources Attendance page with the "Absence" form. The form contains the following fields:

- First Name: Crystal
- Last Name: Sell
- Leave Plan: Certified - Personal Leave-Hrs
- Units: 4 Hour(s)
- Reason: Appointments
- Specific Use:
- From Date: 8/7/2012
- To Date: 8/7/2012
- From Time: 8:00 AM
- To Time: 12:00 PM
- Note to Supervisor:

At the bottom of the form are two buttons: "Submit" and "Cancel".

Click Submit

Once the Submit has been clicked, the leave will show, click Done.

First Name: Crystal
 Last Name: Ball
 Leave Plan: Certified - Personal Leave-Hrs
 Units: 4 Hour(s)
 Reason: Appointments
 Specific User:
 From Date: 8/7/2012
 To Date: 8/7/2012
 From Time: 8:00 AM
 To Time: 12:00 PM
 Note to Supervisor:
 Submitted on: 8/7/2012 6:12 PM
 Submitted to: Aperi, HR
 Done

The Leave Requested will show in the bottom portion of the grid until it is approved.

Home Employee Resources Benefits Enrollment My Workflow Re Employment Notification
 Tuesday, August 07, 2012 ...: Employee Resources » Attendance ...: chall Logout

Actions Plan Summary

Leave Plan	Req.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
Certified - Sick Leave-Hrs	15.00	20.00	0.00	0.00	35.00	0.00	0.00	Hours
Certified - Personal Leave-Hrs	5.00	19.00	0.00	0.00	24.00	4.00	0.00	Hours

Add Request Modify a Request Cancel a Request

Absence Requests
 Pending Absence Requests
 Earned Absence Requests

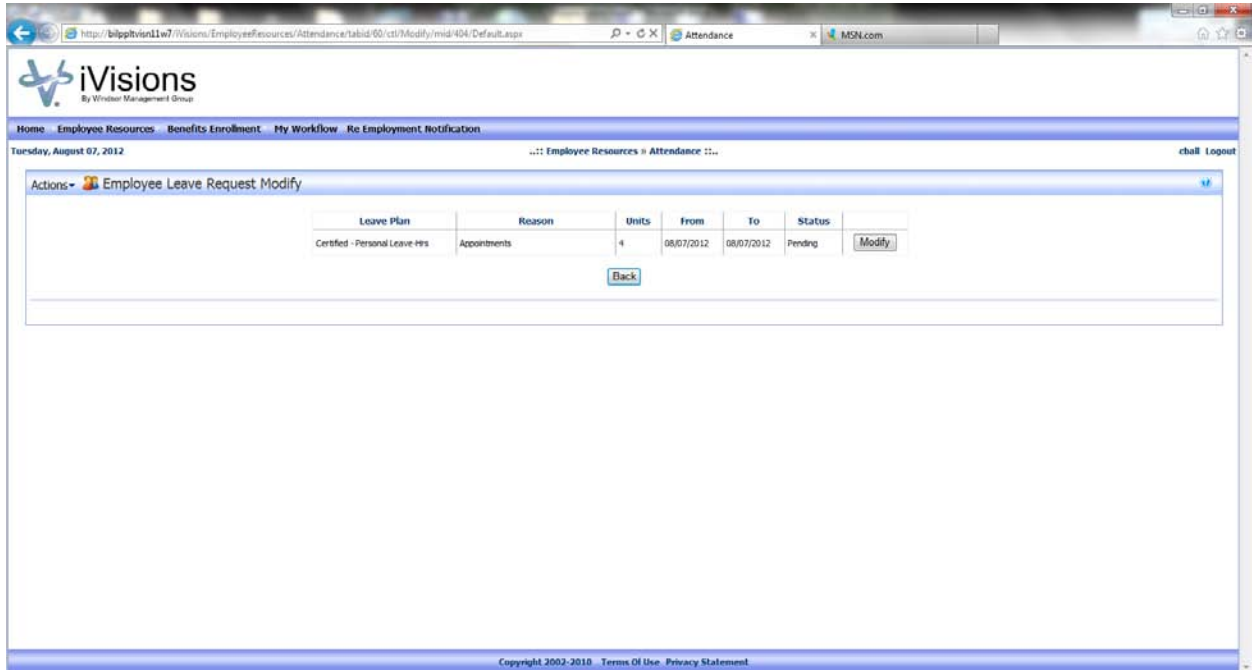
Pending Absence Requests

Leave Plan	Reason	Units	From Date	To Date	Note
Certified - Personal Leave-Hrs	Appointments	4.00	08/07/2012	08/07/2012	

javascript:_doPostBack('dn\$dnvLGN\$cmu\$login','')
 Copyright 2002-2010 Terms Of Use Privacy Statement

Modify or Cancel a Request

Click on Modify a Request or Cancel a Request, any leave that has not been posted will show to be canceled or modified as shown below.

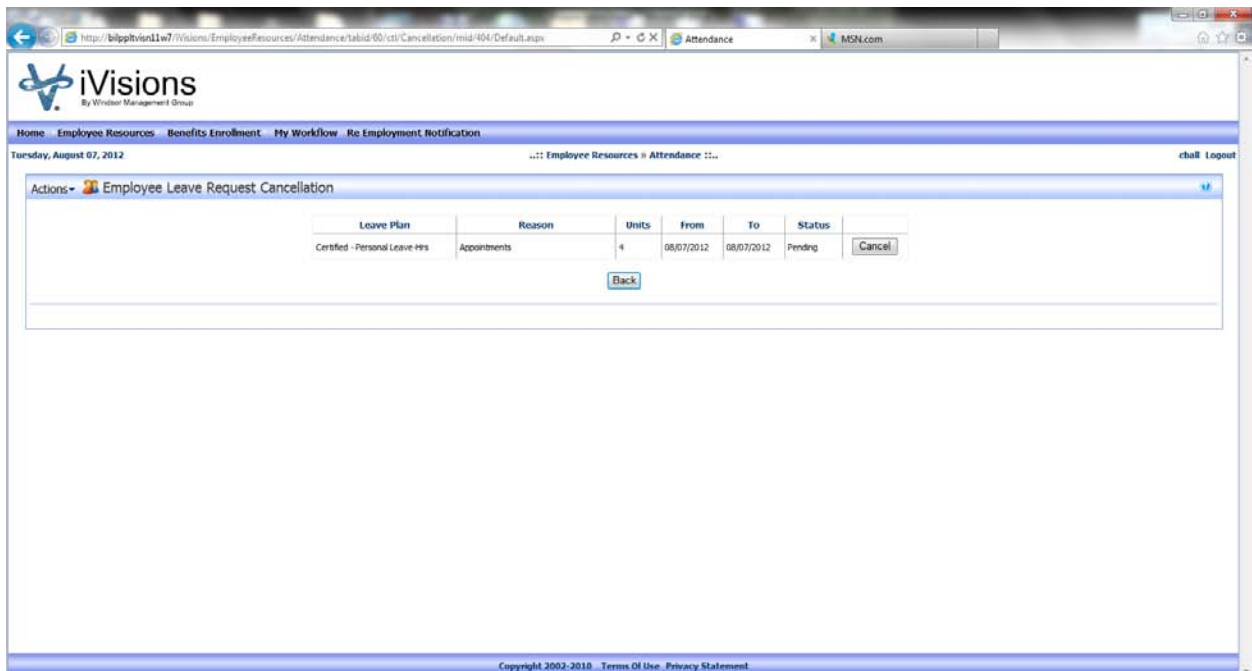


The screenshot shows the iVisions web application interface. The browser address bar displays the URL: <http://blpphvis11w7/Visions/EmployeeResources/Attendance/tabid/60/ctl/Modify/mid/404/Default.aspx>. The page title is "Employee Leave Request Modify". The navigation menu includes "Home", "Employee Resources", "Benefits Enrollment", "My Workflow", and "Re Employment Notification". The current date is "Thursday, August 07, 2012". The user is logged in as "chall".

The main content area features a table with the following data:

Leave Plan	Reason	Units	From	To	Status	
Certified - Personal Leave Hrs	Appointments	4	08/07/2012	08/07/2012	Pending	Modify

Below the table is a "Back" button. The footer contains the text: "Copyright 2002-2010 Terms Of Use Privacy Statement".



The screenshot shows the iVisions web application interface. The browser address bar displays the URL: <http://blpphvis11w7/Visions/EmployeeResources/Attendance/tabid/60/ctl/Cancellation/mid/404/Default.aspx>. The page title is "Employee Leave Request Cancellation". The navigation menu includes "Home", "Employee Resources", "Benefits Enrollment", "My Workflow", and "Re Employment Notification". The current date is "Thursday, August 07, 2012". The user is logged in as "chall".

The main content area features a table with the following data:

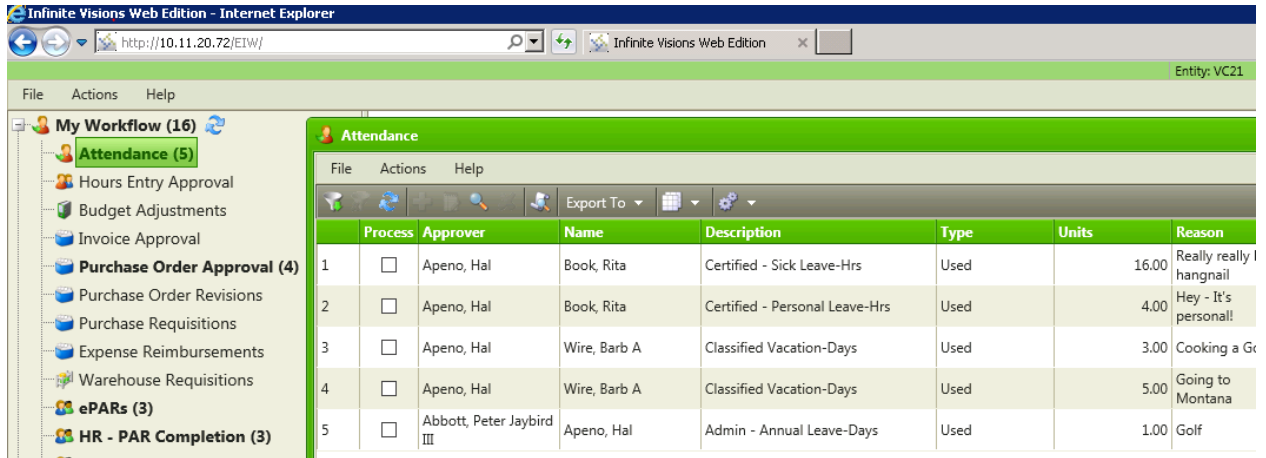
Leave Plan	Reason	Units	From	To	Status	
Certified - Personal Leave Hrs	Appointments	4	08/07/2012	08/07/2012	Pending	Cancel

Below the table is a "Back" button. The footer contains the text: "Copyright 2002-2010 Terms Of Use Privacy Statement".

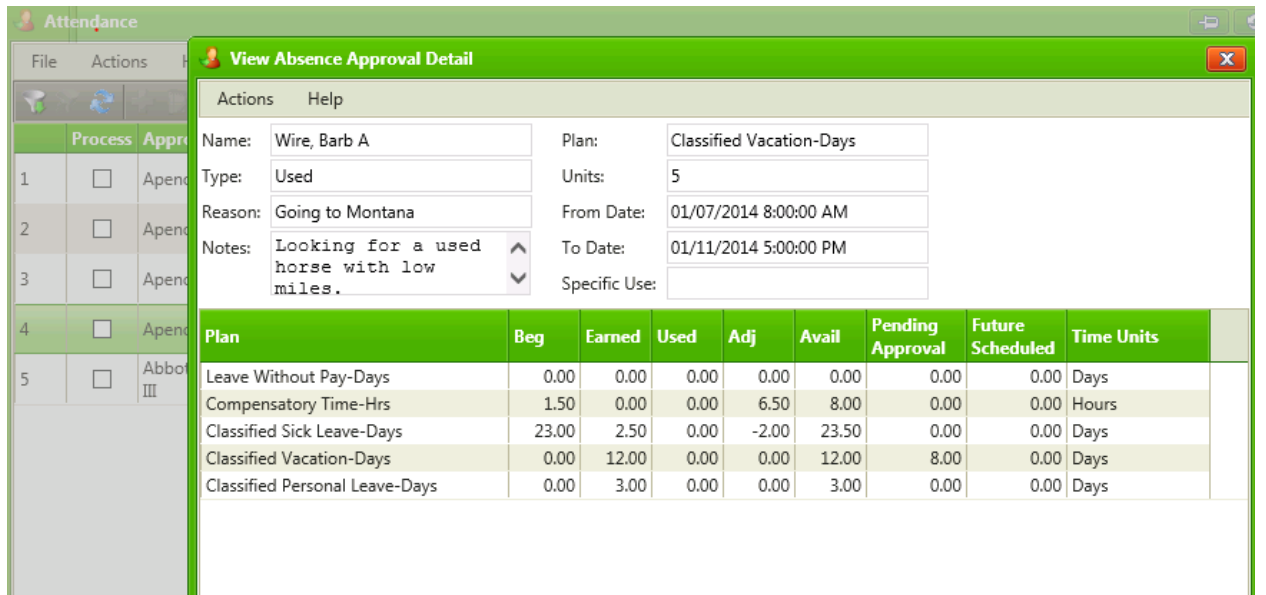
Supervisor

Click on My Workflow – Attendance

Leave may be approved and viewed in this grid. To approve a leave request checkmark the box and click Approve.



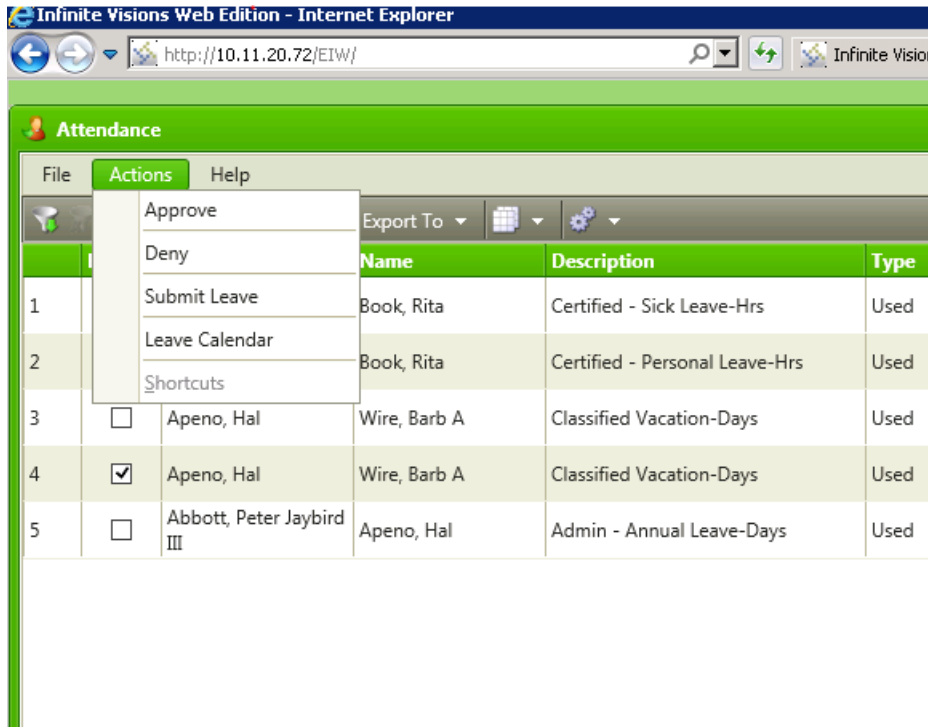
Leave that has been requested by an employee that you supervise will show in the right hand side.



To view the full detail of the leave request double click each line, a box similar to the one below will appear, it will include the following:

- The date the leave is being requested for
- The total hours being requested

- The type of leave that is planned on being used, sick, vacation, etc.
- The employee requesting time off
- The employees balances in their leave plans
- Notes requesting the time off to add additional notes Actions | Append Notes
- Option to Approve or Deny the Leave Request



Each Leave Request can be Approved or Denied from the above screen. If the Leave Request can be completed click Approve, if it cannot be taken then Click Deny.

Click close to go back to the main screen containing all leave requests for each supervisor.

Leave Requests can be Approved or Denied in mass as well. To Approve all Leave Request showing, click the box next to each leave request and click Approve. As shown below

This will approve all leave requests and send the request to Payroll automatically showing that the supervisor has approved this transaction.