



# Step by Step: How to request leave for supervisor approval.

Step 2: Click: “Absence Requests”

The screenshot shows a web application interface for a time card system. At the top, there is a navigation bar with tabs: TIME CARD, PAY PROCESSING, REPORTS, EMPLOYEE, SCHEDULE, JOB TRACKING, and ADMIN. The 'ADMIN' tab is currently selected. Below this, there is a secondary navigation bar with links: Time Card, Daily Details, Supervisor, Enter Punch, Enter Absence, Enter Disbursement, Requests, Absence Requests, and Support Form. A red arrow points to the 'Absence Requests' link. The main content area displays a calendar for the week of Monday 9/24/2012 to Sunday 10/7/2012. The calendar grid shows days of the week (M, T, W, T, F, S, S) and dates (24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7). Below the calendar, there are sections for 'Accumulated Hours' and 'Pay Period: 9/24/2012 - 10/7/2012'. The 'Accumulated Hours' section shows 'Total Hours' and 'Regular Hours' for each day, all currently at 0.00. The 'Pay Period' section shows 'Worked Hours' and 'Regular Hours' as 0.00, and 'Total Hours' and 'Total Pay' as \$0.00. There are also checkboxes for 'Verification: Employee', 'Supervisor', and 'Director'. At the bottom, there is a button labeled 'Recalculate Employee'.

Step 3: Click “Create Absence Request”

The screenshot shows the 'Absence Requests' report page in the GNSA system. The top navigation bar includes 'GNSA' and various system links. The secondary navigation bar has tabs: TIME CARD, PAY PROCESSING, REPORTS, EMPLOYEE, SCHEDULE, JOB TRACKING, and ADMIN. The 'REPORTS' tab is selected. Below this, there is a secondary navigation bar with links: Time Card, Daily Details, Supervisor, Enter Punch, Enter Absence, Enter Disbursement, Requests, Absence Requests, and Support Form. A red arrow points to the 'Absence Requests' link. The main content area displays a 'MESSAGES REPORT: ABSENCE REQUESTS' with various filters and options. The filters include: Date Range (Custom), Absence Type (Select an Absence Type), Sender's Department (Filter by Department), Recipient's Department (Filter by Department), Sender's Supervisor (Select a Supervisor), Recipient's Supervisor (Select a Supervisor), Sender (Select a User), and Recipient (Select a User). There are also checkboxes for 'Employee Card', 'Employee ID', 'Department', 'Show Completed', 'Supervisor', and 'Use Recipient for Sorting'. At the bottom, there is a button labeled 'Create Absence Request' and a 'Display Report' button. The page title is 'Absence Requests' and it is sorted by 'Employee Name'. There are also 'Save' and 'Print' buttons.

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Step 4: Input your requested time and press “Enter” (bottom right)

- Confirm that your supervisors is in the “Send to:” section

The screenshot shows the GNSA Absence Request form. The form is titled "Absence Request" and includes the following fields:

- Date(s): Radio buttons for (Single Date) and (Date Range). A red arrow points to the (Date Range) option.
- Hours: Radio buttons for Ex: 8 (Hour Amount Per Day), Ex: 08:00 - 15:00 (Time Range Per Day), and Based on Schedule Rule Absence Hours. A red arrow points to the Ex: 8 option.
- Type: A dropdown menu showing "Sick". A red arrow points to the dropdown.
- Send To: A dropdown menu showing "Crandall, David". A green arrow points to the dropdown.
- Accrual Policy: None
- Available Balance: N/A
- Comments (300 chars left): A text area.
- Enter: A button at the bottom right of the form. A red arrow points to the button.

The form also includes a table of previous requests:

Date Range	Type	Hours	Supervisor	Requester	Comments
10/8/2012 00:00 - 08:00	Sick	8	harveyy Harvey, Yvette	abramss1 Abrams, Sandra	Originally I requested half day on paper. Then I requested full day due to adding more appts. That day.
12/24/2012 00:00 - 08:00			hnoanl	abramss1	

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Step 5: Once you've selected "*Enter*", make sure you select "**YES**" when promoted to email request to your supervisor. This is the only way your supervisor will know that a pending request is waiting for them.



When you click "yes", your Outlook will appear with a message for your supervisor. Click "send".