



Education Support Leave for Absence Management Agency Training Guide (Interim Solution)

This document provides information for Absence Management Agencies that will use the interim solution to enter Education Support Leave for 2015.

There are 3 custom pages which relate to Education Support Leave:

- 1. The Employee Self Service (ESS) Education Support Leave page:** This is the page that employees use to request their Education Support Leave time for each calendar year. An employee may only request Education Support Leave for themselves. An employee can only request up to 8 hours of Education Support Leave per calendar year.
- 2. The Manager Self Service (MSS) Education Support Leave page:** This is the page that Managers use to approve or reject their direct reports Education Support Leave time for each calendar year. A manager will only be able to see the Education Support Leave time for their direct reports.
- 3. The Administrator Education Support Leave page:** This is the page that an administrator uses to access Education Support Leave time that was entered by employees. An administrator can see all Education Support Leave time that has been entered – regardless of who the employee reports to. An administrator can also add, delete, approve, and reject Education Support Leave time for any employee. An administrator can only enter 8 hours of Education Support Leave for each employee per calendar year.

1. The ESS Education Support Leave page

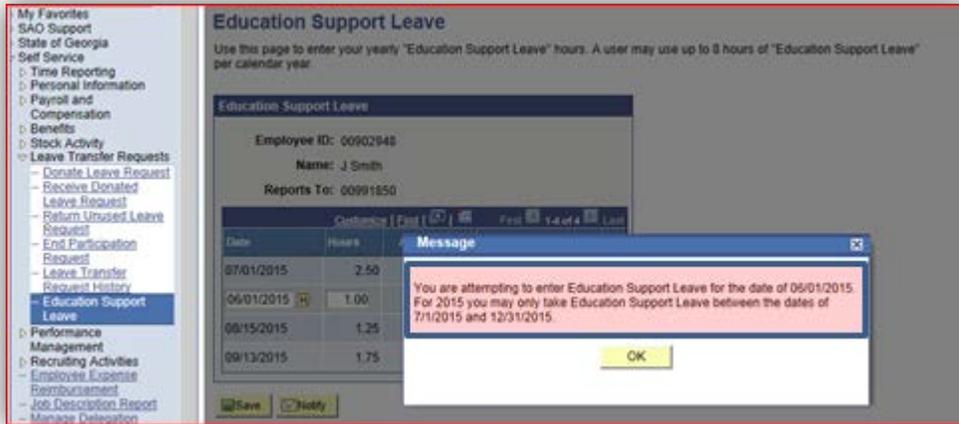
Navigation: **Self Service > Leave Transfer Requests > Education Support Leave**



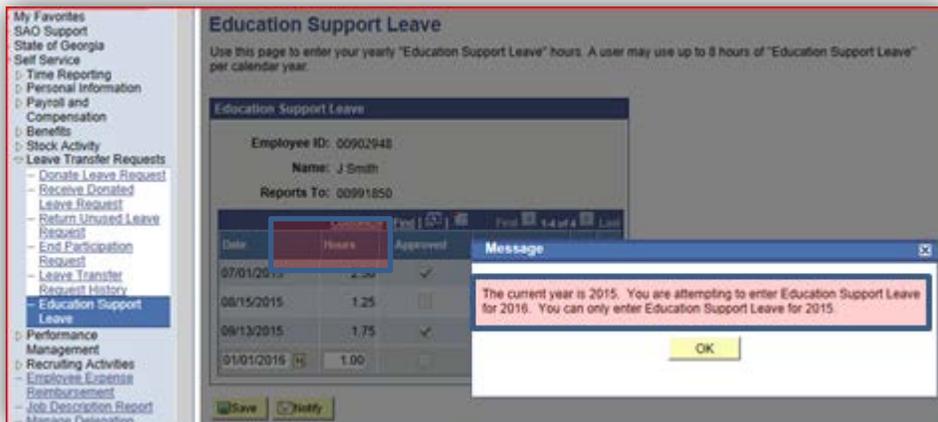
This is the page where employees request Education Support Leave time. Employees must enter a date and hours for each row before saving as shown below:



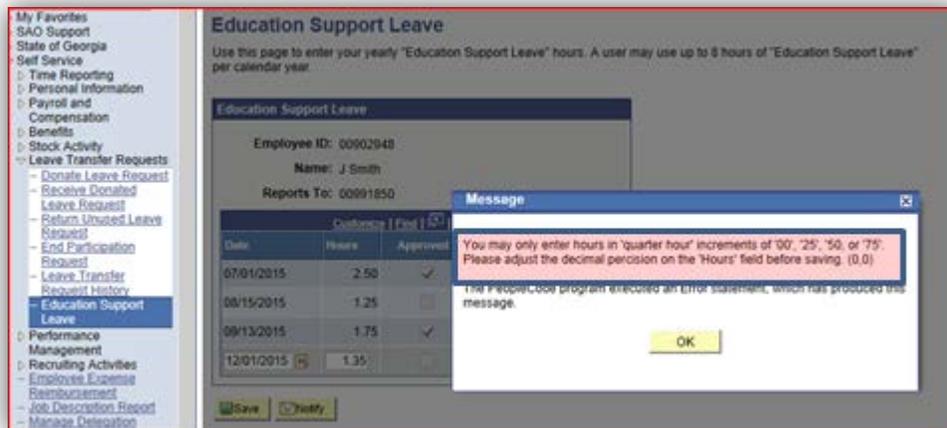
Employees cannot click the “Approved” or “Rejected” checkboxes - as these 2 fields are greyed out. If an employee attempts to enter Education Support Leave before the date of 7/1/2015 (the go live date of this functionality) the following message appears:



If an employee tries to enter Education Support Leave for the next calendar year – the following message appears:



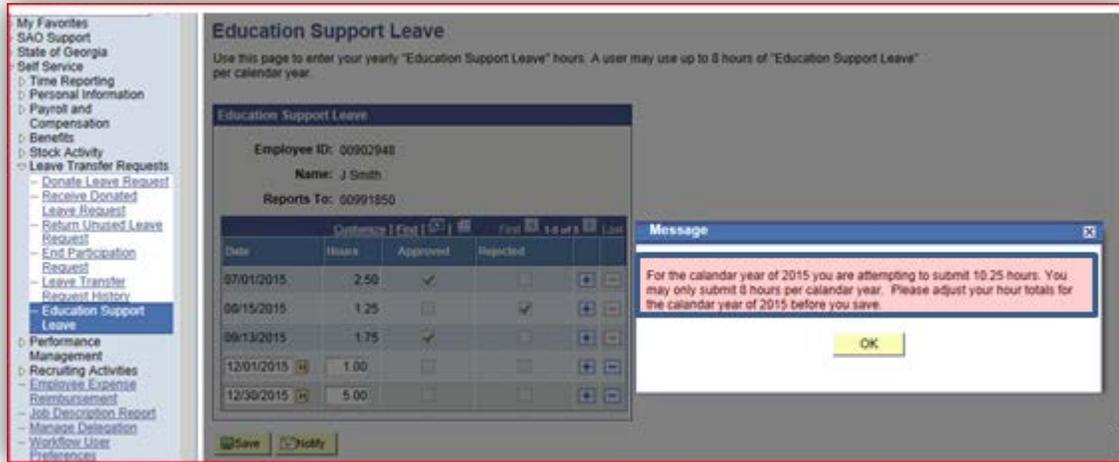
An employee may only enter time in quarter hour increments (.25 for 15 minutes, .50 for 30 minutes & .75 for 45 minutes). If an employee tries to enter Education Support Leave that is not in quarter hour increments – the following message appears:



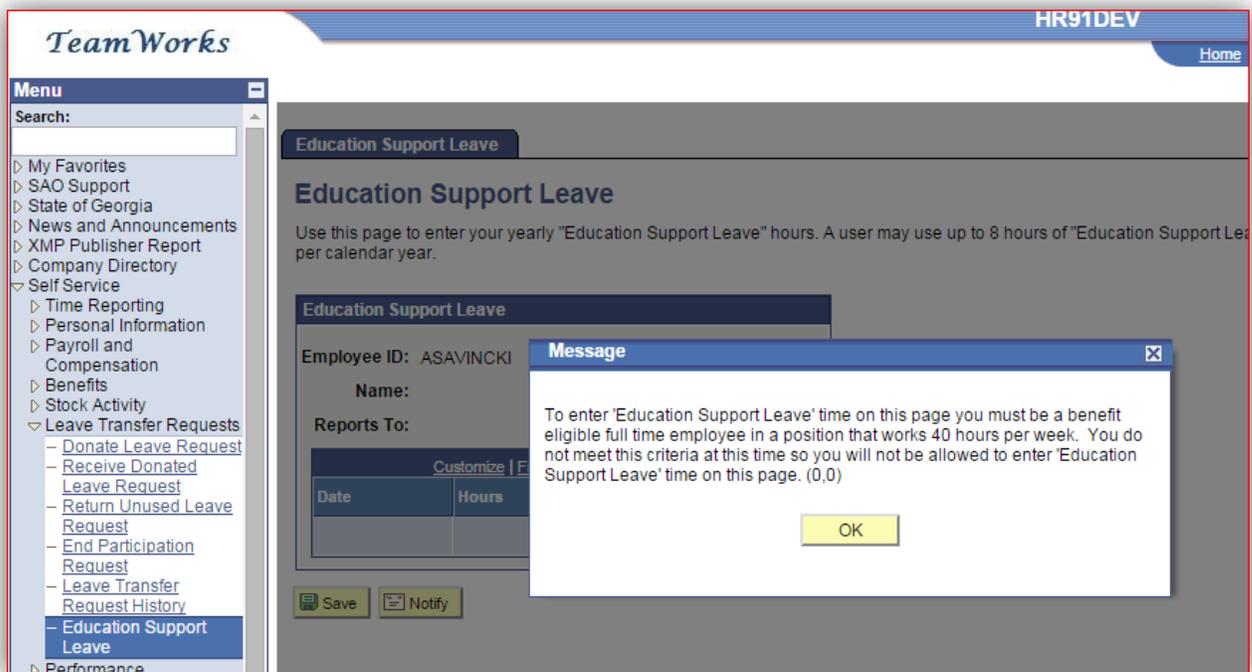
Once a manager has either approved or rejected a request for Education Support Leave, the employee cannot change or delete the row as the date, hours, and minus button are greyed out as shown below:



If an employee attempts to enter more than 8 hours of Education Support Leave for a calendar year, the following message will appear (any rows that were 'rejected' do not count towards the total of 8 hours per calendar year):



If an employee attempts to enter time on the Education Support Leave page and they are NOT a benefit eligible full time employee in a position that works 40 hours a week, the employee will see the following pop up message and they will NOT be able to enter time on the page as shown below:



2. The MSS Education Support Leave page

Navigation: **Manager Self Service > Time Management > Approve Time and Exceptions > Approve Education Support**

Approve Education Support Leave

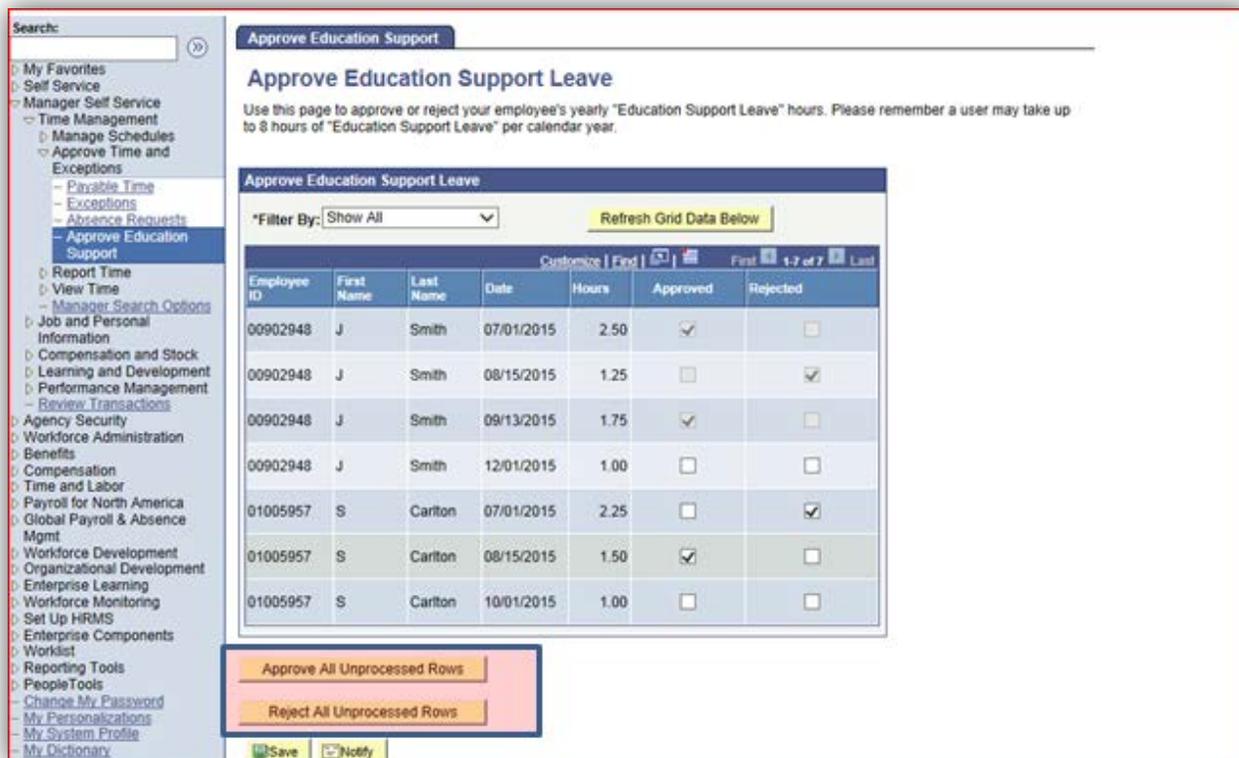
Use this page to approve or reject your employee's yearly "Education Support Leave" hours. Please remember a user may take up to 8 hours of "Education Support Leave" per calendar year.

Employee ID	First Name	Last Name	Date	Hours	Approved	Rejected
00902948	J	Smith	07/01/2015	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00902948	J	Smith	08/15/2015	1.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00902948	J	Smith	09/13/2015	1.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00902948	J	Smith	12/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>
01005957	S	Carlton	07/01/2015	2.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01005957	S	Carlton	08/15/2015	1.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01005957	S	Carlton	10/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Approve All Unprocessed Rows, Reject All Unprocessed Rows, Save, Notify

This is the page where managers approve or reject their employee's Education Support Leave. Managers do not have the ability to add or delete Education Support Leave for their employees. Managers can click either the "approved" checkbox or the "rejected" checkbox for each row of Education Support Leave. Please note that a manager will only be able to see (and approve or reject) their employee's (or direct report's) Education Support Leave.

Managers have the ability to click the “Approve All Unprocessed Rows” and “Reject all Unprocessed Rows” buttons as shown below:

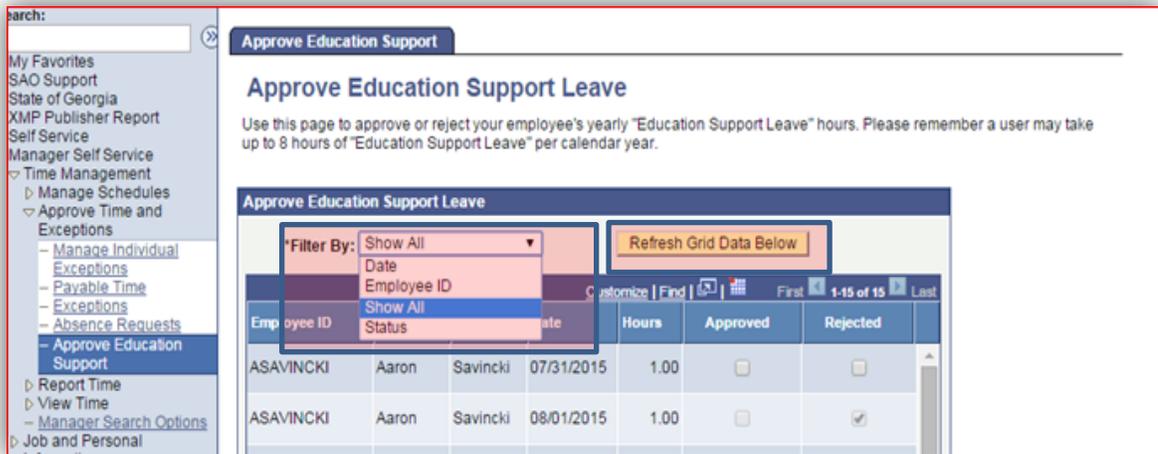


When the “Approve All Unprocessed Rows” button is clicked – all rows that are not already “approved” or “rejected” are marked as “approved”.

When the “Reject All Unprocessed Rows” button is clicked – all rows that are not already “approved” or “rejected” are marked as “rejected”.

The manager must always “Save” the page (by clicking the “Save” button) after clicking either the “Approve All Unprocessed Rows” button or the “reject All Unprocessed Rows” button.

Managers have access to a “filter” as shown below to help limit the results which are displayed in the grid. The manager must click the “Refresh Grid Data Below” button for the filter to take effect:



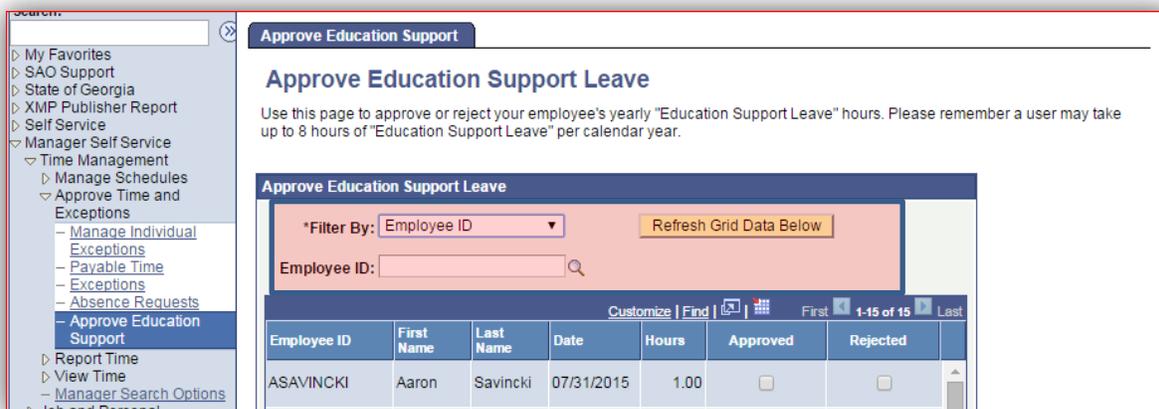
If the manager chooses “Show All” – all rows of Education Support Leave are shown for the manager’s direct reports (or direct employees):



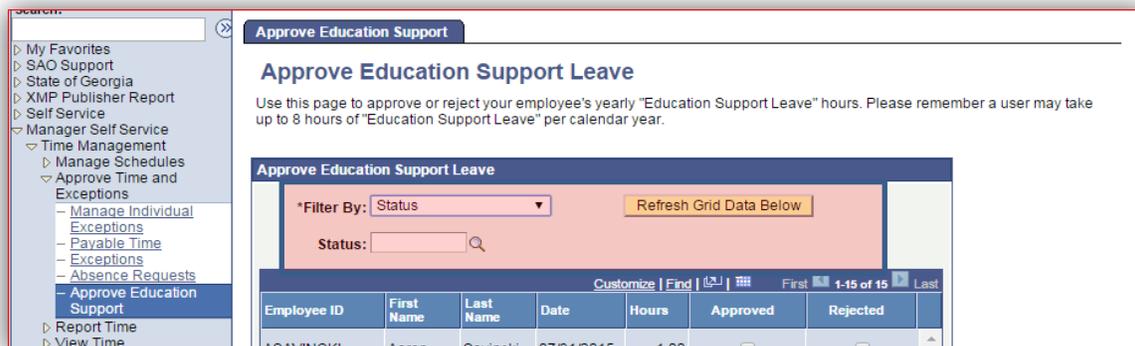
If the manager chooses “Date” – then a “From Date” and a “To Date” must be entered before clicking the “Refresh Grid Data Below” button. Only rows of Education Support Leave with a date between the “From Date” and “To Date” are displayed in the grid:



If the manager chooses “Employee ID” – then an “Employee ID” must be entered before clicking the “Refresh Grid Data Below” button. Only rows of Education Support Leave for the specified employee will appear in the grid when this option is utilized:



If the manager chooses “Status” – then a “Status” (approved, rejected, or unprocessed) must be entered before clicking the “Refresh Grid Data Below” button. Only rows of Education Support Leave that have the specified status will appear in the grid when this option is utilized:



3. The Administrator Education Support Leave page

Navigation: **Global Payroll & Absence Mgmt > Payee Data > Administer Education Support**

Administer Education Support

Administer Education Support Leave

Use this page to approve or reject yearly "Education Support Leave" hours. Please remember a user may take up to 8 hours of "Education Support Leave" per calendar year.

Approve Education Support Leave

*Filter By: Show All Refresh Grid Data Below

Employee ID	First Name	Last Name	Date	Hours	Approved	Rejected		
00902948	J	Smith	07/01/2015	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
00902948	J	Smith	08/15/2015	1.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
00902948	J	Smith	09/13/2015	1.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
00902948	J	Smith	12/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>	+	-
00991850	D	Ellis	07/01/2015	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
01005957	S	Carlton	07/01/2015	2.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
01005957	S	Carlton	08/15/2015	1.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
01005957	S	Carlton	10/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Approve All Unprocessed Rows

Reject All Unprocessed Rows

Save Notify

This is the page where administrators can view, add, delete, approve, and reject employee's Education Support Leave.

Administrators can add or delete rows for any employee as shown below:

Administer Education Support

Administer Education Support Leave

Use this page to approve or reject yearly "Education Support Leave" hours. Please remember a user may take up to 8 hours of "Education Support Leave" per calendar year.

Approve Education Support Leave

*Filter By: [Refresh Grid Data Below](#)

Employee ID	First Name	Last Name	Date	Hours	Approved	Rejected	
00902948	J	Smith	07/01/2015	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -
00902948	J	Smith	08/15/2015	1.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ -
00902948	J	Smith	09/13/2015	1.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -
00902948	J	Smith	12/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>	+ -
00991850	D	Ellis	07/01/2015	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ -
01005957	S	Carlton	07/01/2015	2.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ -
01005957	S	Carlton	08/15/2015	1.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -
01005957	S	Carlton	10/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>	+ -

[Approve All Unprocessed Rows](#)

[Reject All Unprocessed Rows](#)

[Save](#) [Notify](#)

Administrators can approve and reject any row of Education Support Leave for any employee as shown below:

Administer Education Support Leave

Use this page to approve or reject yearly "Education Support Leave" hours. Please remember a user may take up to 8 hours of "Education Support Leave" per calendar year.

Approve Education Support Leave

*Filter By: Show All Refresh Grid Data Below

Employee ID	First Name	Last Name	Date	Hours	Approved	Rejected
00902948	J	Smith	07/01/2015	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00902948	J	Smith	08/15/2015	1.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00902948	J	Smith	09/13/2015	1.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00902948	J	Smith	12/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>
00991850	D	Ellis	07/01/2015	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01005957	S	Carlton	07/01/2015	2.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01005957	S	Carlton	08/15/2015	1.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01005957	S	Carlton	10/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>

Approve All Unprocessed Rows

Reject All Unprocessed Rows

Save Notify

Administrators have the ability to click the "Approve All Unprocessed Rows" and "Reject all Unprocessed Rows" buttons as shown below:

Administer Education Support Leave

Use this page to approve or reject yearly "Education Support Leave" hours. Please remember a user may take up to 8 hours of "Education Support Leave" per calendar year.

Approve Education Support Leave

*Filter By: Show All Refresh Grid Data Below

Employee ID	First Name	Last Name	Date	Hours	Approved	Rejected
00902948	J	Smith	07/01/2015	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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00902948	J	Smith	09/13/2015	1.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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00991850	D	Ellis	07/01/2015	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01005957	S	Carlton	07/01/2015	2.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01005957	S	Carlton	08/15/2015	1.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01005957	S	Carlton	10/01/2015	1.00	<input type="checkbox"/>	<input type="checkbox"/>

Approve All Unprocessed Rows

Reject All Unprocessed Rows

Save Notify

When the “Approve All Unprocessed Rows” button is clicked – all rows that are not already “approved” or “rejected” are marked as “approved”.

When the “Reject All Unprocessed Rows” button is clicked – all rows that are not already “approved” or “rejected” are marked as “rejected”.

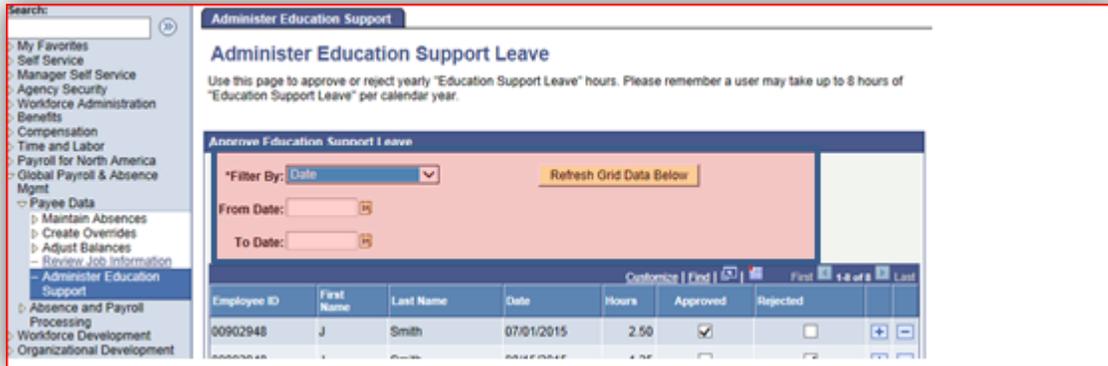
Administrators have access to a “filter” as shown below to help limit the results which are displayed in the grid. The administrator must click the “Refresh Grid Data Below” button for the filter to take effect:



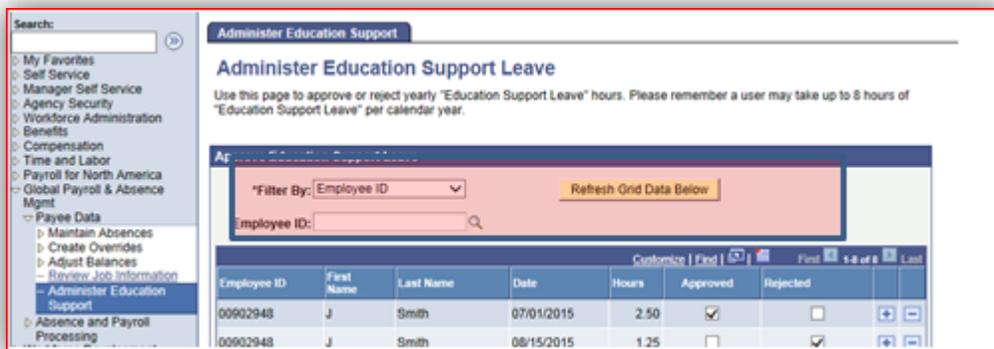
If the administrator chooses “Show All” – all rows of Education Support Leave are shown regardless of who the employee reports to:



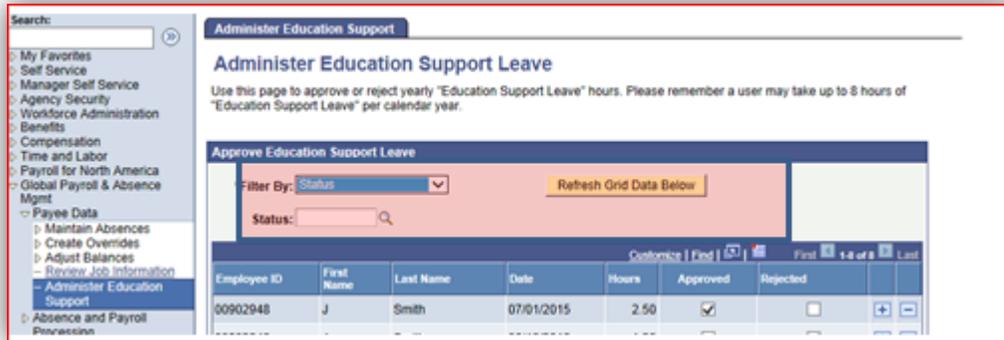
If the administrator chooses “Date” – then a “From Date” and a “To Date” must be entered before clicking the “Refresh Grid Data Below” button. Only rows of Education Support Leave with a date between the “From Date” and “To Date” are displayed in the grid:



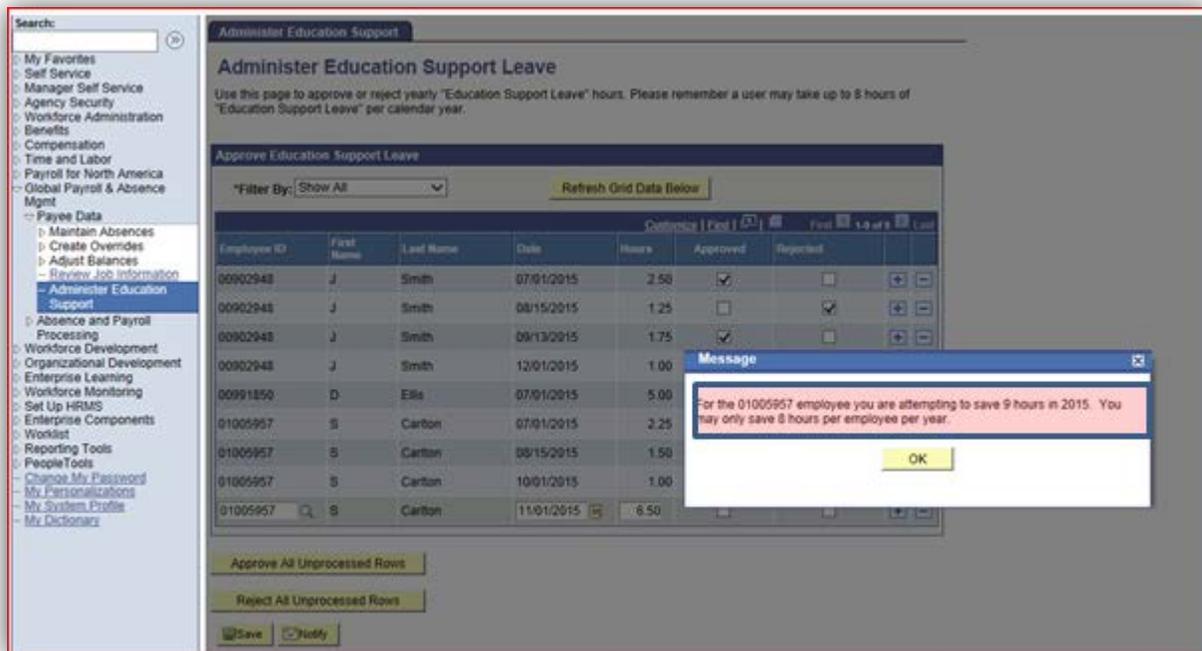
If the administrator chooses “Employee ID” – then an “Employee ID” must be entered before clicking the “Refresh Grid Data Below” button. Only rows of Education Support Leave for the specified employee will appear in the grid when this option is utilized:



If the administrator chooses “Status” – then a “Status” (approved, rejected, or unprocessed) must be entered before clicking the “Refresh Grid Data Below” button. Only rows of Education Support Leave that have the specified status will appear in the grid when this option is utilized:



If an administrator attempts to enter more than 8 hours of Education Support Leave for an employee in a single calendar year – the following message will appear (any rows that were ‘rejected’ do not count towards the total of 8 hours per calendar year):



End of Calendar Year Reporting

At the end of the calendar year, data from the interim solution will be compiled by DOAS for state reporting.