Overview

Employees will use this job aid to submit a request for time off, such as vacation and medical appointments, in Core-CT. Requests are then routed to the employee’s supervisor for approval. If approved, the Time Reporting Codes entered in the leave request will auto-populate the employee’s timesheet.

Process Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation Home Screen: Click Submit or Modify Leave Request from the portal landing page. Navigation In Menu: Main Menu &gt; Core-CT HRMS &gt; Self Service &gt; Leave Management &gt; Leave Request</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>On the Submit or Modify Leave Request page, you will be directed to the Add a New Value tab. Your employee ID will auto-populate and cannot be changed. The Empl Record will default to your primary job. If you have more than one employment record, use the magnifying glass to search for employment record you are requesting the leave from. Click Add.</td>
<td>![Screenshot](Add a New Value)</td>
</tr>
</tbody>
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Step | Action | Screenshot
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3 | Your job information will populate on the top of the Leave & Time Request tab. | ![Screenshot](image)

Under the **Filter by Type**, select:
- Time Off Absences (Personal Vacation/PL/Sick day, etc.)

Enter the **Start Date** and **End Date** of the time of you are requesting. The **Start Date** is the first date you are scheduled to work and requesting time off and the **End Date** is the last date you are scheduled to work and requesting time off.

The **Comments** section allows you to include additional information for your supervisor.

At the bottom of the page, you can review your leave and compensatory time balances to ensure you have sufficient balances for our requested time off.

Move to the **Leave & Time Request Details** tab.
### Step 4

Use the **Leave & Time Request Details** tab to provide detailed information about the time off request you are submitting.

On Line 1, enter the following:
- Leave Type
- Start Date of the Leave (this must agree with the **Start Date** entered on the **Leave and Time Request** tab)
- Start Time (optional)
- End Time (optional)
- Duration (in hours)
- Time Reporting Code (TRC) – you may use the magnifying glass to search for the correct TRC.

You need at least one row for each day you are requesting time off. If you want to duplicate the information on Line 1, click **Copy Down Values from First Row**. To add rows manually, click the plus sign (+). The last row must be the **End Date** entered on the **Leave and Time Request** tab. Please delete any days you are not scheduled to work (i.e. weekends, holidays, etc).

**Note**: If approved, the information you populate here will be auto-populated on your timesheet.

Move to the **Leave & Time Action** tab.
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<tbody>
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<td>5</td>
<td>On the <strong>Leave &amp; Time Action</strong> tab, review the time off request you are submitting. When you are ready to submit, click <strong>Submit</strong>. <strong>Note:</strong> You do not need to select any of the checkboxes or dropdowns in the Actions section, as they are system generated.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>An email notification will be sent to your supervisor to review and approve the request. If approved, any current or future timesheets will be auto-populated with the requested time off. Any time requested in a prior pay period must be manually reflected on your timesheet. Edits made to your timesheet in Time and Labor will not be reflected in the Leave Request module. You will be able to modify the details of your leave request after the time is loaded to your timesheet.</td>
<td></td>
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