i-Leave Faculty and Staff Guide

Logging into i-Leave

From any computer with internet access you will be able to log into i-Leave

https://ileave.sysapps.unlv.edu

The following i-Leave screen should appear on the computer:

NOTE: If you have access to Munis or access Archibus, your password will be the same.
Understanding what Managers and Employees See

This screen will provide employees access to the full range of i-Leave functions. i-Leave screen will look different for employees depending on the type of permission that they have. For Employees who are not responsible for leave keeping, they will view the information under “Leave” only. Managers will be able to view their “Leave” information and “Leave & Timecard Approval”. Leave Keepers will view all three sections. This screen provides the employees the following functions including but not limited to leave summary, requesting leave and scheduling future leave.
Requesting Leave

When requesting leave, employees will need to select “Request Time Off, One Day” or “Request Time Off, Many Days” from the leave column and the following screen will appear:

The employees will need to verify that your supervisor’s name is correct, then proceed in entering the leave date requested, type of leave and reason for leave. If the leave is concurrent with FMLA, Catastrophic Leave, Military leave, Family Sick and/or Family Death, the appropriate box must be marked. If an employee selects LWOP, Catastrophic Leave and/or FMLA, the Leave Keeper and the Benefits office will also receive an e-mail notification.
Once the employee submits the request, a confirmation window will appear. The request has been e-mailed to the manager for approval/denial.

Request Change to Leave

Once the leave has been approved, the employee can request to change the leave already submitted by pulling up the date they wish to change under the “Request Change to Leave”.

Once the change has been made and submitted for approval, the following will appear:
Crediting Compensatory Time

After working approved overtime, the employee can enter the appropriate amount of hours worked and submit for approval.

Looking up Personal Leave History

Under the “Leave Detail” employees will be able to view the summary of their leave and all processed requests.
Leave Calendar and Scheduling Leave for future dates

Once a leave request has been submitted, the Leave Calendar will include the time requested. If leave is requested for future dates, the employee will be able to view all leave. Managers will also be able to view the time requested by their subordinates on their calendar feature.
Approving Leave

Managers can select “Review & Approve Leave for Subordinates” and the following screen listing the employees pending leave request will appear:
Once the leave request has been approved, the employee requesting the leave will receive an e-mail confirmation from i-Leave.

Delegating Permissions when Away

If a manager will be away from the office and wishes to delegate the leave approval to another colleague, the delegation can be accomplished by selecting the employee who will approve the leave and clicking “submit”.
The delegation can be stopped by selecting the “Stop Delegation Approval to Jane Doe” and i-Leave will return to the prior settings.