

# 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:



The screenshot shows a Windows-style dialog box titled "Connect to ileave.sysapps.unlv.edu". The dialog has a blue header bar with a question mark icon and a close button (X). Below the header, there is a small icon of two keys. The main text area contains the message: "The server ileave.sysapps.unlv.edu at ileave.sysapps.unlv.edu requires a username and password." Below this message, there are two input fields: "User name:" with a dropdown menu showing a person icon, and "Password:" with a text box. Below the password field is a checkbox labeled "Remember my password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

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.

**UNIV HUMAN RESOURCES**

>>> Liliانا Magana

Messages

- Your request for Annual on 6/27/2011 was approved.
- Your request for Annual on 7/1/2011 was approved.

**Leave**

- Leave Detail
- Request Time Off, One Day
- Request Time Off, Many Days
- Request Change to Leave
- Request Comp Time Credit
- Leave Calendar July
- Leave Calendar August
- Leave Calendar 2011
- Scheduled Leave 2012
- Holidays

**Company**

- Add Employee
- Edit Employee

**Leave & Timecard Approval**

- Review & Approve Leave for Subordinates
- Enter Leave
- Enter Comp Credit
- Print Balances for Subordinates
- Print Leave Summary
- Delegate Approval

**Training Documents**

- EmployeeAndManager-1of4.avi
- EmployeeAndManager-2of4.avi
- EmployeeAndManager-3of4.avi
- EmployeeAndManager-4of4.avi
- LeaveKeeper-1of3.avi
- LeaveKeeper-2of3.avi
- LeaveKeeper-3of3.avi

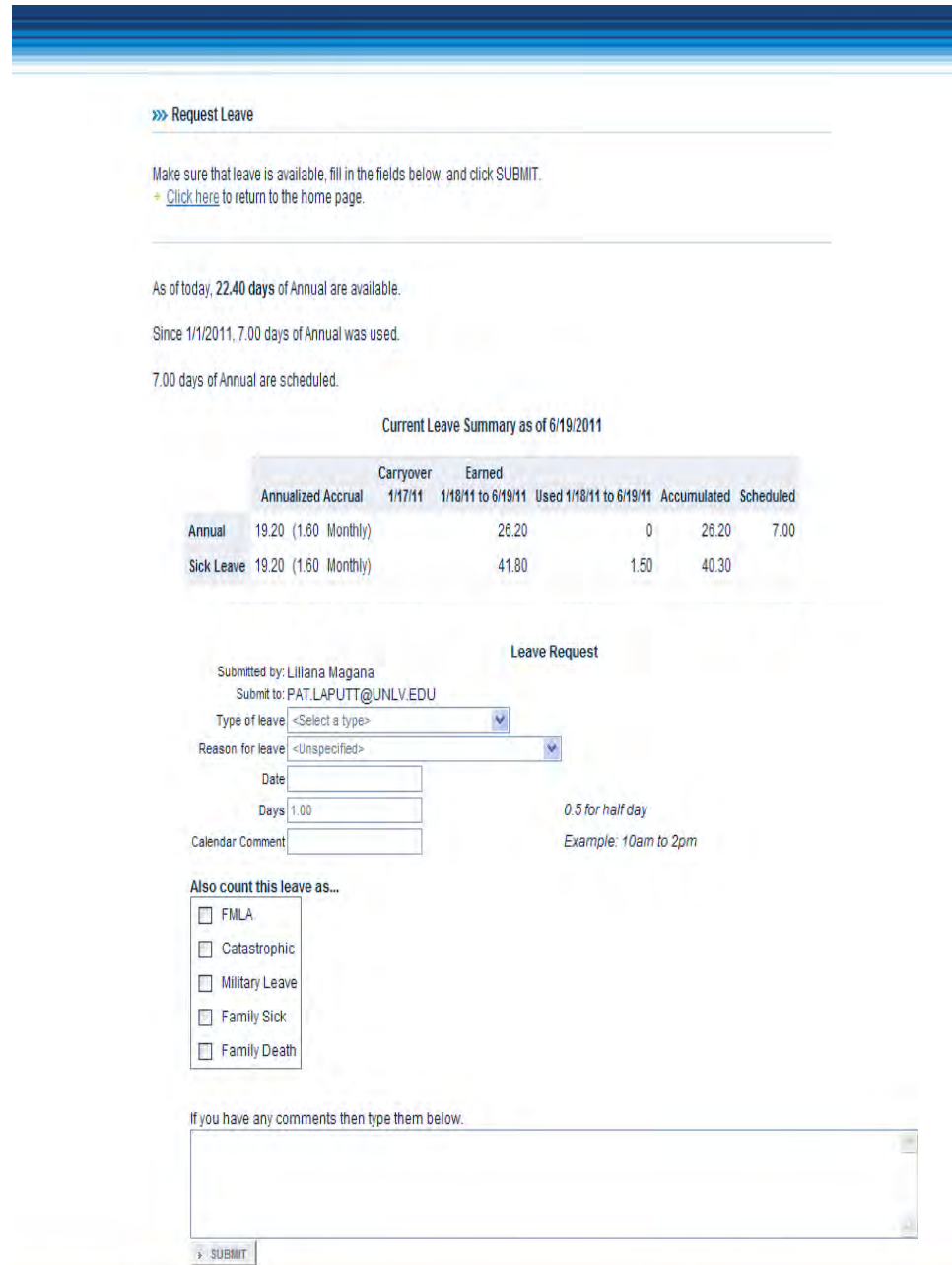
Current Leave Summary as of 7/5/2011

	Annualized Accrual	Carryover 1/17/11	Earned 1/18/11 to 7/5/11	Used 1/18/11 to 7/5/11	Accumulated	Scheduled
Annual	19.20 (1.60 Monthly)		27.80	2.00	25.80	7.00
Sick Leave	19.20 (1.60 Monthly)		43.40	1.50	41.90	

LOG OFF

## 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:

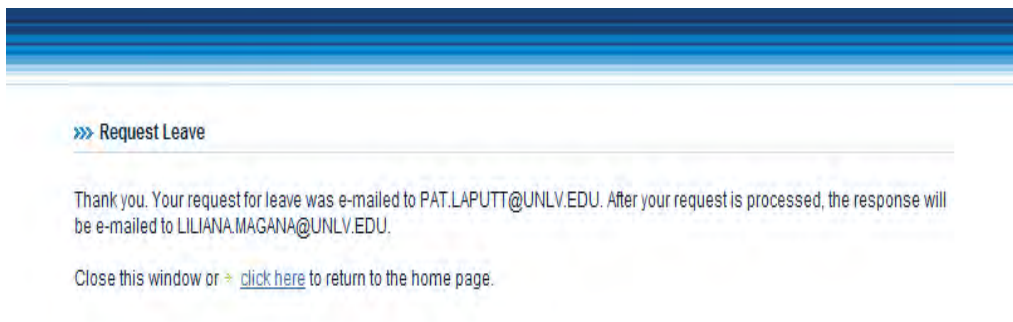


The screenshot shows a web-based "Request Leave" form. At the top, there's a blue header bar. Below it, the title "Request Leave" is followed by instructions: "Make sure that leave is available, fill in the fields below, and click SUBMIT." and a link "Click here to return to the home page." Below this, three status lines indicate: "As of today, 22.40 days of Annual are available.", "Since 1/1/2011, 7.00 days of Annual was used.", and "7.00 days of Annual are scheduled." A section titled "Current Leave Summary as of 6/19/2011" contains a table with columns for Annualized Accrual, Carryover, Earned, Used, Accumulated, and Scheduled. Below the table is the "Leave Request" section with fields for "Submitted by" (Liliana Magana), "Submit to" (PAT.LAPUTT@UNLV.EDU), "Type of leave" (dropdown), "Reason for leave" (dropdown), "Date" (text), "Days" (1.00), and "Calendar Comment" (text). To the right of the "Days" field, it says "0.5 for half day" and "Example: 10am to 2pm". Below this is a section "Also count this leave as..." with checkboxes for FMLA, Catastrophic, Military Leave, Family Sick, and Family Death. At the bottom, there's a text area for comments and a "SUBMIT" button.

	Annualized Accrual	Carryover 1/17/11	Earned 1/18/11 to 6/19/11	Used 1/18/11 to 6/19/11	Accumulated	Scheduled
Annual	19.20 (1.60 Monthly)		26.20	0	26.20	7.00
Sick Leave	19.20 (1.60 Monthly)		41.80	1.50	40.30	

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.



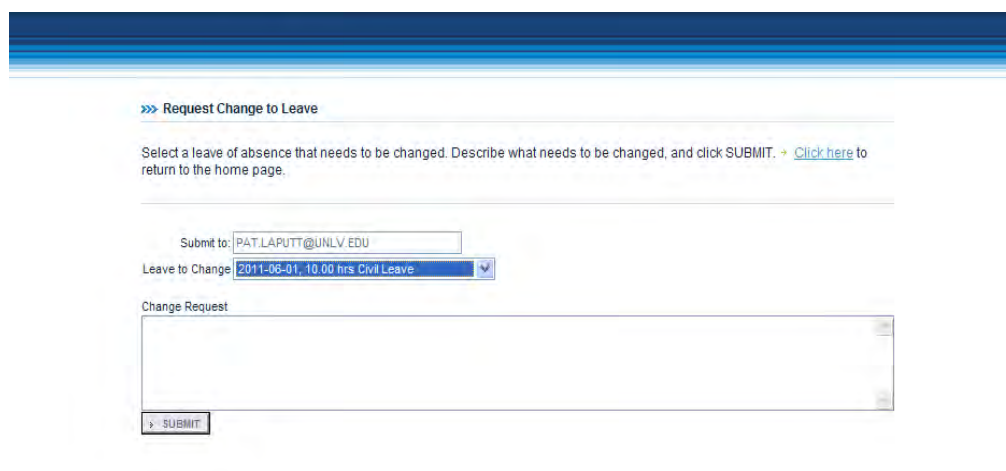
»» Request Leave

Thank you. Your request for leave was e-mailed to PAT.LAPUTT@UNLV.EDU. After your request is processed, the response will be e-mailed to LILIANA.MAGANA@UNLV.EDU.

Close this window or → [click here](#) to return to the home page.

## 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”



»» Request Change to Leave

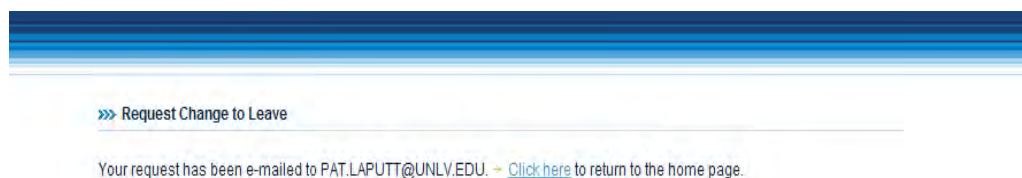
Select a leave of absence that needs to be changed. Describe what needs to be changed, and click SUBMIT. → [Click here](#) to return to the home page.

Submit to:

Leave to Change:

Change Request

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



»» Request Change to Leave

Your request has been e-mailed to PAT.LAPUTT@UNLV.EDU. → [Click here](#) to return to the home page.

## Crediting Compensatory Time

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

>>> Request Comp Time Credit

Fill in the fields below and click SUBMIT.

Requested by: Liliانا Magana

Submit to: PAT.LAPUTT@UNLV.EDU

Effective 6/1/2011

Days requested 5

If you have any comments then type them below.

>SUBMIT

## 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 History

Leave for → [Magana, Liliانا](#)

As of today, 22.40 days of Annual are available.

Since 1/1/2011, 7.00 days of Annual was used.

7.00 days of Annual are scheduled.

→ [home](#) → [request one day off](#) → [request many days off](#) → [e-mail HR](#) → [enter adjustment](#) → [enter leave](#)

Current Leave Summary as of 6/20/2011

	Annualized Accrual	Carryover 1/17/11	Earned 1/18/11 to 6/20/11	Used 1/18/11 to 6/20/11	Accumulated	Scheduled
Annual	19.20 (1.60 Monthly)		26.20	0	26.20	7.00
Sick Leave	19.20 (1.60 Monthly)		41.80	1.50	40.30	

Leave Detail 2011 <All>

Date	Type	Status	Used	Earned	Accumulated	Note
2011-04-30	Annual			24.60	24.60	Initial balance
2011-04-30	Sick Leave			40.20	40.20	Initial balance
2011-05-06	Family Sick, Sick Leave	Approved by PL on May 18 2011 for Unplanned	0.50			Left early - Sofia ill
2011-05-23	Sick Leave	Approved by PL on May 24 2011 for Unplanned	1.00		38.70	
2011-05-23	Sick Leave	Denied by PL on Jun 20 2011	1.00		38.70	Denied, do not approve testing
2011-05-31	Annual			1.60	26.20	Earns 16 hrs Monthly
2011-05-31	Sick Leave			1.60	40.30	Earns 16 hrs Monthly
2011-06-01	Civil Leave	Denied by PL on Jun 20 2011	1.00			Denied.

## 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.

**Leave Calendar << July 2011 >>**  
Staff Reporting to Magana, Liliana

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	July 1	2
3	4	5	6	7	8	9
	Independence Day					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	August 1	2	3	4 Liliana Magana ANNL	5 Liliana Magana ANNL	6

Annual Sick Leave Sick Leave Bank Compensatory Time Classified Furlough Professional Unpaid Leave Administrative

**Leave Calendar << August 2011 >>**  
Staff Reporting to Magana, Liliana

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	August 1	2	3	4 Liliana Magana ANNL	5 Liliana Magana ANNL	6
7	8 Liliana Magana ANNL	9 Liliana Magana ANNL	10 Liliana Magana ANNL	11 Liliana Magana ANNL	12 Liliana Magana ANNL	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	September 1	2	3
4	5	6	7	8	9	10
	Labor Day					

Annual Sick Leave Sick Leave Bank Compensatory Time Classified Furlough Professional Unpaid Leave Administrative

[Click here to add a remark to the calendar](#)



## Approving Leave

Managers can select “**Review & Approve Leave for Subordinates**” and the following screen listing the employees pending leave request will appear:

>>> Pending Leave Request

Liliana Magana submitted this request on 6/19/2011. Please scroll down and submit your response. If you deny the request then select the reason and type a response to the requesting employee.

Click here to open the leave calendar in another window.

Click here to open the employee's leave history.

Current Leave Summary as of 6/19/2011

	Annualized Accrual	Carryover 1/17/11	Earned 1/18/11 to 6/19/11	Used 1/18/11 to 6/19/11	Accumulated	Scheduled
Annual	19.20 (1.60 Monthly)		26.20	0	26.20	7.00
Sick Leave	19.20 (1.60 Monthly)		41.80	1.50	40.30	

Leave Request

Departing Employee: Liliana Magana  
Anniversary: January 18  
Requested: 6/19/2011  
Reason for Leave: Jury Duty  
Calendar Comment: jury duty

Date	Days	Type of Leave
6/1/2011	1.00	Civil Leave

Also count this leave as...

☐ FMLA

☐ Catastrophic

☐ Military Leave

☐ Family Sick

☐ Family Death

Note (Saved with the request and not e-mailed to the departing employee)

Response

Approved for <Select Type>

Forward request to PAT.LAPUTT@UNLV.EDU for further authorization.

Denied because <Unspecified>

From: LILIANA.MAGANA@UNLV.EDU  
To: LILIANA.MAGANA@UNLV.EDU  
CC: PAT.LAPUTT@UNLV.EDU

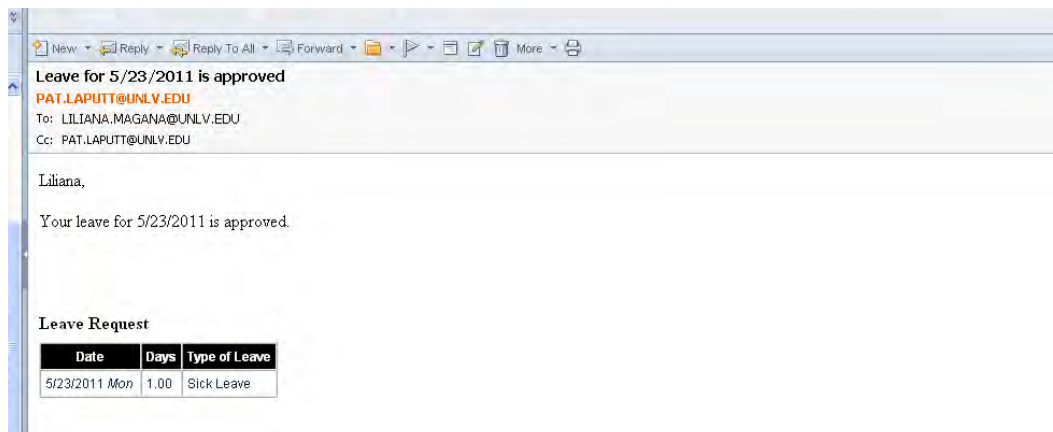
E-mail Message (Not saved with the request)

SUBMIT

Any negative in available sick leave or vacation leave is intended for employees with an exceptional situation only and one or more years of service. An employer cannot recuperate vacation pay if an employee terminates prior to vacation being accrued.

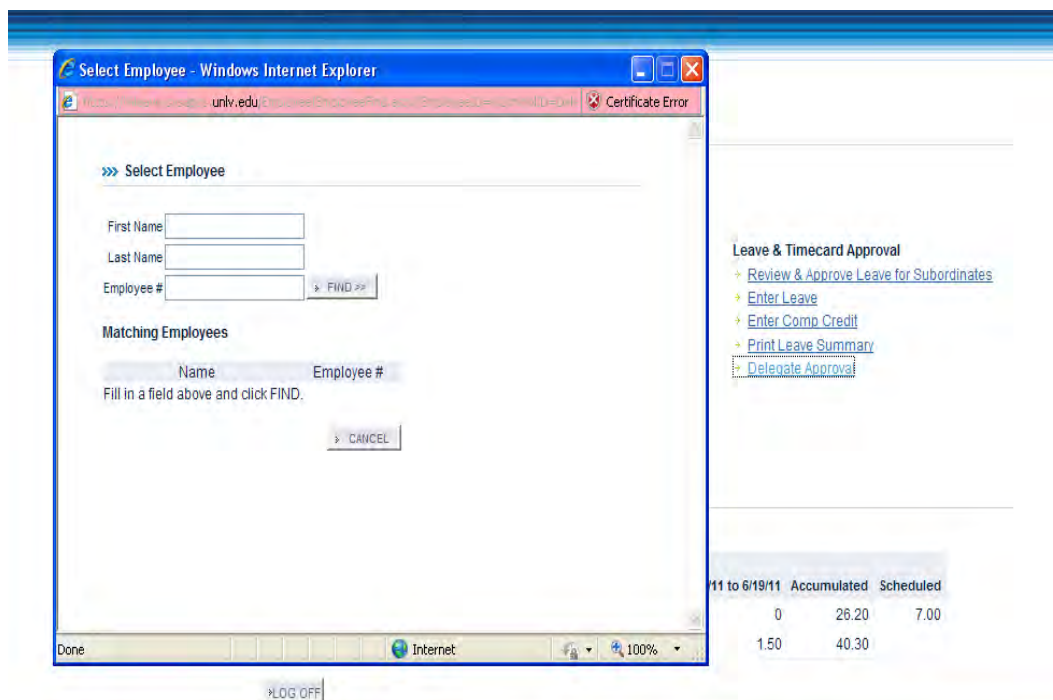
7 | Page

Once the leave request has been approved, the employee requesting the leave will receive an e-mail confirmation from i-Leave.



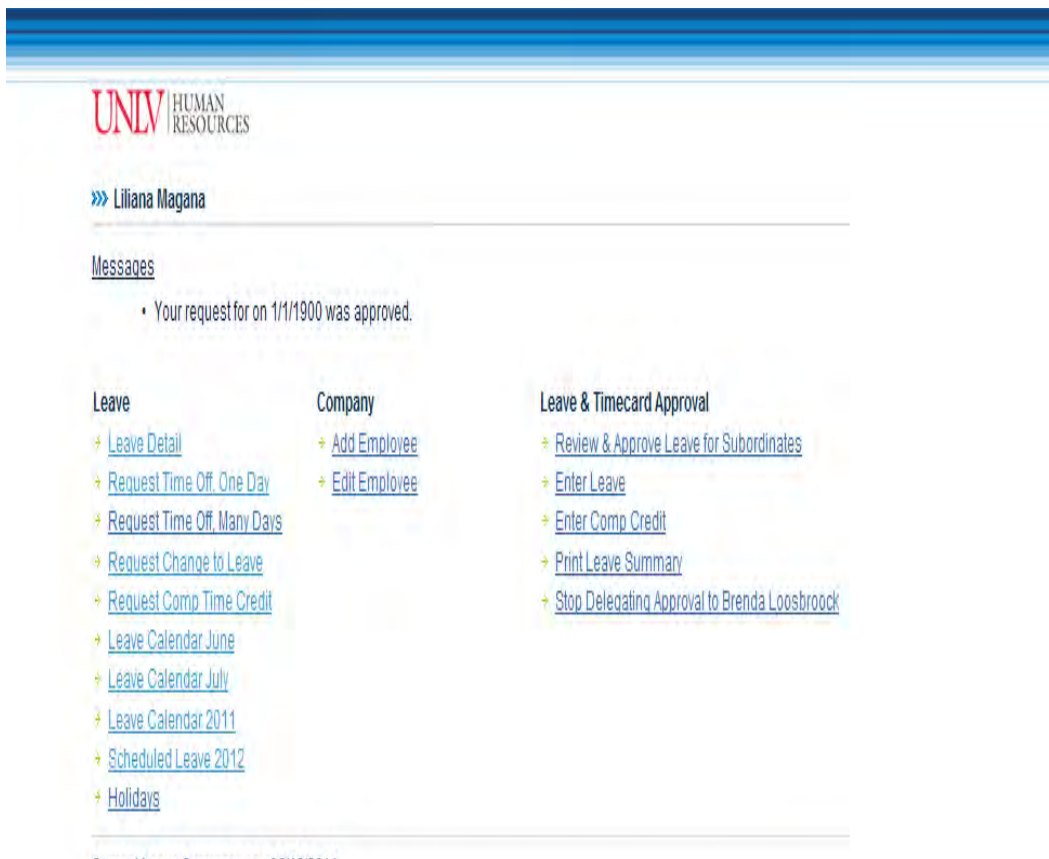
## Delegating Permissions when Away

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.



The screenshot displays the UNLV Human Resources i-Leave system interface. At the top, there is a blue header bar. Below it, the UNLV HUMAN RESOURCES logo is visible. The user's name, Lilia Magana, is shown with a double arrow icon. A 'Messages' section contains a notification: 'Your request for on 1/1/1900 was approved.' Below the messages, there are three main menu categories: 'Leave', 'Company', and 'Leave & Timecard Approval'. Each category contains a list of links with a small arrow icon to the left of each link text.

Leave	Company	Leave & Timecard Approval
<a href="#">Leave Detail</a>	<a href="#">Add Employee</a>	<a href="#">Review &amp; Approve Leave for Subordinates</a>
<a href="#">Request Time Off, One Day</a>	<a href="#">Edit Employee</a>	<a href="#">Enter Leave</a>
<a href="#">Request Time Off, Many Days</a>		<a href="#">Enter Comp Credit</a>
<a href="#">Request Change to Leave</a>		<a href="#">Print Leave Summary</a>
<a href="#">Request Comp Time Credit</a>		<a href="#">Stop Delegating Approval to Brenda Loosbrook</a>
<a href="#">Leave Calendar June</a>		
<a href="#">Leave Calendar July</a>		
<a href="#">Leave Calendar 2011</a>		
<a href="#">Scheduled Leave 2012</a>		
<a href="#">Holidays</a>		

