



The School District of Osceola County, FL
Student Achievement—Our Number One Priority

Employee Instructions for Requesting Leave using the Employee Portal

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Business & Fiscal Services

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ENTERING LEAVE REQUEST AND APPROVAL PROCESS

Note: You are **only** able to enter leave requests from the current date to an allowable future date. Once the date has passed, your Payroll secretary will have to enter the leave request for you.

The screenshot shows the Employee Portal for Jane Doe (Employee ID: 10012345). The page displays 'Your Available and Requested Leave' with the following data:

Category	Available	Requested	Remaining
Sick Hours	381.000 In Days: 50.800	0.000 In Days: 0.000	381.000 In Days: 50.800
Sick Bank Hours	0.000 In Days: 0.000	0.000 In Days: 0.000	0.000 In Days: 0.000
Personal Hours	30.000 In Days: 4.000	0.000 In Days: 0.000	30.000 In Days: 4.000
Vacation Hours	218.200 In Days: 29.101	0.000 In Days: 0.000	218.200 In Days: 29.101

Below the summary is a table for 'Leave Time Requests for JANE DOE' with columns: FAC ID, LEAVE FROM DATE, TO DATE, HOURS OFF, REASON, TYPE, SICK BALANCE, PERSONAL BALANCE, BANK BALANCE, VACATION BALANCE, ACCRUED SICK, and ACCRUED VACATION.

The calendar interface shows the current date as 10/24/2012. A message states: 'Green is OK -- POTENTIAL EMPLOYEE UNPAID in red LEAVE FROM 10-19-2012 to 11-08-2012'. A note says: 'If You are an Aesop user, dont forget to click here > GO TO AESOP< after you have filled out your request!'. The calendar shows the number of days off for each date, with some days highlighted in red.

ENTERING LEAVE REQUEST AND APPROVAL PROCESS

STEP # 1

Select:
The date you are requesting leave in the calendar provided.
Once the screen refreshes, "Step 2" will appear at the bottom of the screen.

Employee ID: 10012345 9501

Leave Time Requests for JANE DOE

Your Available and Requested Leave

FAC ID	LEAVE FROM DATE	TO HOURS TIME	REASON TYPE	SICK BALANCE	PERSONAL BALANCE	BANK VACATION BALANCE	ACCRUED SICK	ACCRUED VACATION
				381.000	30.000	218.260		
				0.000	4.000			
				0.000	0.000			
				0.000	0.000			
				0.000	0.000			
				381.000	30.000	218.260		
				0.000	4.000			
				0.000	0.000			
				0.000	0.000			

Step 1: Click on the Day you want to take off or change. YOU MUST CLICK ON THE UNDERLINED NUMBER OF THE DAY!

Step 2: You want to take 11/08/2012 off? I Need 4 things: Pick the 'From' and 'To' time for this day. ALSO MARK IF YOU ARE INCLUDING LUNCH IN THE FROM/TO TIME. Then select the Type of Leave you request. If you make a mistake in adding your request, you can always delete those details.

Intervals can be as small as Quarter Hour Increments (15 Minutes at a time)
From: [00] : [00] [AM] - To: [04] : [30] [PM]

My Lunch Period is 1 Hour 1/2 Hour Don't Take Lunch Into Account

Please click a button below.

- BOARD LEAVE
- FMLA - UNPAID
- JURY DUTY
- MILITARY
- PROF DEVELOP
- PERSONAL CHG SK
- SICK BANK
- SICK LEAVE
- TEMPORARY DUTY
- UNPAID LEAVE
- VACATION LEAVE
- WORKERS COMP
- WITNESS LEAVE

Record a comment (50 Characters):

STEP # 2

Select:
The "From" and the "To" times

Select:
The length of your lunch period

Select:
The type of leave you are requesting

ENTERING LEAVE REQUEST AND APPROVAL PROCESS

Note: If **SICK LEAVE** or **VACATION** are selected you must complete "Step 2a" in the box that will appear. You need to provide a specific reason from the available options. If you are unsure on which type to select, please consult with your Payroll Secretary.

Note: If **TEMPORARY DUTY** is selected, please provide the required information pertaining to your Temporary Duty in the comment box.

Employee ID: 10012345 9501

Leave Time Requests for JANE DOE

Green is OK -- POTENTIAL EMPLOYEE UNPAID in red LEAVE FROM 10-19-2012 TO 11-08-2012

Your Available and Requested Leave		FAC ID	LEAVE FROM DATE	TO HOURS TIME	REASON TYPE	SICK PERSONAL BALANCE	BANK VACATION BALANCE	ACCRUED SICK	ACCRUED VACATION
Sick Hours Available:	381.000 In Days: 50.800								
Sick Bank Hours Available:	0.000 In Days: 0.000								
Personal Hours Available:	30.000 In Days: 4.000								
Vacation Hours Available:	218.260 In Days: 29.101								
Sick Hours Requested:	0.000 In Days: 0.000								
Sick Bank Hours Requested:	0.000 In Days: 0.000								
Personal Hours Requested:	0.000 In Days: 0.000								
Vacation Hours Requested:	0.000 In Days: 0.000								
Remaining Sick Hours:	381.000 In Days: 50.800								
Remaining Sick Bank Hours:	0.000 In Days: 0.000								
Remaining Personal Hours:	30.000 In Days: 4.000								
Remaining Vacation Hours:	218.260 In Days: 29.101								

Step 1: Click on the Day you want to take off or change. YOU MUST CLICK ON THE UNDERLINED NUMBER OF THE DAY!

Step 2: You want to take 11/08/2012 off? I Need 4 things: Pick the 'From' and 'To' time for this day. ALSO MARK IF YOU ARE INCLUDING LUNCH IN THE FROM/TO TIME. Then select the Type of Leave you request. If you make a mistake in adding your request, you can always delete those details.

Intervals can be as small as Quarter Hour Increments (15 Minutes at a time)
 From: [09:00] : [00:00] [PM] - To: [04:30] : [30] [PM]

My Lunch Period is 1 Hour 1/2 Hour Don't Take Lunch into Account

Please click a button below.

- BOARD LEAVE
- FMLA - UNPAID
- JURY DUTY
- MILITARY
- PROF DEVELOP
- PERSONAL CHG SK
- SICK BANK
- SICK LEAVE
- TEMPORARY DUTY
- UNPAID LEAVE
- VACATION LEAVE
- WORKERS COMP
- WITNESS LEAVE

Step 2a: I Need More Information of Your Choice. Please make a choice from below.

Choose One:	SPECIFIC CODE	SPECIFIC REASON DESCRIPTION
<input type="radio"/>	VC	Vacation Time
<input type="radio"/>	BA	FMLA - Birth or Adoption of a Child
<input type="radio"/>	CH	FMLA - Illness of a Child
<input type="radio"/>	SL	FMLA - Self Illness
<input type="radio"/>	SP	FMLA - Illness of a Spouse
<input type="radio"/>	PA	FMLA - Illness of Father/Mother
<input type="radio"/>	DM	FMLA - Care of Seriously Injured Military Personnel
<input type="radio"/>	QE	FMLA - Military Qualifying Exigency

Record a comment (50 Characters):

Step 3: Click Here to Add the request to my calendar.

STEP # 3

Once you are finished with all your selections in "Step 2".

Click on: "Step 3"

ENTERING LEAVE REQUEST AND APPROVAL PROCESS

Employee ID: 10012345 9501

Leave Time Requests for JANE DOE

Green is OK -- POTENTIAL EMPLOYEE UNPAID in red LEAVE FROM 10-19-2012 TO 11-08-2012 (Leave was last updated to B11 on 10-19-2012)

Your Available and Requested Leave		Green is OK -- POTENTIAL EMPLOYEE UNPAID in red LEAVE FROM 10-19-2012 TO 11-08-2012 (Leave was last updated to B11 on 10-19-2012)											
Sick Hours Available:	381.000 In Days: 50.800	FAC	ID	LEAVE DATE	FROM TIME	TO HOURS TIME OFF	REASON	TYPE	SICK BALANCE	PERSONAL BALANCE	BANK VACATION BALANCE	ACCRUED SICK	ACCRUED
Sick Bank Hours Available:	0.000 In Days: 0.000	9501	10012345	20121108	0800AM	0430PM	7.5	VC	VC	381.000	30.000	0.000	210.760
Personal Hours Available:	30.000 In Days: 4.000												
Vacation Hours Available:	218.260 In Days: 29.101												
Sick Hours Requested:	0.000 In Days: 0.000												
Sick Bank Hours Requested:	0.000 In Days: 0.000												
Personal Hours Requested:	0.000 In Days: 0.000												
Vacation Hours Requested:	7.500 In Days: 1.000												
Remaining Sick Hours:	381.000 In Days: 50.800												
Remaining Sick Bank Hours:	0.000 In Days: 0.000												
Remaining Personal Hours:	30.000 In Days: 4.000												
Remaining Vacation Hours:	210.760 In Days: 28.101												

November 2012

Thu

VC Requested 08:00 - 16:30 for 7.50 hours

November 2012

Thu

VC Approved 08:00 - 16:30 for 7.50 hours

Depending on the type of leave requested, your administrator may be required to approve it. When the request has been approved, the word "Requested" will be changed to "Approved". Approval Notification will also be sent to your District First Class email.

MAKING CHANGES TO YOUR LEAVE REQUEST

My Time Off Schedule - Windows Internet Explorer provided by School District of Osceola County

https://employees.osceola.k12.fl.us/LeaveRequests/MyCalendar2.aspx

File Edit View Favorites Tools Help

Version 10/24/2012
12:24:18 PM
Welcome to Production

Employee ID: 10012345 9501

Leave Time Requests for JANE DOE

[Show My Facility's Leave Schedule](#)

Your Available and Requested Leave Green is OK -- POTENTIAL EMPLOYEE UNPAID in red LEAVE FROM 10-19-2012 TO 11-08-2012 (Leave was last updated to B11 on 10-19-2012)

Sick Hours Available:	381.000 In Days: 50.800	FAC	ID	LEAVE DATE	FROM TIME	TO TIME	HOURS OFF	REASON	TYPE	SICK PERSONAL BALANCE	PERSONAL BALANCE	BANK VACATION BALANCE	VACATION BALANCE	ACCRUED SICK	ACCRUED
Sick Bank Hours Available:	0.000 In Days: 0.000	9501	10012345	20121108	0800AM	0430PM	7.5	VC	VC	381.000	30.000	0.000	210.760		
Personal Hours Available:	30.000 In Days: 4.000														
Vacation Hours Available:	218.260 In Days: 29.101														
Sick Hours Requested:	0.000 In Days: 0.000														
Sick Bank Hours Requested:	0.000 In Days: 0.000														
Personal Hours Requested:	0.000 In Days: 0.000														
Vacation Hours Requested:	* 500 In Days: 1.000														
Remaining Sick Hours:	381.000 In Days: 50.800														
Remaining Sick Bank Hours:	0.000 In Days: 0.000														
Remaining Personal Hours:	30.000 In Days: 4.000														
Remaining Vacation Hours:	210.760 In Days: 28.101														

If You are an Aesop user, dont forget to click here > GO TO AESOP< after you have filled out your request!

Show My Calendar Below Using The Original Times I Requested The Times I Actually Used

Step 1: Click on the Day you want to take off or change. YOU MUST CLICK ON THE UNDERLINED NUMBER OF THE DAY!

Click on the day you want to take off....

October	Mon	Tue	Wed	Thu	Fri
29	29	30	31	1	2
30	30	31	1	2	3
31	31	1	2	3	4
1	2	3	4	5	6
2	3	4	5	6	7
3	4	5	6	7	8
4	5	6	7	8	9
5	6	7	8	9	10
6	7	8	9	10	11
7	8	9	10	11	12
8	9	10	11	12	13
9	10	11	12	13	14
10	11	12	13	14	15
11	12	13	14	15	16
12	13	14	15	16	17
13	14	15	16	17	18
14	15	16	17	18	19
15	16	17	18	19	20
16	17	18	19	20	21
17	18	19	20	21	22
18	19	20	21	22	23
19	20	21	22	23	24
20	21	22	23	24	25
21	22	23	24	25	26
22	23	24	25	26	27
23	24	25	26	27	28
24	25	26	27	28	29
25	26	27	28	29	30
26	27	28	29	30	31
27	28	29	30	31	1
28	29	30	31	1	2
29	30	31	1	2	3
30	31	1	2	3	4
31	1	2	3	4	5

VC Requested 08:00 - 04:30 for 7:30 hours

Step 2: You want to take 11-08-2012 off? I Need 4 things: Pick the 'From' and 'To' time for this day. ALSO MARK IF YOU ARE INCLUDING LUNCH IN THE FROM/TO TIME. Then select the Type of Leave you request. If you make a mistake in adding your request, you can always delete those details.

Step 1a: If you need to remove a request, click "Delete This" Below are the Details of 11-08-2012 Day's Leave

Click to Delete	NAME	ID	REQUESTDATE	FROMTIME	TOTIME	MINUTES	LEAVE TYPE	STATUS	CMNT	ADMIN CMNT	ORIG FROM	ORIG TO	ORIG MIN	ORIG LEAVE	ORIG ID	ENTRY DATE
Delete This	DOE JANE	10012345	11-08-2012	08:00 AM	04:30 PM	450	VC	VC	Requesting		0800AM	0430PM	450	VC	1	11-01-20

Intervals can be as small as Quarter Hour Increments (15 Minutes at a time)
From: [00] : [00] [AM] - To: [04] : [30] [PM]

My Lunch Period is 1 Hour 1/2 Hour Don't Take Lunch Into Account

Please click a button below.

- BOARD LEAVE
- FMLA - UNPAID
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- SICK BANK
- SICK LEAVE
- TEMPORARY DUTY
- UNPAID LEAVE
- VACATION LEAVE
- WORKERS COMP
- WITNESS LEAVE

Step 2a: I Need More Information of Your Choice. Please make a choice from below

Choose One!	SPECIFIC CODE	SPECIFIC REASON DESCRIPTION
<input checked="" type="radio"/>	VC	Vacation Time
<input type="radio"/>	BA	FMLA - Birth or Adoption of a Child
<input type="radio"/>	CH	FMLA - Illness of a Child
<input type="radio"/>	SL	FMLA - Self Illness
<input type="radio"/>	SP	FMLA - Illness of a Spouse
<input type="radio"/>	PA	FMLA - Illness of Father/Mother
<input type="radio"/>	IM	FMLA - Care of Seriously Injured Military Personnel
<input type="radio"/>	QE	FMLA - Military Qualifying Exigency

Record a comment (50 Characters):

Step 3: Click Here to Add the request to my calendar.

If you need to DELETE a previously requested leave, select that specific date on the calendar then click on the "Delete This" link.

MAKING CHANGES TO YOUR LEAVE REQUEST

If you need to modify a leave request made for the current payroll run , your Payroll Secretary must change it for you.

After the appropriate changes are made, you will be required to log-in to the employee portal, at which time the LEAVE TIME CONFIRMATION will appear, click on “Approve This!” if everything was entered correctly.

The screenshot shows a web browser window displaying the Employee Portal for the School District of Osceola County, Florida. The page title is "LEAVE TIME CONFIRMATION". The message reads: "Hello JANE DOE. I'm sorry to disturb your Employee Portal Session, however, I see something that requires your immediate attention. I noticed that someone has entered leave time for you and I need you to approve or reject the transaction(s). Noted in the grid below are the details of the day(s) in question. Please click 'Accept' to confirm the entry is correct, or 'Reject' if you disagree. Be aware, if you click reject, that day could become an unpaid leave day, so if you see errors, please notify your payroll secretary immediately!"

Below the message is a table titled "Leave Requests Entered On Your Behalf":

Reject	Approve	Leave Day	From	To	Minutes	Reason	Type	Entered By	Entered On	Approved By	Approved Date	Updated By	Updated Date	Sequence
Reject This!	Choose	Approve This!	10-24-2012	08:00 AM	04:30 PM	450	SK	SK	JOHN DOE	10-23-2012	JOHN DOE	10-23-2012	--	1