

Faculty Leave Request Module

Department Requests for Approvers

You have been designated as an approver for your division/department.



UF Com-JAX
Faculty Leave
Request

Under the Department Requests Tab, you are able to view the following requests submitted from your Faculty.

- √ Pending requests (Request Queue)
- √ Approved requests
- √ Declined requests
- √ Cancelled requests

A screenshot of the University of Florida Faculty Leave Request web application. The page title is "UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST" with "College of Medicine - Jacksonville" below it. The navigation menu includes "Home", "My Requests", "Department Requests" (which is highlighted), "Reports", and "Search". A "Network Logon: mandino." link is visible in the top right. Below the navigation, there are tabs for "Request Queue", "Approved Requests", "Declined Requests", and "Canceled Requests". The main content area displays the message "There are 0 requests awaiting approval." An arrow points from the text "Department Requests Tab" to the "Department Requests" tab in the navigation menu. The browser's status bar at the bottom shows "Trusted sites" and "100%".

Department Requests

Approver categories

The **Department Requests** has four (4) categories:

- ✓ **Request Queue**
All requests submitted by the Faculty pending action.
- ✓ **Approved Requests**
All requests approved.
- ✓ **Declined Requests**
All declined requests including the reason for denial
- ✓ **Cancelled Requests**
All requests cancelled due to scheduling conflicts or changes in plans, etc.

Request Queue Declined Requests

Request Queue | Approved Requests | Declined Requests | Cancelled Requests

There are 5 requests that are approved.

Name	Date	Hours	Type	Comments
View Landicho, Jaci	Monday, September 28, 2009 12:00 AM	24.00	Vacation	
View Landicho, Jaci	Monday, September 28, 2009 8:00 AM	40.00	Vacation	
View Landicho, Jaci	Monday, September 28, 2009 8:00 AM	8.00	Sick (Employee)	
View Landicho, Jaci	Monday, July 06, 2009 8:00 AM	8.00	Vacation	
View Landicho, Jaci	Monday, October 19, 2009 8:00 AM Monday, October 26, 2009 8:00 AM	24.00 8.00	Sick (Employee) Vacation	all clinics covered

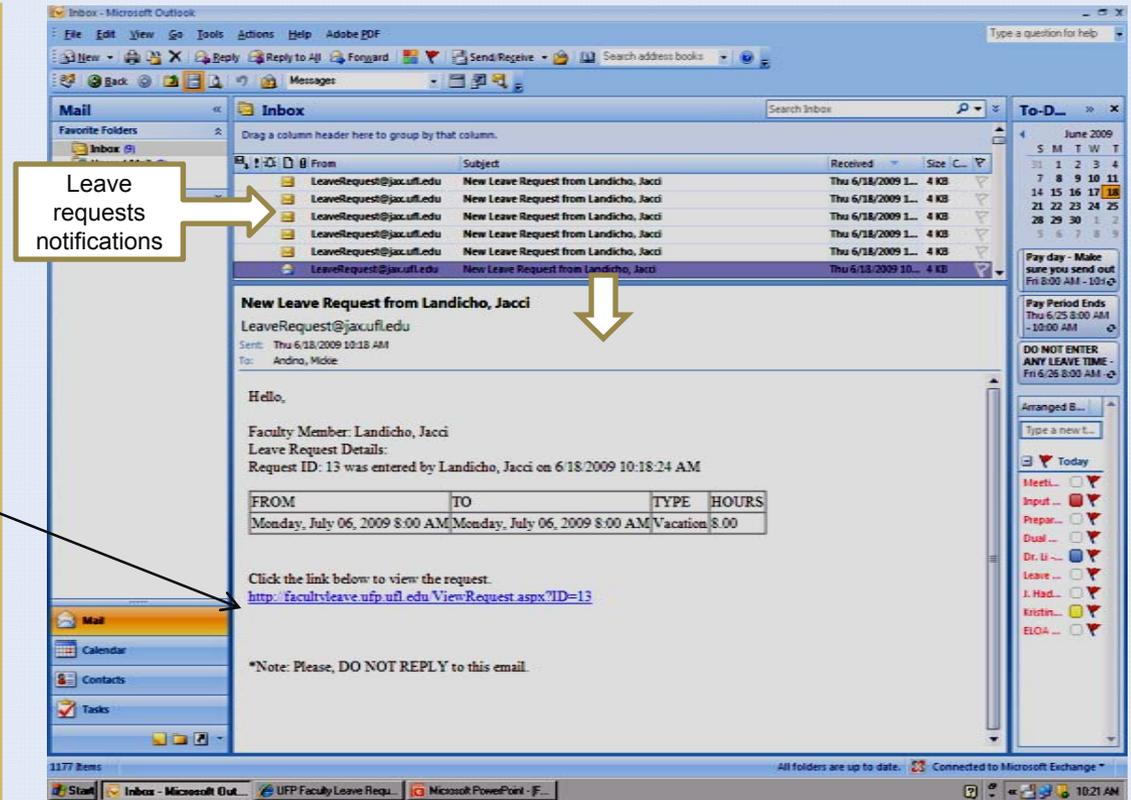
Department Request Notification/e-mail alerts

A submitted leave request will generate a **notification/e-mail alert** to the approver and the administrative contact(s).

- The alerts advise the approver of a pending leave request that needs review and action.
- The notification/e-mail contains the leave request information and gives the approver the option to view the request and make a determination by clicking on the link
- Once the request is viewed the approver can approve or deny the request.

Notification / e-mails are sent to the administrative contact(s) when leave request are:

- ✓ Submitted
- ✓ Approved
- ✓ Denied
- ✓ Cancelled
- ✓ Keyed-in to People Soft



Department Requests Request Queue

The Request Queue:

- Indicates the number of requests received from Faculty staff pending action/ determination.
- Enables the approvers to view the leave request:

- Click on **View** and the request form will be displayed
- The request form opens to display details and allows the approver to determine status of the request: (approve or deny)

The screenshot shows the 'UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST' interface. The top navigation bar includes 'Requests', 'Department Requests', 'Reports', and 'Search'. A 'Request Queue' box highlights the 'Request Queue' link. Below this, a table lists 5 requests awaiting approval. A 'View' button is highlighted for the first request. The second screenshot shows the detailed view of a 'Pending' request for Jaco Landicho, with 'Approve or Deny' buttons and a 'Leave Request Form' label.

Name	Start Dates	End Dates	Hours	Type	Comments
View Landicho, Jaco	Monday, July 06, 2009 8:00 AM	Monday, July 06, 2009 8:00 AM	8.00	Vacation	
View Landicho, Jaco	Monday, June 22, 2009 8:00 AM	Friday, June 26, 2009 8:00 AM	40.00	Sick (Family)	will be out on family sick leave-- all clinic appointments have been cancelled
View Landicho, Jaco	Monday, August 03, 2009 8:00 AM	Monday, August 03, 2009 12:00 PM	4.00	Vacation	
View Landicho, Jaco	Monday, September 21, 2009 8:00 AM	Tuesday, September 22, 2009 8:00 AM	16.00	Vacation	
View Landicho, Jaco	Monday, July 13, 2009 8:00 AM	Monday, July 13, 2009 8:00 AM	8.00	Sick (Family)	
View Landicho, Jaco	Monday, October 19, 2009 8:00 AM	Wednesday, October 21, 2009 8:00 AM	24.00	Sick (Employee)	all clinics covered
	Monday, October 26, 2009 8:00 AM	Monday, October 26, 2009 8:00 AM	8.00	Vacation	

REQUEST STATUS: Pending

Faculty Member Information

Name: Landicho, Jaco Department: Office of the Dean Date Submitted: 6/18/2009 10:18:24 AM
 UFID: 12345 Position: Faculty - Full-time Email: jaco.landicho@jax.ufl.edu

Leave Request Information

Start Date:	End Date:	Leave Type:	Total Hours:	Request Comments:
Monday, July 06, 2009 8:00 AM	Monday, July 06, 2009 8:00 AM	Vacation	8.00	

FMLA Information

FMLA: No FMLA Type:

Approval Information

Reviewed By: Date: Notes:

Time Keeper Information

Name: Date Entered:

Reports Queries

The **Reports** tab permits queries using different variables:

Leave Type →
Department →
Faculty Name →
Request Status →
Leave Date Range →

In this screen shot the leave type chosen was *Vacation* and the *Leave Date Range* used was 2009-06-01 to 2009-06-10

- To view the report, click on Request Report
- The report will be displayed at the bottom half and it can be exported to an excel spreadsheet
- To view the request and information click on **VIEW**, and the leave request will open and information displayed.

UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST
College of Medicine - Jacksonville

Home My Requests **Reports** Search

Administration > Reports

Reporting

Leave Type: Vacation
Department: Select Department
Faculty Name: (Begin typing the Last Name, then choose the correct Name from the list.)
Request Status: Select Status
Leave Date Range: 2009-06-01 2009-06-10
Keyed into PeopleSoft:
Multiple Leave Types:

Request Report Reset Form

Export to Excel

Name	Department	Total Requests	Total Hours
Bondanza, Mike	Office of the Dean	1	6.50
Landicho, Jacci	Office of the Dean	2	16.00

Month	Leave Date(s)	Hours	Submit Date
View	June 6/2/2009	8.00	Tuesday, June 23, 2009 1:09:31 PM
View	June 6/9/2009	8.00	Tuesday, June 23, 2009 2:15:18 PM

Done Trusted sites 100%

Search

Search requests

The **Search Module** for approvers will list the requests according to the search criteria used.

Leave Type ←

Leave Data Range ←

The results will be listed with the option to view requests.

Click on [VIEW](#) to see the request.

UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST
College of Medicine - Jacksonville

Network Logon: mandino.

Home My Requests Department Requests Reports **Search**

Home » Search

Search

Search by all or some of the following parameters:

Request ID:

Department:

Leave Type:

Name:

Leave Date Range:

3 result(s) found.

	Name	Start Date(s)	End Date(s)	Date Submitted
View	Landicho, Jacci	6/8/2009	6/8/2009	6/9/2009 8:14:31 AM
View	Landicho, Jacci	9/28/2009	9/28/2009	6/9/2009 2:29:25 PM
View	Landicho, Jacci	10/19/2009 10/26/2009	10/21/2009 10/26/2009	6/18/2009 10:21:41 AM

Trusted sites 100%