

# eLeave User Guide

## Edit a Leave Request

### 1. Login to eLeave ([eLeave.osu.edu](http://eLeave.osu.edu)).

- The home screen will display “Leave Request Home.”

### 2. Locate the leave request.

- “Recent Requests” are located at the bottom of the Home page.

#### My Recent Requests

Status	Date Created	Hours-Designation	Starting Date	Ending Date	Working Title	Action
Approved	Jun 06 2011	6-VCT	04/29/2011	04/29/2011	Office Admin Assoc	<a href="#">View Leave</a>
Approved	Jan 31 2011	6-SLT	05/20/2011	05/20/2011	Office Admin Assoc	<a href="#">View Leave</a>
Approved	May 31 2011	3.5-SLT	06/23/2011	06/23/2011	Office Admin Assoc	<a href="#">View Leave</a>

- Use the “**Search**” tab and employee ID to view all leave requests submitted by the employee.
- If the “**Search**” feature is utilized, select the leave request by clicking on the employee name from the search results list, rather than “**View Leave**”.

Home **Search** Approval List Monthly Payroll Certification

#### Search Leave Request

Search Parameters

Employee Name

Employee ID  [Lookup Employee](#)

Starting Date	Ending Date	Working Title	Action
04/29/2011	04/29/2011	Office Admin Assoc	<a href="#">View Leave</a>
05/20/2011	05/20/2011	Office Admin Assoc	<a href="#">View Leave</a>
06/23/2011	06/23/2011	Office Admin Assoc	<a href="#">View Leave</a>

### 3. Review the “Leave Details” prior to editing the request.

#### Leave Details

Date	Hours	Leave Type	TRC Code
Thu-06/23/2011	6.0	Sick, Illness/Injury (Self)	-SLT

Total Hours Leave: 6.0

### 4. Click “Edit” at the bottom of the screen.

- The request will require re-approval after completing the edit.

#### Actions

[Save For Later](#)

[Edit](#)

[Return To Home](#)

[Send Notification](#)

## 5. Correct the “Leave Details”.

- If the “Leave Designation” is changed, the “Leave Type” will need to be re-selected.

Leave Designation

Leave Designation  Family and Medical Leave \*  Work Related Injury/Illness \*  Neither

\* Requires appropriate documentation  
 Follow department procedures for all leave types

Leave Details

Date	Hours	Leave Type	TRC Code	Add/Delete
06/23/2011	6	Sick Illness/Injury (Self)	SLF	Add Delete
Total	6.0			

- In some cases, rows cannot be deleted. Instead, enter zero (0) hours.

Leave Details

Date	Hours	Leave Type	TRC Code	Add/Delete
06/23/2011	0	Sick Illness/Injury (Self)	SLF	Add Delete
06/24/2011	6	Sick Illness/Injury (Self)	SLF	Add Delete
Total	6.0			

## 6. Enter “Comments” to communicate important information to the approver.

- Once a comment is submitted, it cannot be deleted or changed. Comments can be viewed and become part of the employee's personnel records. They may be subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.

Comments

Reason for absence, person responsible in my absence, etc.

## 7. “Submit for Approval” when the request is complete.

- Leave requests can be submitted one (1) year in advance.
- (Biweekly Employee Only) Once approved, your leave requests will automatically flow to the timesheet.
- (Biweekly Employees Only) Leave requests should be submitted prior to the timesheet being submitted.

Actions

I understand that approval of this request is contingent upon the availability of adequate leave balances. Falsification of this Application of Leave or of the supporting documentation is grounds for disciplinary action, up to and including dismissal.

Save For Later    Submit For Approval    Return To Home