How to Submit a Leave Request/Donation for Employee

Leave Requests gives salaried employees the ability to request absences on behalf of their employees thru PeopleSoft Manager Self Service (MSS).

1. Log into PeopleSoft HCM.

2. Navigate to **Leave/ Request Donation** page within Manager Self Service:

   Click **NavBar**.

   Select **Menu**.

   Select **Manager Self-Service.**

   Select **Leave Requests**.

   Select **Leave Request/Donation.**

3. Select a **Type of Request** from dropdown.

4. Click **Continue**.

5. Select the **Job Code** against which the Leave Request will be applied to. Some employees may have more than one job code.

6. Enter the **Requested Hours per Day**. This will be the allocated hours per day for each workday within the From Date and Thru Date.

7. Enter the **From Date.** This is the workday when the leave request starts.

8. Enter the **Thru Date**. This is the workday when the leave request ends.

Note: **Total Hours** will automatically be calculated when **From Date, Thru Date** and **Requested Hours per Day** are filled out. The system will include weekends in the calculation.

9. Enter **Comments,** if applicable.

10. Click **Submit**.
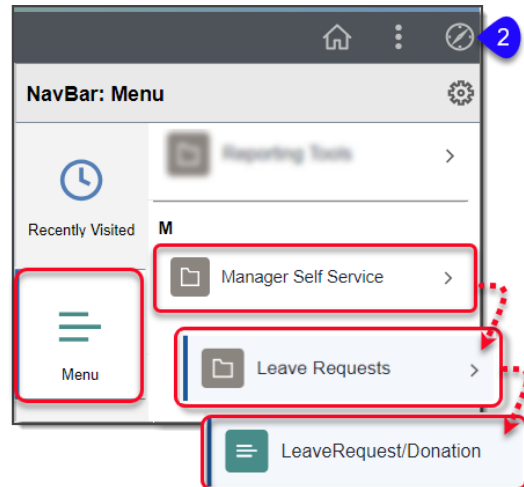
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11. Once submitted, the **Leave Requests** tab is updated with the information just submitted. The **Leave Requests** tab contains history of the employee's Leave Requests and Catastrophic Leave Donations requests in descending Date Submitted sequence. *IMPORTANT!* Requests submitted by manager **must** still be approved or denied thru **Manage Leave Request** page.

The **Reported Status** column will reflect the approval status of the request. See table for descriptions:

Reported Status for Leave Request	Description
Needs Approval	The request has been routed to the approver.
Denied	The approver has denied the request.
Approved	The approver has approved the request.
Tentative	The approver has tentatively approved the request. Usually, for future requests dated two (2) months or more in advance.
Canceled	The employee has modified the initial request.

IMPORTANT!: Employees can modify requests in **Needs Approval** or **Tentative** Reported Status. When an employee modifies the initial request (dates/hours), the original row will display "Canceled" status. A new request line will be created with the revised information and will display a "Needs Approval" status.

12. Click the **Leave Balance** tab to view employee Year-to-Date Leave and Compensatory Time Balances as of the last payroll.

Additional resources and training opportunities can be found on the **PeopleSoft site,** found here. Or follow this navigation path: **SDUSD > Staff Portal > Applications & Support > IT Department >** Select **PeopleSoft** from the **IT Resources** drop down menu.

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