

Leave Scheduling User Guide

## **Leave Scheduling User Guide**

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## Product Description

Leave Scheduling allows managers to create 'budgets' for their departments based on the date range selected by the manager. The 'budget' represents the number of employees that the manager determines can be off on during a workday. Once the budget is created, employees can view how many slots are available prior to requesting Scheduled Leave Time. Leave Time can be requested for any days during the Budget period.

Managers can view reports listing the employees in their department who have Leave Time scheduled. Employees are not able to view who has time off; they can only see that one or more of the slots for the day they're viewing has been allotted.


If you have further questions pertaining to Leave Scheduling, please call our Support Hotline at (800) 258-2762.


## ABOUT THIS GUIDE



This guide contains standard cycles and checklists for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

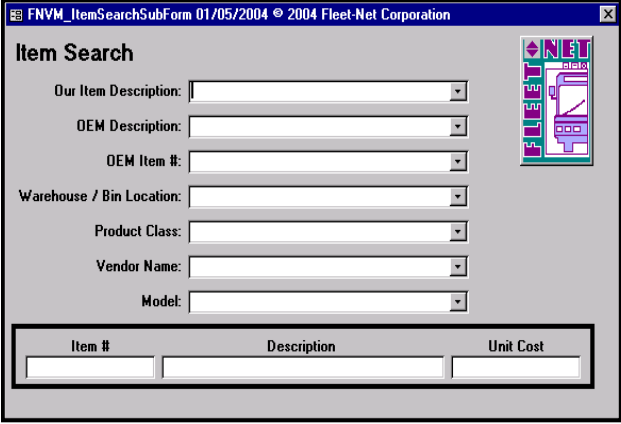
The standard cycles are to be used when operating the software to ensure that all necessary steps are being taken in the correct order, i.e., Daily Service Cycle and the Monthly Service Cycle.


As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administrator Guide.

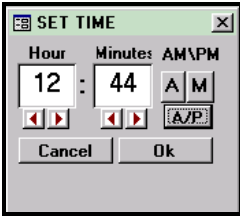
To correctly exit a form click the Fleet-Net® Icon  always located in the upper right of every form.

Throughout Fleet-Net® modules, there are Green Checkmarks  that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

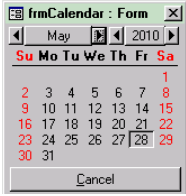
When the  binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool. When using the  button to search the following sample form will open up. Use anyone of the search item criteria down to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.




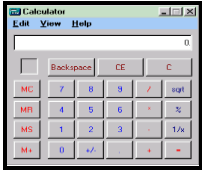
The clock  button allows for changing the time entry.



The calendar  button allows for quick selection of a specific date via a calendar.



The calculator  button allows for quick simple calculations on the fly. It opens up your systems calculator.



## **Leave Scheduling Implementation**

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Leave Scheduling installation. The Leave Schedule module requires the Payroll and System module files in order to function.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use.

# Leave Scheduling


Leave Scheduling		
1	Leave Request	?
2	Leave Scheduling	?
3	Leave Schedule Setup	?
16	Return to Previous Menu	?




## Leave Scheduling Setup

### Leave Management Setup

Managers must first be defined, and departments must be assigned to each manager. From the Leave Scheduling Setup Menu, select Leave Management Setup, the following form displays:

Leave Management Setup		
Manager #:	<input type="text"/>	Department #:
		
<input type="button" value="Display"/>		
<input type="button" value="Print"/>		


Enter or select the employee number from the drop-down list for the employee being set up as a manager. Once the employee is selected, the following form displays:

Leave Management Setup		
Manager #:	2345 <input type="text" value="Betty Johnson"/>	Department #: 13
		
<input type="button" value="Display"/>		
<input type="button" value="Print"/>		

Department	Description
▶ <input type="text"/>	<input type="text"/>

Select each department from the drop-down list that will be assigned to the selected manager. Once a department is assigned to an employee he/she is now defined as a manager.

Leave Management Setup		
Manager #:	1234 <input type="text" value="John Smith"/>	Department #: 22
		
<input type="button" value="Display"/>		
<input type="button" value="Print"/>		

Department	Description
16 <input type="text"/>	MECHANIC
22 <input type="text"/>	VEHICLE MAINTENANCE

## Leave Scheduling User Guide

To remove the manager status from an employee, delete all departments assigned to him/her. Right click on the small box to the left of the department and cut.

**Leave Management Setup**

Manager #: 1234  Department #: 22

Department	Description
16	MECHANIC
22	VEHICLE MAINTENCE

Context menu: Cut, Copy, Paste, Form Properties, Properties

Display, Print

Click **Display** to view a list of the employees who are setup as managers.

**Leave Management Setup**

Manager #:  Department #:

**Current Managers**

Manager #	First Name	Middle Name	Last Name	Department
11111	Lisa		Lopez	13
1212	Sophia		Marie	14
1234	John		Smith	22
20050	Dorlyn		Figenbaum	40
3456	Bob		Mecham	22

Display, Print

Click Print to view/print a report of all employees who are set up as managers.

**Current Leave Managers**

Manager #	First Name	Middle Name	Last Name	Department
11111	Lisa		Lopez	13
1212	Sophia		Marie	14
1234	John		Smith	22
20050	Dorlyn		Figenbaum	40
3456	Bob		Mecham	22



## Miscellaneous Codes Maintenance

Click **Miscellaneous Codes** to define all codes used throughout the Leave Schedule module.

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.

**Modify / Add Misc List Codes**

Type:

Print

Code	Value
<input type="text"/>	<input type="text"/>

Field	Description
Type	Select from the drop-down options.
Code	Code used to identify the type of code
Value	Definition of code

## Leave Scheduling

### Create Budget

Prior to employees being able to request time off, budgets must be created by managers. Enter the manager's employee number and pin number.

**Setup Leave Schedule**

Manager #:

PIN #:

- Create Budget
- Calendar
- Edit Budget
- Reports
- Reset PIN

Budgets are built one department at a time. Select the applicable department from the drop-down list.

**Setup Leave Schedule**

Manager #:

Department:

- 16 MECHANIC
- 22 VEHICLE MAINTENCE

- Create Budget
- Calendar

**Enter from Date, Thru Dates, Leave Slots Budgeted and Days of the week.**

Field	Max Field Size	Data Type	Value
From Date		Date	Enter or select the starting date for the Budget build from the calendar
Thru Date		Date	Enter or select the ending date for the Budget build from the calendar
Leave Slots Budgeted	2	Numeric	Enter the number of Leave Slots available for the date range entered. Days of the week within the date range are selected in the next step.
Days of the Week			Check each day of the week during the date range selected that the number of available slots will be allocated. In the example below 3 slots will be allocated for each weekday from 01/01/2018-12/31/2018

A second build will be processed for the same date range for weekends. The build can be run for one day of the week, weekends, weekdays, or all days.

Click **Start**; Click **OK** on the confirmation message that displays when the build completes.

## Edit Budget


The following form displays.

### Setup Leave Schedule

Manager #:

Department:

Employee #:



Leave Date	Budgeted	Approved	Pending	Remaining
1/1/2018	3	0	0	3
1/2/2018	3	0	0	3
1/3/2018	3	0	0	3
1/4/2018	3	0	0	3
1/5/2018	3	0	0	3
1/8/2018	3	0	0	3
1/9/2018	3	0	0	3
1/10/2018	3	0	0	3
1/11/2018	3	0	0	3
1/12/2018	3	0	0	3
1/15/2018	3	0	0	3
1/16/2018	3	0	0	3
1/17/2018	3	0	0	3
1/18/2018	3	0	0	3

Record: 255 of 521
No Filter

Create Budget

Calendar

**Edit Budget**

Reports

Reset PIN


Dates can be entered or deleted on this form, also the number of budgeted slots can be edited on this form by typing over the number that is displayed. Edits cannot be made to the Approved, Pending or Remaining fields.

### Setup Leave Schedule

Manager #:

Department:

Employee #:



Leave Date	Budgeted	Approved	Pending	Remaining
1/18/2018	3	0	0	3
1/19/2018	2	0	0	2
1/22/2018	3	0	0	3
1/23/2018	3	0	0	3
1/24/2018	3	0	0	3
1/25/2018	3	0	0	3
1/26/2018	2	0	0	2
1/29/2018	3	0	0	3
1/30/2018	3	0	0	3
1/31/2018	3	0	0	3
2/1/2018	3	0	0	3
2/2/2018	2	0	0	2
2/5/2018	3	0	0	3
2/6/2018	3	0	0	3

Record: 287 of 521
No Filter

Create Budget

Calendar

**Edit Budget**

Reports

Reset PIN

# Calendar

Click **Calendar** to view the data in a calendar view mode. The following form displays.

**Setup Leave Schedule**

Manager #: 1234 John Smith  
Department: 22 VEHICLE MAINTENCE  
Employee #: [ ]

Year: [ ] Month: [ ] Refresh Approve Un-Approve Edit  
Pending Approval: ■ Exceeds Budget: ■

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

Create Budget  
Calendar  
Edit Budget  
Reports  
Reset PIN

Enter the **Year** and **Month** using the drop-down. Click **Refresh** and the following form displays.

**Setup Leave Schedule**

Manager #: 1234 John Smith  
Department: 22 VEHICLE MAINTENCE  
Employee #: [ ]

Year: 2018 Month: 02 Refresh Approve Un-Approve Edit  
Pending Approval: ■ Exceeds Budget: ■

February 2018 March 2018

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

Create Budget  
Calendar  
Edit Budget  
Reports  
Reset PIN

The month selected from the drop-down list plus the next month display. Only the current system date and future dates will display on this form.

Reports and approvals will be processed using this form. Those processes will be covered in the Manager Approval section of this document.

Leave Scheduling User Guide  
**Reports**

Click Reports to view/print reports. If an employee number has been selected the reports will be for the selected employee only. If an employee number has not been selected, the reports will include all employees in the department selected. The following form displays:

**Setup Leave Schedule**

Manager #: 1234 John Smith  
 Department: 22 VEHICLE MAINTENCE  
 Employee #: [dropdown]

From Date: 1 / 1 / 2018 Thru Date: 1 / 31 / 2018

Buttons: [Print Budget](#), [Print Entitlements](#), [Create Budget](#), [Calendar](#), [Edit Budget](#), [Reports](#), [Reset PIN](#)

Click **Print Budget**, the following report displays:

**DMF Transit  
 Leave Available Report**

Department #: 22

	Year	2018					Month					Jan																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Budgeted:	3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3
Approved:	0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0
Pending:	0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0
Available:	3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3

**Setup Leave Schedule**

Manager #: 1234 John Smith  
 Department: 22 VEHICLE MAINTENCE  
 Employee #: [dropdown]

From Date: 1 / 1 / 2018 Thru Date: 1 / 31 / 2018

Buttons: [Print Budget](#), [Print Entitlements](#), [Create Budget](#), [Calendar](#), [Edit Budget](#), [Reports](#), [Reset PIN](#)

Leave Scheduling User Guide  
 Click Print Entitlements, the following report displays.


DMF Transit Leave Entitlements Report							
Department #: 22							
Employee #	Name	Earnings Code	Plan Code	Anniversary Date	Hours Accrued Ytd	Current Hours Available	Current Days Available
3333	LuAnn Day	V	FULLTIME	2/1/2017	40.00	40.00	10.00
					Total:	40.00	40.00
7456	Alice Leal	V	FULLTIME	5/19/2018	40.00	40.00	10.00
		F	FULLTIME	5/19/2018	8.00	8.00	2.00
					Total:	48.00	48.00
3456	Bob Meham	V	FULLTIME	5/2/2018	80.00	80.00	20.00
		F	FULLTIME	5/2/2018	16.00	16.00	4.00
					Total:	96.00	96.00
1234	John Smith	V	FULLTIME	5/1/2016	40.00	40.00	10.00
		F	FULLTIME	5/1/2017	16.00	16.00	4.00
					Total:	56.00	56.00
4567	Larry Weaver	V	FULLTIME	5/8/2016	40.00	40.00	10.00
					Total:	40.00	40.00

### Reset PIN


If an employee forgets their PIN number, managers can reset the PIN. Doing so will require that the employee create a new PIN the next time they log in. Manager will need to log in and enter employee's number and click **Reset Pin**. The following prompt displays.

**Setup Leave Schedule**

Manager #: 1212 Sophia Marie  
 Department: 22 VEHICLE MAINTENCE  
 Employee #: 3333 LuAnn Day      Type Of Leave Requested:



Microsoft Access x


Reset PIN now?

Click **Yes** to continue and **No** to cancel. If yes was clicked the following prompt displays.

The screenshot shows the 'Setup Leave Schedule' form. At the top left, there are three rows of input fields: 'Manager #' with '1212' and 'Sophia Marie', 'Department #' with '22' and 'VEHICLE MAINTENCE', and 'Employee #' with '3333' and 'LuAnn Day'. To the right of these is a 'Type Of Leave Requested:' dropdown menu. On the right side of the form, there is a vertical toolbar with a 'NET' logo and buttons for 'Create Budget', 'Calendar', 'Edit Budget', 'Reports', and 'Reset PIN'. A yellow-bordered 'Microsoft Access' dialog box is centered over the form, displaying an information icon and the text 'PIN reset.' with an 'OK' button at the bottom.

Click **OK** on the confirmation message.

## Leave Request

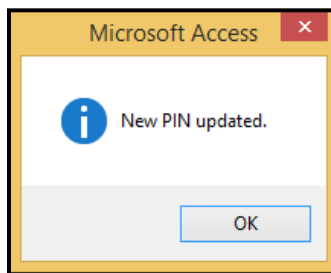
Employees will use this form to view/request Leave Time. If the employee does not have a pin number, after entering his employee number the following form displays.

The screenshot shows the 'Leave Request' form. At the top left, there are two rows of input fields: 'Employee #' with '\*\*\*\*' and 'LuAnn Day', and 'Department #' with '22'. On the right side, there is a vertical toolbar with a 'NET' logo and buttons for 'Calendar' and 'Approvals/Requests'. At the bottom left, there are two rows of input fields: 'New PIN:' and 'Verify PIN:'. The form has a light gray background and a white border.

Enter a **New Pin** number and **verify the Pin** number. Press **Enter**, and the following confirmation prompt displays.

The screenshot shows the 'Leave Request' form. At the top, there are input fields for 'Employee #' (containing 'xxxx'), 'LuAnn Day', and 'Department #' (containing '22'). Below these are fields for 'New PIN:' and 'Verify PIN:', both containing 'xxxx'. A 'Microsoft Access' dialog box is centered on the screen, asking 'Update PIN now?' with 'Yes' and 'No' buttons. On the right side of the form, there are buttons for 'Calendar' and 'Approvals/Requests'. A 'NET' logo is in the top right corner.

Click **Yes** to continue or **No** to cancel. If Yes was selected the following confirmation message displays.



Click **OK** on the confirmation message.

The following form displays. The employee must re-enter their employee number and PIN.

The screenshot shows the 'Leave Request' form after the PIN update. The 'Employee #' field now contains 'xxxx' and a new 'PIN #' field with 'xxxx' is added to the top right. The 'LuAnn Day' and 'Department #' fields remain. The 'Calendar' and 'Approvals/Requests' buttons are still present on the right, along with the 'NET' logo.

Press **Enter**, the following form displays.

The leave balances displayed at the top of the form are the balances as of the last updated payroll. This information is valuable as the employee can determine whether or not they have leave time in their 'bank' that can be used prior to requesting time off.



### Leave Request

Employee #:  Sophia Marie Department #:

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME		40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Type Of Leave Requested:

Record: 1 of 1 | No Filter | Search

Year:  Month:  Refresh Submit Print

Calendar: Sun Mon Tue Wed Thu Fri Sat

Approvals/Requests

Enter the **Year** and **Month**. Click **Refresh** and the following form displays.

### Leave Request

Employee #:  LuAnn Day Department #:

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Type Of Leave Requested:

Record: 1 of 1 | No Filter | Search

Year:  Month:  Refresh Submit Print

February 2018: Sun Mon Tue Wed Thu Fri Sat

March 2018: Sun Mon Tue Wed Thu Fri Sat

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

Calendar: Sun Mon Tue Wed Thu Fri Sat

Approvals/Requests

The month selected plus the next month display. The number 'Rem' on each day signifies how many budgeted slots remain available for selection. To create a submission for a day the **user clicks on the date which results in the date being highlighted in blue**.

**Leave Request**

Employee #: [xxxx] LuAnn Day Department #: 22

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Type Of Leave Requested: [v]

Record: 1 of 1 No Filter Search

Year: 2018 Month: 02 Refresh Submit Print

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1 3 Rem	2 3 Rem	3
							4	5 3 Rem	6 3 Rem	7 3 Rem	8 3 Rem	9 3 Rem	10
							11 3 Rem	12 3 Rem	13 3 Rem	14 3 Rem	15 3 Rem	16 3 Rem	17
							18 3 Rem	19 3 Rem	20 3 Rem	21 3 Rem	22 3 Rem	23 3 Rem	24
25 3 Rem	26 3 Rem	27 3 Rem	28				25 3 Rem	26 3 Rem	27 3 Rem	28 3 Rem	29 3 Rem	30 3 Rem	31

Calendar Approvals/Requests

In the example above the employee as selected March 8th and March 9th to submit for approval. Prior to submitting the days the Type of Leave must be selected from the drop-down list as shown below.

**Leave Request**

Employee #: [xxxx] LuAnn Day Department #: 22

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Type Of Leave Requested: [v] F Floating Holiday V VACATION

Record: 1 of 1 No Filter Search

Year: 2018 Month: 02 Refresh Submit Print

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1 3 Rem	2 3 Rem	3
							4	5 3 Rem	6 3 Rem	7 3 Rem	8 3 Rem	9 3 Rem	10
							11 3 Rem	12 3 Rem	13 3 Rem	14 3 Rem	15 3 Rem	16 3 Rem	17
							18 3 Rem	19 3 Rem	20 3 Rem	21 3 Rem	22 3 Rem	23 3 Rem	24
25 3 Rem	26 3 Rem	27 3 Rem	28				25 3 Rem	26 3 Rem	27 3 Rem	28 3 Rem	29 3 Rem	30 3 Rem	31

Calendar Approvals/Requests

If different leave types were going to be used for each of the days highlighted, separate submissions would have to be generated.

Once the leave type is selected, Click **Submit**

**Leave Request**

Employee #: \*\*\*\*\* LuAnn Day Department #: 22

Type Of Leave Requested: VACATION

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10.00
			<b>Total:</b>	40:00	10.00

Record: 1 of 1 No Filter Search

Year: 2018 Month: 02 Refresh Submit Print

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1 3 Rem	2 3 Rem	3
							4	5 3 Rem	6 3 Rem	7 3 Rem	8 3 Rem	9 3 Rem	10
							11 3 Rem	12 3 Rem	13 3 Rem	14 3 Rem	15 3 Rem	16 3 Rem	17
							18 3 Rem	19 3 Rem	20 3 Rem	21 3 Rem	22 3 Rem	23 3 Rem	24
							25 3 Rem	26 3 Rem	27 3 Rem	28 3 Rem	29 3 Rem	30 3 Rem	31

Calendar Approvals/Requests

The following message displays.

**Leave Request**

Employee #: \*\*\*\*\* LuAnn Day Department #: 22

Type Of Leave Requested: VACATION

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10.00
			<b>Total:</b>	40:00	10.00

Record: 1 of 1 No Filter Search

Year: 2018 Month: 02 Refresh Submit Print

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1 3 Rem	2 3 Rem	3
							4	5 3 Rem	6 3 Rem	7 3 Rem	8 3 Rem	9 3 Rem	10
							11 3 Rem	12 3 Rem	13 3 Rem	14 3 Rem	15 3 Rem	16 3 Rem	17
							18 3 Rem	19 3 Rem	20 3 Rem	21 3 Rem	22 3 Rem	23 3 Rem	24
							25 3 Rem	26 3 Rem	27 3 Rem	28 3 Rem	29 3 Rem	30 3 Rem	31

Calendar Approvals/Requests

Microsoft Access

**?** If you are already approved then you may lose dates previously submitted.

Do you wish to submit the selected dates?

Yes No

This message is informational only. The only time an employee would lose dates would be if the employee had already submitted Leave Request for the days that he/she is submitting.

Click **Yes** to continue and **No** to cancel. If yes was clicked you will receive confirmation. Click **OK** on the completion confirmation message. The calendar has been updated as it now displays 2 Remaining slots. The two days submitted remain highlighted in blue.

**Leave Request**

Employee #: \*\*\*\*\* LuAnn Day Department #: 22

Type Of Leave Requested: VACATION

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Record: 1 of 1 No Filter Search

Year: 2018 Month: 02 Refresh Submit Print

**February 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22	23	24	
3 Rem	3 Rem	3 Rem	3 Rem	3 Rem		
25	26	27	28			
3 Rem	3 Rem	3 Rem	3 Rem			

**March 2018**

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

Microsoft Access Selections completed. OK

The employee can click **Print** to generate a report showing his/her leave request submissions and the status of each:

**Leave Request**

Employee #: \*\*\*\*\* LuAnn Day Department #: 22

Type Of Leave Requested: VACATION

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Record: 1 of 1 No Filter Search

Year: 2018 Month: 02 Refresh Submit **Print**

**February 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22	23	24	
3 Rem	3 Rem	3 Rem	3 Rem	3 Rem		
25	26	27	28			
3 Rem	3 Rem	3 Rem	3 Rem			

**March 2018**

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

### DMF Transit

#### Employee Leave Request Report

---

Employee #: 3333      Name: LuAnn Day      Department #: 22

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Earnings Code	Plan Code	Anniversary Date	Hours Accrued Ytd	Current Hours Available	Current Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
F			8:00	8:00	2:00
<b>Total:</b>			48:00	48:00	12:00

Year	Mon	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2018	Mar																																

Requested Leave Date	Approved	Denied	Leave Type	Approved/Denied By	Date Approved/Denied	Date Submitted
3/8/2018	<input type="checkbox"/>	<input type="checkbox"/>	V			2/19/2018 5:06:13 PM
3/9/2018	<input type="checkbox"/>	<input type="checkbox"/>	V			2/19/2018 5:06:13 PM

Status of the entries can also be viewed by clicking Approvals/Requests; the following form displays:

#### Leave Request

Employee #:  LuAnn Day      Department #:

Earn Code	Plan Code	Anniversary Date	Hours Accrued	Hours Available	Days Available
V	FULLTIME	2/1/2017	40:00	40:00	10:00
<b>Total:</b>			40:00	40:00	10:00

Record: 14   1 of 1   No Filter   Search

Type Of Leave Requested:

Requested Leave Date	Approved	Denied	Leave Type	Approved/Denied By	Date Approved/Denied	Date Submitted
3/8/2018	<input type="checkbox"/>	<input type="checkbox"/>	V			2/19/2018 5:06:13 PM
3/9/2018	<input type="checkbox"/>	<input type="checkbox"/>	V			2/19/2018 5:06:13 PM

If there are no leave slots available, the employee will not be able to select the day. Managers can make edits if an exception will be allowed.

# Leave Scheduling/Approval

Managers will use this form to view/Approve/Un-Approve Leave Time.

### Setup Leave Schedule

**Manager #:**    
**Department:**    
**Employee #:**

Year:  Month: 




Pending Approval: ■ Exceeds Budget: ■

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1	2	3
											3 Bu 3 Re	3 Bu 3 Re	
							4	5	6	7	8	9	10
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 2 Re	3 Bu 2 Re	
							11	12	13	14	15	16	17
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
		20	21	22	23	24	18	19	20	21	22	23	24
		3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re			3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
25	26	27	28				25	26	27	28	29	30	31
	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re					3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	

Field	Max Field Size	Data Type	Value
Manager #		Alpha/Numeric	Select the manager's employee number from the drop-down list
Department		Alpha/Numeric	Select the applicable department from the drop-down list
Employee Number		Alpha/Numeric	Select the applicable employee number from the drop-down list
Type of Leave Requested		Alpha	Select the applicable leave plan code from the drop-down list
Year		Numeric	Select the applicable year from the drop-down list
Month		Numeric	Select the applicable month from the drop-down list (the selected month and the subsequent month will display)

Leave requests not yet approved display in red. In the example above, the employee requested vacation time on March 8<sup>th</sup> and March 9<sup>th</sup>. The calendar indicates that there are 3 slots budgeted and 2 slots remaining.

To approve the leave request, **click the day**, this will highlight blue as shown in the photo below

**Setup Leave Schedule**

Manager #: 1212 Sophia Marie  
 Department: 22 VEHICLE MAINTENCE  
 Employee #: [ ]

Year: 2018 Month: 02 Refresh Approve Un-Approve Edit Pending Approval: Exceeds Budget:

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1	2	3
											3 Bu 3 Re	3 Bu 3 Re	
							4	5	6	7	8	9	10
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 2 Re	3 Bu 2 Re	
							11	12	13	14	15	16	17
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							18	19	20	21	22	23	24
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							25	26	27	28	29	30	31
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	

Buttons: Create Budget, Calendar, Edit Budget, Reports, Reset PIN

Enter the **Employee number** and **Type of Leave Request**. Click **Approve**, the following message displays.

**Setup Leave Schedule**

Manager #: 1212 Sophia Marie  
 Department: 22 VEHICLE MAINTENCE  
 Employee #: 3333 LuAnn Day Type Of Leave Requested: VACATION

Year: 2018 Month: 02 Refresh Approve Un-Approve Edit Pending Approval: Exceeds Budget:

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1	2	3
											3 Bu 3 Re	3 Bu 3 Re	
							4	5	6	7	8	9	10
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 2 Re	3 Bu 2 Re	
							11	12	13	14	15	16	17
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							18	19	20	21	22	23	24
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							25	26	27	28	29	30	31
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	

Microsoft Access

Do you wish to approve the selected dates?

Yes No

Buttons: Create Budget, Calendar, Edit Budget, Reports, Reset PIN

Click **Yes** to continue or **No** to cancel. Once the request is approved, the day displays as shown below.

**Setup Leave Schedule**

Manager #: 1212 Sophia Marie  
 Department: 22 VEHICLE MAINTENCE  
 Employee #: 3333 LuAnn Day Type Of Leave Requested: VACATION

Year: 2018 Month: 02 Refresh Approve Un-Approve Edit Pending Approval: Exceeds Budget:

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1	2	3
											3 Bu 3 Re	3 Bu 3 Re	
							4	5	6	7	8	9	10
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 2 Re	3 Bu 2 Re	
							11	12	13	14	15	16	17
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							18	19	20	21	22	23	24
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							25	26	27	28	29	30	31
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	

Microsoft Access

Approval completed.

OK

Buttons: Create Budget, Calendar, Edit Budget, Reports, Reset PIN

Click **OK** on the confirmation message.

## Leave Scheduling User Guide

Managers can make manual entries to record exceptions where the number of employees who are off exceed the budget number.

Enter the Employee Number and the Type of Leave Requested. Click the **date on the calendar**, click **Approve**. Click **Yes** on the confirmation message. The calendar displays the day as shown below.

### Setup Leave Schedule

**Manager #:** 1234 John Smith  
**Department:** 22 VEHICLE MAINTENCE  
**Employee #:** 4567 Larry Weaver      **Type Of Leave Requested:** V VACATION

Year: 2018    Month: 02    Refresh    Approve    Un-Approve    Edit    Pending Approval: ■ Exceeds Budget: ■

February 2018							March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
											1	2	3
											3 Bu 3 Re	3 Bu 3 Re	
							4	5	6	7	8	9	10
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu -1 Re	3 Bu -1 Re	
							11	12	13	14	15	16	17
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							18	19	20	21	22	23	24
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	
							25	26	27	28	29	30	31
								3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	3 Bu 3 Re	

Create Budget

Calendar

Edit Budget

Reports

Reset PIN

Double click on the day to view a listing of which employees are approved for the date, the following form displays.

FNLS\_LeaveApprovalSubForm

Leave Date: 03/08/2018    Budgeted: 3    Approved: 4    Pending: 0    Remaining: -1

Employee #	Employee Name	Approved	Denied	Leave Type	Date Approved/Denied	Approved/Denied By	Date/Time Created
Record: 1 of 1	No Filter    Search						

Click **Maximize** button to view all the employees as shown below.

FNLS\_LeaveApprovalSubForm

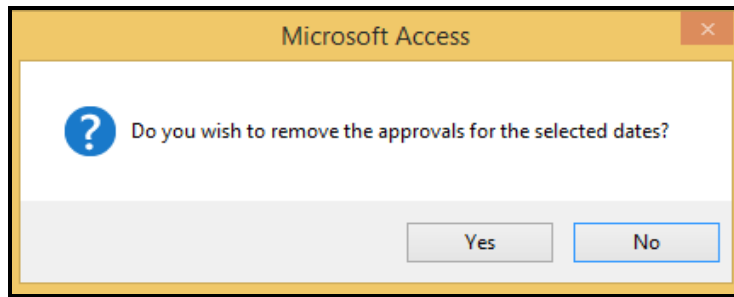
Leave Date: 03/08/2018    Budgeted: 3    Approved: 4    Pending: 0    Remaining: -1

Employee #	Employee Name	Approved	Denied	Leave Type	Date Approved/Denied	Approved/Denied By	Date/Time Created
3333	LuAnn Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	V	2/20/2018 9:48:29 AM	1212	2/19/2018 5:06:13 PM
1234	John Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	V	2/20/2018 9:58:10 AM	1234	2/20/2018 9:54:43 AM
3456	Bob Mecham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	V	2/20/2018 9:58:28 AM	1234	2/20/2018 9:55:16 AM
4567	Larry Weaver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	V	2/20/2018 9:58:43 AM	1234	2/20/2018 9:58:43 AM



## Leave Scheduling User Guide

To Un-approve a previously approved date, select the **employee number** and the **Type of Leave Requested**. Click **Un-Approve**, the following confirmation message displays.



Click **Yes** to continue or **No** to cancel.

Click OK on the confirmation message.

