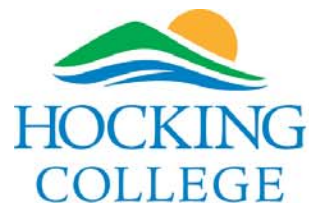




HOCKING
COLLEGE

Leave Request Online
Employee



WebAdvisor Employee

The screenshot shows the Hocking College WebAdvisor interface. At the top left is the Hocking College logo. To its right is the text "WEB ADVISOR". On the top right are links for "LOG IN", "MAIN MENU", and "CONTACT US". The main content area on the left says "Welcome Guest!", "WebAdvisor gives students, staff, and the community access to our databases.", and "Select your point of entry to the right." On the right is a vertical menu with options: "Continuing Education", "Prospective Students", "Students", "Faculty", "Employees", and "Advisors". A light blue box with the text "WebAdvisor Employees" has an arrow pointing to the "Employees" menu item. At the bottom right are links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?". The footer contains "LOG IN", "MAIN MENU", "CONTACT US", and the "WebAdvisor 3.1" logo with "POWERED BY DATATEL" below it.

WEB ADVISOR

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

WebAdvisor Employees

Continuing Education
Prospective Students
Students
Faculty
Employees
Advisors

Account Information | I'm New to WebAdvisor | What's My Password?

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL



Employee Profile

Start your
request for
leave

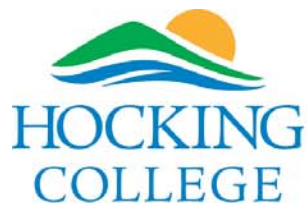
Employee Profile

[Position Summary](#)

[Leave Plan Summary](#)

[Request for Leave of Absence](#)

[My Stipends](#)



WebAdvisor Leave Request Form

EMPLOYEES

Welcome Mickey!

Leave Request

* = Required

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
VACC	Vacation Confidential	01/01/11	6.7200	200.00	200.00	176.00
SCPC	Sick Professional and Confiden	01/01/11	10.0000	1760.00	1,760.00	1,500.00

Employee Name Mickey Mouse Employment Action Type Employment Action ID

Leave Plan*

Request Begin Date*

09/08/11

Request Begin Time

Request End Date*

Request End Time

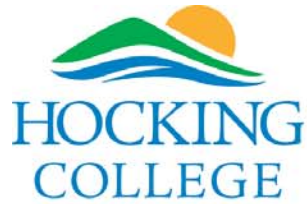
Total Hours Requested*

Reason for Request*

Please check your leave balances.

Your total hours requested must be less than or equal to your current available balance.

SUBMIT



WebAdvisor Completed Leave Request

EMPLOYEES

Welcome Mickey!

Leave Request

* = Required

Leave Plans will show here

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
VACC	Vacation Confidential	01/01/11	6.7200	200.00	200.00	176.00
SCPC	Sick Professional and Confiden	01/01/11	10.0000	1760.00	1,760.00	1,500.00

Employee NameMickey MouseEmployment Action TypeEmployment Action ID

Leave Plan*Vacation Confidential

Request Begin Date*09/08/11

Request Begin Time

Request End Date*09/08/11

Request End Time

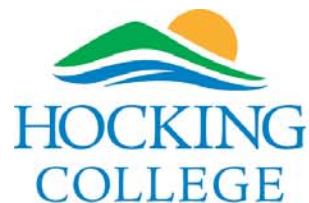
Total Hours Requested*8.00

Reason for Request*Vacation

Fields with a red asterisk are required: Leave Plan (select from drop down menu), Request Begin Date, Request End Date, Total Hours Requested and Reason for Request

Click Submit button when finished

SUBMIT



Email to Employee at Submission Time

To:

Cc: [Show BCC](#)

Subject: Leave Request Submitted **Priority:**

Times New Roman ▼ 3 (12pt) ▼ § ▼ | | **B** *I* U | ▼ | ▼

Your Leave request has been submitted to your supervisor (or leave approver) for approval:

Begin Date/Time: 02/08/2012
End Date/Time: 02/10/2012
Hours Requested: 8.00
Reason for request: Vacation

Your Leave Balance(s) prior to this request were:

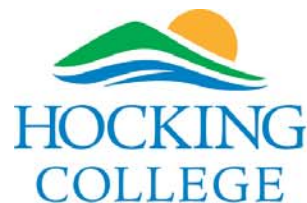
VACC	Vacation Confidential	8.00
SCPC	Sick Professional and Confiden	1476.00

NOTE: Your leave balances will not reflect this request until Human Resources has updated your leave. If your supervisor (or leave approver) does not act on this request within the allotted time (5 days), it will be escalated (sent) to your alternate supervisor (if one has been designated) for approval and you will be notified.



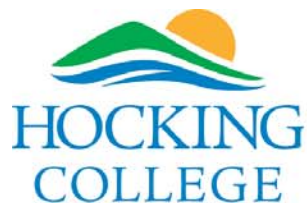
Email Sent to Supervisor

To:									
Cc:									
Subject:	Leave Request Needs Approval		Priority: —						
Times New Roman 3 (12pt) § ▾ ¶ ¶ B <i>I</i> <u>U</u> ▾									
<p>[Hocking Employee] has submitted the following leave request for your approval:</p> <p>Begin Date/Time: 02/08/2012 End Date/Time: 02/10/2012 Hours Requested: 8.00 Reason for request: Vacation</p> <p>Employee's Leave Balance(s) prior to this request were:</p> <table><tr><td>VACC</td><td>Vacation Confidential</td><td>8.00</td></tr><tr><td>SCPC</td><td>Sick Professional and Confiden</td><td>1476.00</td></tr></table> <p>NOTE: If you do not act on this request within the allotted time (5 days), it will be escalated (sent) to the employee's alternate supervisor (if one has been designated) for approval and the employee will be notified.</p>				VACC	Vacation Confidential	8.00	SCPC	Sick Professional and Confiden	1476.00
VACC	Vacation Confidential	8.00							
SCPC	Sick Professional and Confiden	1476.00							



Email to Employee with New Status

To:			
Cc:			
Subject:	Leave Request Status		Priority: ▼
<div>Times New Roman ▼ 3 (12pt) ▼ § ▼ B <i>I</i> <u>U</u> </div>			
<p>Your Leave Request status has been updated</p> <p>Leave Start Date/Time: 02/08/2012 Leave End Date/Time: 02/10/2012 Total Hours Requested: 8.00 Request Reason: Vacation</p> <p>Approval Action: 0</p> <p>Supervisor Comments: Hope you enjoy your day off.</p> <p>NOTE: If you have questions regarding this request, please see your supervisor, or contact Human Resources. Your leave balances will not reflect this request until Human Resources has updated your leave.</p>			



Leave Plan Balance

EMPLOYEES

Welcome Mickey!

Leave Request

* = Required

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
VACC	Vacation Confidential	01/01/11	6.7200	200.00	200.00	176.00
SCPC	Sick Professional and Confiden	01/01/11	10.0000	1760.00	1,760.00	1,500.00

Employee Name Mickey Mouse Employment Action Type Employment Action ID

Leave Plan*

Request Begin Date*

09/08/11

Request Begin Time

Request End Date*

Request End Time

Total Hours Requested*

Reason for Request*

Once requests are approved by supervisors and processed through HR, balances are automatically updated and reflected here

SUBMIT