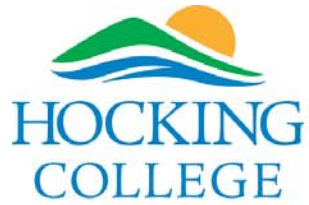




HOCKING  
COLLEGE

Leave Request Online  
Supervisor

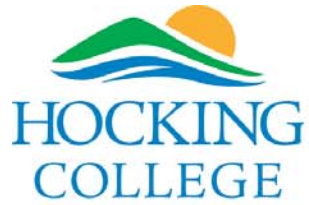


# Supervisor Approval Process

Login to Colleague

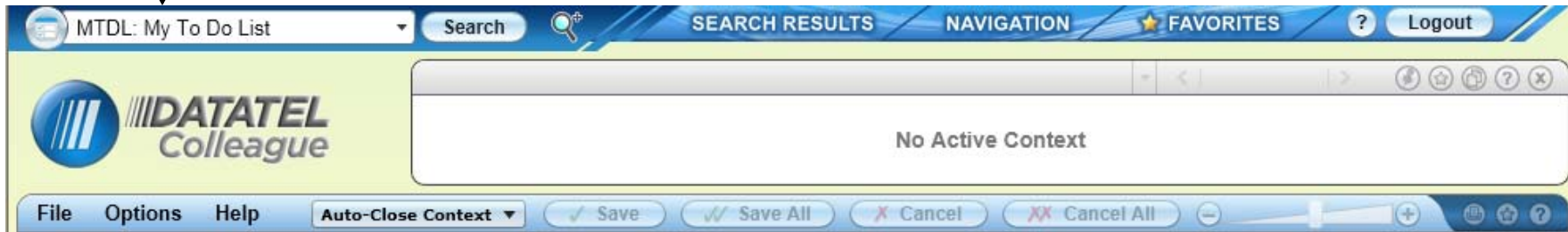
<https://datatel.hocking.edu:8080/live/index.htm>

A screenshot of the DATATEL Colleague login page. The page has a yellow background. In the top left corner, there is a blue circular logo with three white vertical bars, followed by the text "DATATEL Colleague". Below the logo, the text "Please enter your User ID and Password." is displayed. There are two input fields: "User ID:" and "Password:". Below the "Password:" field is a blue "Login" button. In the bottom right corner, the version number "v4.3" is visible. An arrow points from the URL in the text block above to the "User ID:" input field.



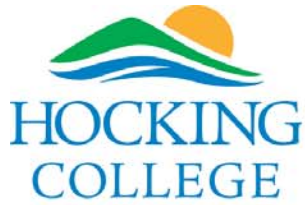
# My To Do List

My To Do List  
MTDL



Application  
HR

What application would you like to work in for this form? Enter an application or "..." to see available applications



# MTDL – Supervisor’s Approval Screen

**MTDL - My To Do List**

Hello John W. Chappelear, Wfadm

You do not have an alias turned on at this time.

Turn Alias On and Off **NONE**

Sort Worklist Items by **Escalate Date ascending**

Refresh Pending Items Now

---

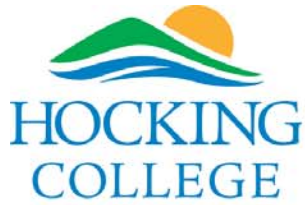
Pending Worklist Items

Escalate Priority	Reminder Workflow Initiator	Item Created	Assignment	Workflow Age
Leave Request		02/08/12	J. Chappelear	
	M. Mouse			0 days No No

Page 1 of 1

*Annotations:*

- Individual requesting leave (points to J. Chappelear)
- Supervisor clicks here to detail to request (points to the first row)



# MTDL – Supervisor’s Approval Screen

**wfPELE - Leave - Paid and Unpaid**

Emp Action : 95      Type : Lro      Status : New Employment      Due : 02/08/12

	Leave Plan Description	Start	End	Allowed	Hours Bal
1	Vacation Confidential	01/01/11		01/01/11	8.00
2	Sick Professional and Confiden	01/01/11		01/01/11	1,476.00
3	Comp Time 1.0	01/01/11	09/01/11	01/01/11	0.00

---

Leave Plan: **VACC - Vacation Confidential**

Enroll Dates: 01/01/11 -

Request Begin Date: 02/08/12      Begin Time:

Request End Date: 02/10/12      End Time:

Total Hours Requested: 8.00      New Balance: 0.00

Reason for Request: Vacation

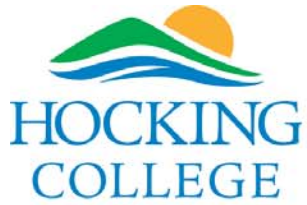
Comments:

Approval Action:

Prior Approvals	Action	Date
1 Mickey Mouse	New	02/08/12

May detail to add comments

Supervisor may alter any fields, but Approval Action is the main element to enter



# MTDL – Supervisor Screen

Approval Action

A screenshot of the MTDL Supervisor Screen. The "Approval Action" dropdown menu is open, showing the following options:

Request Begin Date	02/08/12	Begin Time
Request End Date		
Total Hours Requested		
Reason for Request		
Comments		
Approval Action		

- N New
- P Pending
- A Approved
- D Denied
- C Cancelled
- DI Disapproved
- F Final Approval

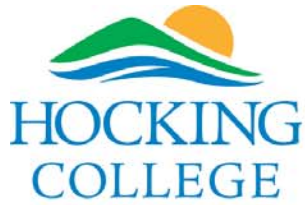
Add Comments

A screenshot of the "Leave Request Comments" dialog box. The dialog box has a yellow header and a blue body. It contains the following information:

Employee: 0645551 Mickey Mouse  
Vacation Confidential    Begin: 02/08/12    End: 02/10/12

Hope you enjoy your day off.

The dialog box also includes buttons for Save, Cancel, Timestamp, and Find Next, along with a search field.



# MTDL - Supervisor Screen (completed)

**wfPELE - Leave - Paid and Unpaid**

Emp Action : 95      Type : Lro      Status : New Employem      Due : 02/08/12

	Leave Plan Description	Start	End	Allowed	Hours Bal
1	Vacation Confidential	01/01/11		01/01/11	8.00
2	Sick Professional and Confiden	01/01/11		01/01/11	1,476.00
3	Comp Time 1.0	01/01/11	09/01/11	01/01/11	0.00

---

Leave Plan:

Enroll Dates:  -

Request Begin Date:       Begin Time:

Request End Date:       End Time:

Total Hours Requested:       New Balance:

Reason for Request:

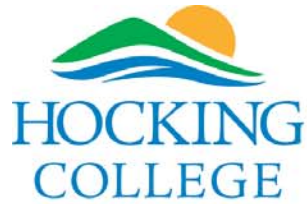
Comments:

Approval Action:

Prior Approvals

	Action	
1	Mickey Mouse	New 02/08/12

Page 1 of 2



# Email to Employee with New Status

To:

Cc:  [Show BCC](#)

Subject: Leave Request Status Priority:

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

Your Leave Request status has been updated

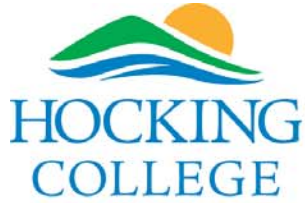
Leave Start Date/Time: 02/08/2012  
Leave End Date/Time: 02/10/2012  
Total Hours Requested: 8.00  
Request Reason: Vacation

Approval Action: 0

Supervisor Comments:  
Hope you enjoy your day off.

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.



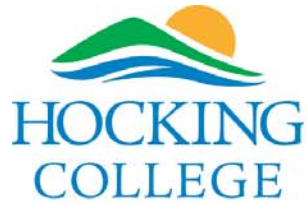


# Reminder

Faculty time is deducted based on contract %.

- If employee is out all day they will be deducted for an 8 hour day if 100% contract.
- If their contract is only 64% then they will be deducted 5.12 hours for the day.

If employee is out longer than 5 days sick they will need a doctors slip to return to work. The slip needs to be sent to HR to put in file.



# Non-WebAdvisor Leave form



## Non- Web Advisor Leave/ Cancellation

Employee Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Employee ID # \_\_\_\_\_ Total Hours \_\_\_\_\_ Requested \_\_\_\_\_

Dates of Leave: From \_\_\_\_\_ through \_\_\_\_\_

**PAID LEAVE: HUMAN RESOURCES – APPROVAL PENDING AVAILABLE LEAVE TIME**  
(Requested in Advance)

- Personal Use Days (Maximum of 4 days per year; 2 days charged to sick leave)  
 Maternity Leave/Paternity Leave  
 Death in Family (Relationship to Deceased) \_\_\_\_\_

### **CANCELLATIONS:**

Cancellation Dates \_\_\_\_\_ Total Hours \_\_\_\_\_ Requested \_\_\_\_\_

Leave Cancelled:  Vacation Leave  Sick Leave  Comp-time  
 Non-Contract  Personal Day

### **UNPAID LEAVE:**

- Personal Leave (4 weeks advance notice, maximum one year in duration)  
 Extended Disability Leave (Requires a physician's certificate and the Director of Human Resources' permission; maximum one year in duration)  
 Family and Medical Leave of Absence (Requires completed Certification of Physician or Practitioner Form and Human Resources' approval)

**JURY DUTY** (Requires Jury Duty Check) and Military Leave

Contact Human Resources for instructions

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

White: Human Resources  
Yellow: Supervisor  
Pink: Employee

Revised 2/2012