

How to Submit a Leave Request (Time Off Request)




1

Navigate to Employee Profile

Employee Dashboard

Employee Dashboard



Test, John D.

My Profile

Leave Balances as of 08/15/2025

Annual Leave in hours	40.00	Sick Leave in hours	40.00	Inclement Weather in hours	0.00
Bereavement Leave in hours	0.00	Military Leave in hours	0.00	Jury Duty in hours	0.00

Full Leave Balance Information

My Information

You have not yet been paid.

Direct Deposit Information

Benefits

Addresses

Job Summary

Employee Summary

My Activities

Enter Leave Report

Request Time Off

Effort Certification

Labor Redistribution

Campus Directory

Position Description

2 Click "Request Time Off"

Dashboard



Test, John D.

[My Profile](#)

Leave Balances as of 08/15/2025

Annual Leave in hours	40.00	Sick Leave in hours	40.00	Inclement Weather in hours	0.00
Bereavement Leave in hours	0.00	Military Leave in hours	0.00	Jury Duty in hours	0.00

[Full Leave Balance Information](#)

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ave not yet been paid. [Direct Deposit Information](#)

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: Summary

[My Activities](#)

[Enter Leave Report](#)

[Request Time Off](#)

[Effort Certification](#)

[Labor Redistribution](#)

[Campus Directory](#)

[Position Description](#)

3 Click "Start Leave Request" for the desired Time Off period

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ort [Leave Request](#)

Leave Request Period

iod	Hours/Days/Units	Submitted On	Status	
of Business and Finance, 010240-00, S, W40100, WTE Information Technology				
08/15/2025			Not Started	Start Leave Request
09/15/2025			Not Started	Start Leave Request
10/15/2025	15.00 Hours	08/15/2025	Pending	Start Leave Request
11/15/2025			Not Started	Start Leave Request
12/15/2025			Not Started	Start Leave Request
01/15/2026			Not Started	Start Leave Request
02/15/2026			Not Started	Start Leave Request
03/15/2026			Not Started	Start Leave Request
04/15/2026			Not Started	Start Leave Request

4

You will see a notification "Leave Request successfully created"

The screenshot displays the NESSEE University Leave Request interface. At the top, a red header bar contains the university logo, navigation links (Dashboard, Leave Request, Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology), a settings icon, a user profile icon for 'Test, John D.', and a notification badge with the number '1'. Below the header, a green notification banner states 'Leave Request successfully created.' with a checkmark icon. The main content area shows the user's role and department, followed by action links: 'Cancel Request', 'Restart Leave Request', and 'Leave Balances'. A calendar view for the week of 11/15/2025 is shown, with days from Thursday to Wednesday. The date 17 is highlighted in blue. Below the calendar, there is a section to 'Add Earn Code' with a dropdown menu and a minus icon.

NESSEE UNIVERSITY

Dashboard • Leave Request • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Leave Request successfully created.

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Cancel Request Restart Leave Request Leave Balances

11/15/2025 In Progress Submit By 10/15/2025, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
17		18	19	20	21	22

+ Add Earn Code

n Code

5

Click the desired Requested off day

The screenshot displays the NESSEE University Leave Request interface. At the top, a red header bar contains the university logo, navigation links (Dashboard, Leave Request, Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology), a settings icon, a user profile icon for 'Test, John D.', and a notification badge with the number '1'. Below the header, a green notification banner states 'Leave Request successfully created.' with a checkmark icon. The main content area shows the user's role and department, followed by action links: 'Cancel Request', 'Restart Leave Request', and 'Leave Balances'. A calendar view for the week of 11/15/2025 is shown, with days from Thursday to Wednesday. The date 27 is highlighted with an orange circle. Below the calendar, there is a section to 'Add Earn Code' with a dropdown menu and a minus icon.

NESSEE UNIVERSITY

Dashboard • Leave Request • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Leave Request successfully created.

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Cancel Request Restart Leave Request Leave Balances

11/15/2025 In Progress Submit By 10/15/2025, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
24	25	26	27	28	29	

+ Add Earn Code

n Code

6 Click the desired Leave Code

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Cancel Request Restart Leave Request Leave

10/16/2025 - 11/15/2025 In Progress Submit By 10/15/2025

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
23	24	25	26	27	28	29

+ Add Earn Code

Earn Code

Select Earn Code

Annual Leave

Sick Leave

Inclement Weather

Bereavement

Military Leave

Exit Page

Cancel

Save

7 Enter "Hours"

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Cancel Request Restart Leave Request Leave

10/16/2025 - 11/15/2025 In Progress Submit By 10/15/2025

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
23	24	25	26	27	28	29

+ Add Earn Code

Earn Code

Annual Leave

Hours

Exit Page

Cancel

Save

8 Click "Save"

P of Business and Finance, 010240-00, S, W40100, WTE Information Technology Cancel Request Restart Leave Request Leave Balances

11/15/2025 i 🗨 In Progress Submit By 10/15/2025, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	24	25	26	27	28	29

[➤](#)

[+ Add Earn Code](#)

ave

Hours

7.5

Cancel Save Preview

9 Repeat as needed.

10 Click "Preview" to review Time Off Request

VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Cancel Request Restart Leave Request Leave Balances

11/15/2025 11.50 Hours In Progress Submit By 10/15/2025, 11:59 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	24	25	26	27 7.50 Hours	28 4.00 Hours	29

+ Add Earn Code

4.00 Hours

Total: 4.00 Hours

Cancel Save Preview

11 Review Request

TENNESSEE STATE UNIVERSITY

Employee Dashboard • Leave Request • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology • Preview

Leave Request Detail Summary

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Pay Period: 11.50 Hours In Progress Submit By 10/15/2025, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/27/2025	170, Annual Leave	1	7.50 Hours
10/28/2025	180, Sick Leave	1	4.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
170, Annual Leave	1		7.50				7.50 Hours
180, Sick Leave	1		4.00				4.00 Hours
Total Hours			11.50				

Routing and Status

Name	Action
	Originated On 08/15/2025, 12:37 PM by Test, John D.
	Submit By 10/15/2025, 11:59 PM

12 Click "Submit" to submit request for Supervisor approval

Request Detail Summary

Business and Finance, 010240-00, S, W40100, WTE Information Technology

11.50 Hours | In Progress | Submit By 10/15/2025, 11:59 PM

Detail

Earn Code	Shift	Total
170, Annual Leave	1	7.50 Hours
180, Sick Leave	1	4.00 Hours

Shift	Week	Week	Week	Week	Week	Total
ave	1	7.50				7.50 Hours
e	1	4.00				4.00 Hours
		11.50				

Request Status

Action
Originated On 08/15/2025, 12:37 PM by Test, John D.
Submit By 10/15/2025, 11:59 PM
In the Queue

Return

Submit

13 Notification: "Leave Request successfully submitted"

NESSEE
UNIVERSITY

Test, John D. 1

Dashboard • Leave Request • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Business and Finance, 010240-00, S, W40100, WTE Information Technology

11.50 Hours | Pending | Submitted On 08/15/2025, 12:38 PM

Detail

Earn Code	Shift	Total
170, Annual Leave	1	7.50 Hours
180, Sick Leave	1	4.00 Hours

Shift	Week	Week	Week	Week	Week	Total
ave	1	7.50				7.50 Hours
e	1	4.00				4.00 Hours
		11.50				

Request Status

Action
Originated On 08/15/2025, 12:37 PM by Test, John D.
Submitted On 08/15/2025, 12:38 PM by Test, John D.
Approve by 10/15/2025, 11:59 PM
Pending Approval

Leave Request successfully submitted.

14 Click "Return" to the main menu

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

11.50 Hours Pending Submitted On 08/15/2025, 12:38 PM

Detail

Earn Code	Shift	Total
170, Annual Leave	1	7.50 Hours
180, Sick Leave	1	4.00 Hours

	Shift	Week	Week	Week	Week	Week	Total
Annual Leave	1		7.50				7.50 Hours
Sick Leave	1		4.00				4.00 Hours
			11.50				

History Status

Action
Originated On 08/15/2025, 12:37 PM by Test, John D.
Submitted On 08/15/2025, 12:38 PM by Test, John D.
Approve by 10/15/2025, 11:59 PM
Pending Approval

Return

15 Note: Click "Cancel Request" to cancel a request that hasn't been approved yet

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Test, John D.

Dashboard • [Leave Request](#) • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology

[Cancel Request](#) [Leave Balances](#)

08/11/2025 11.50 Hours Pending Submitted On 08/15/2025, 12:38 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
17	18	19	20	21	22	

16

Note: Click "Recall Leave Request" to change a request that hasn't been approved yet

'P of Business and Finance, 010240-00, S, W40100, WTE Information Technology

 Cancel Request  Leave Balances

11/15/2025 11.50 Hours  Pending Submitted On 08/15/2025, 12:38 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
17	18	19	20	21	22	



Recall Leave Request

Preview