How to Submit a Leave Request (Time Off Request)

① Navigate to Employee Profile

2   Click "Request Time Off"

e 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

mation ⌄

ave not yet been paid.   Direct Deposit Information

⌃

⌃

mary ⌃

e 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

quest

ort   **Leave Request**

Leave Request Period ⌄

iod	Hours/Days/Units	Submitted On	Status	
of Business and Finance, 010240-00, S, W40100, WTE Information Technology				🕐 Prior Periods
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	ⓘ
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"

5   Click the desired Requested off day

6   Click the desired Leave Code

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology   🗑 Cancel Request   ↻ Restart Leave Request   🕓 Lea

10/16/2025 - 11/15/2025   ⓘ 💬   In Progress   **Submit By 10/15/202**

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDA
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

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7   Enter "Hours"

Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology   🗑 Cancel Request   ↻ Restart Leave Request   🕓 Lea

10/16/2025 - 11/15/2025   ⓘ 💬   In Progress   **Submit By 10/15/202**

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

⊕ Add Earn Code

Earn Code   Hours

| Annual Leave ⌄ | | ⊖ |

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   ⓘ 💬   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

⊖

Hours

eave   ⌄   7.5   ⊖

Cancel   Save   Preview

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9   Repeat as needed.

10 Click "Preview" to review Time Off Request

P 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	28	29
				7.50 Hours	4.00 Hours	

⊕ Add Earn Code

⊖ 4.00 Hours   ✏   📄   ⊖

Total: 4.00 Hours

Cancel   Save   Preview

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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

quest 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	
eave	1		7.50				7.50 Hours	
e	1		4.00				4.00 Hours	
			11.50					

d 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]

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13 Notification: "Leave Request successfully submitted"

NESSEE UNIVERSITY ⚙ 👤 Test, John D. **1**

ashboard • Leave Request • Interim VP of Business and Finance, 010240-00, S, W40100, WTE Information Technology ✅ Leave Request successfully submitted.

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	
eave	1		7.50				7.50 Hours	
e	1		4.00				4.00 Hours	
			11.50					

d 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	

14 Click "Return" to the main menu

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
eave	1		7.50				7.50 Hours
e	1		4.00				4.00 Hours
			11.50				

d 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

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

⚙ 👤 Test, John D.

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

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

>

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