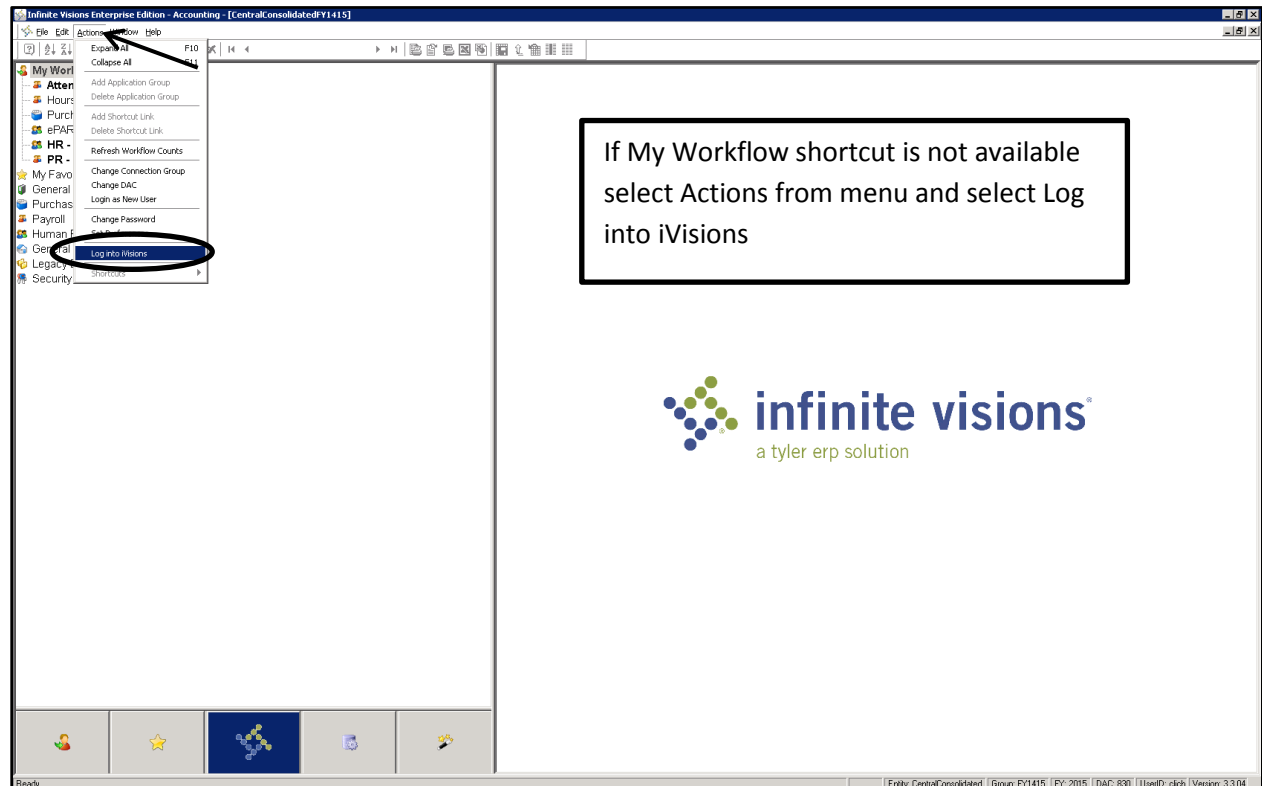
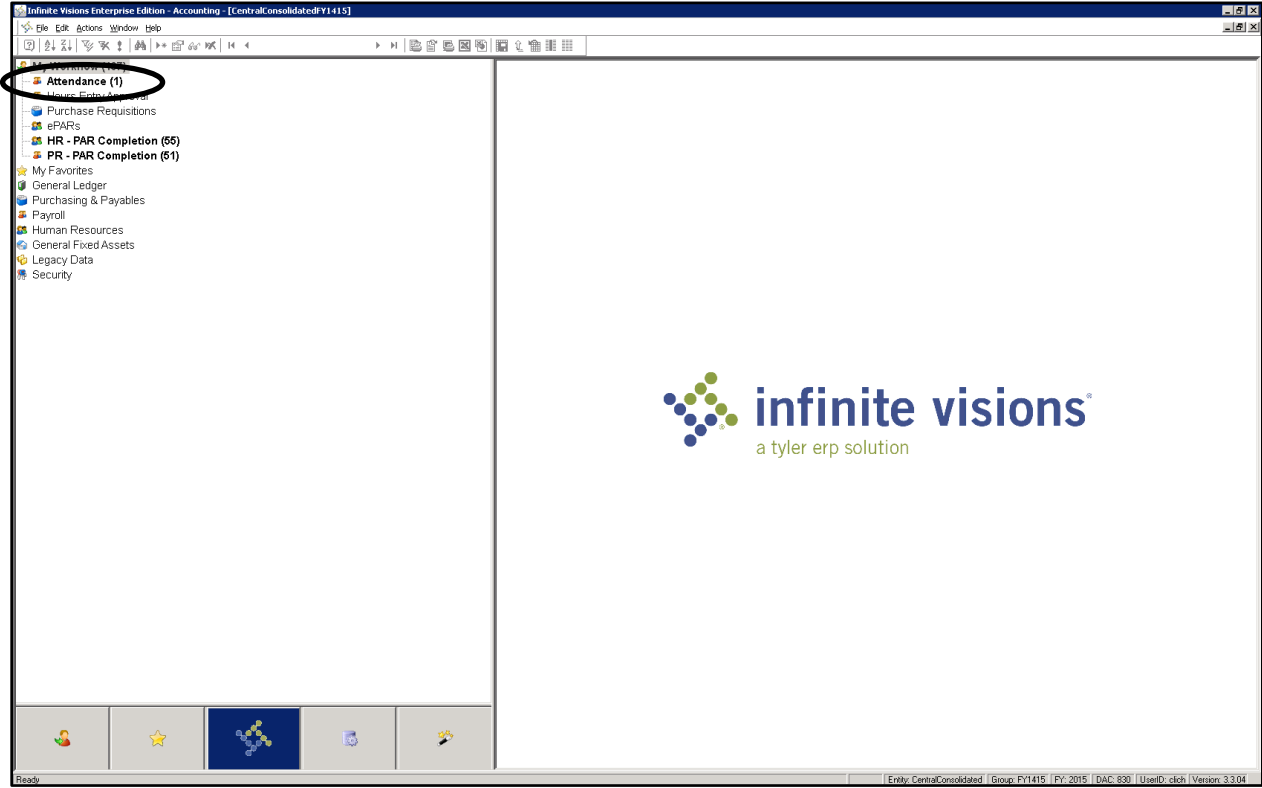


iVisions Leave Approval

Using iVisions select Attendance



Central Consolidated Schools

Select the box next to the employee name and select Approve

Group: FY1415 FY: 2015 DAC: Finance Department

Approver	Name	Description	Type	Units	Reason	From Date	To Date	Specific Use	Submitted at
<input checked="" type="checkbox"/>		Paid Leave for 245 day employees	Used	4.00	test for documentation	07/30/2014	07/30/2014		7/30/2014 1:27 PM

Buttons: Approve, Deny, Submit Leave

Central Consolidated Schools

After the time is approved, then the screen will refresh and approved time will be removed

Group: FY1415 FY: 2015 DAC: Finance Department

No Data to Display

Buttons: Approve, Deny, Submit Leave

Supervisor Submit Leave for Employee

Central Consolidated Schools

Navigation: Home, Business Resources, Employee Resources, Human Resources, My Staff, Updates, Users, About, My Workflow

Wednesday, July 30, 2014

Actions: Attendance

Group: FY1415 FY: 2015 DAC: Finance Department

No Data to Display

Buttons: Approve, Deny, **Submit Leave**

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Navigate to the Attendance screen and select Submit Leave

Central Consolidated Schools

Navigation: Home, Business Resources, Employee Resources, Human Resources, My Staff, Updates, Users, About, My Workflow

Wednesday, July 30, 2014

Actions: Absence Request

Group: FY1415 FY: 2015 DAC: Finance Department

Employee: [Redacted]

Leave Plan: [Redacted]

Units: [Redacted]

Reason: [Redacted]

Specific Use: [Redacted]

From Date: 7/30/2014

To Date: 7/30/2014

From Time: 8:00 AM

To Time: 5:00 PM

Notes: [Redacted]

Buttons: Submit, Cancel

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Begin typing employee's last name and the system will auto-fill the name
Continue completing information until all required fields are filled

Internet Explorer
https://sso.centralschools.org/.../MyWorkflow/FY1415Subd12
FY1415

Mode: View Edit Design

Central Consolidated Schools

Home Business Resources Employee Resources Human Resources My Staff Updates Users About My Workflow

Wednesday, July 30, 2014 ...: My Workflow Logout

Actions Absence Request

Group: FY1415 FY: 2015 DAC: Finance Department

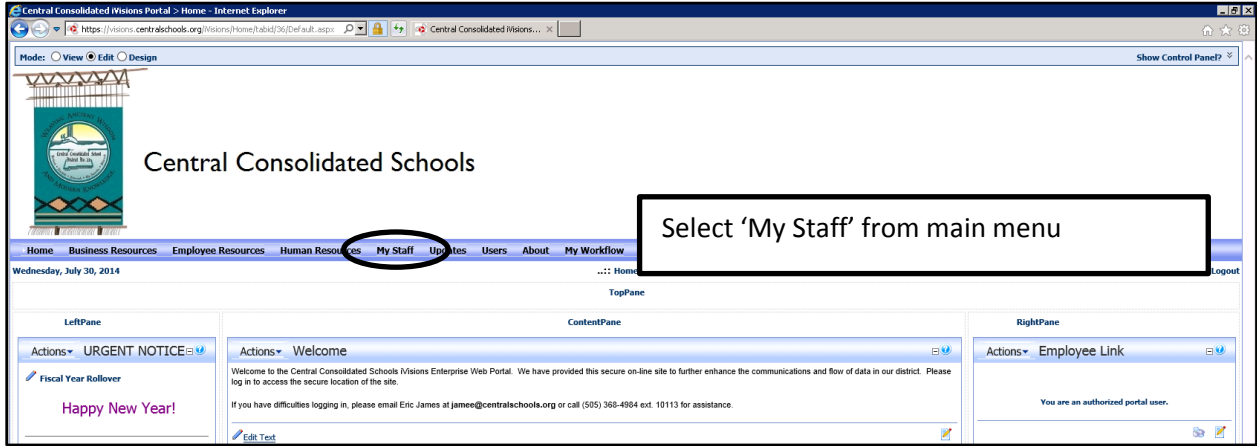
Employee: [dropdown]
Leave Plan: Paid Leave for 245 day employees
Units: 7 Hour(s)
Reason: Out of Office
Specific Use: [dropdown]
From Date: 7/30/2014
To Date: 7/30/2014
From Time: 8:00 AM
To Time: 5:00 PM
Notes: [text area]

Submitted on: 7/30/2014 3:18 PM
Submitted to: N/A
Done

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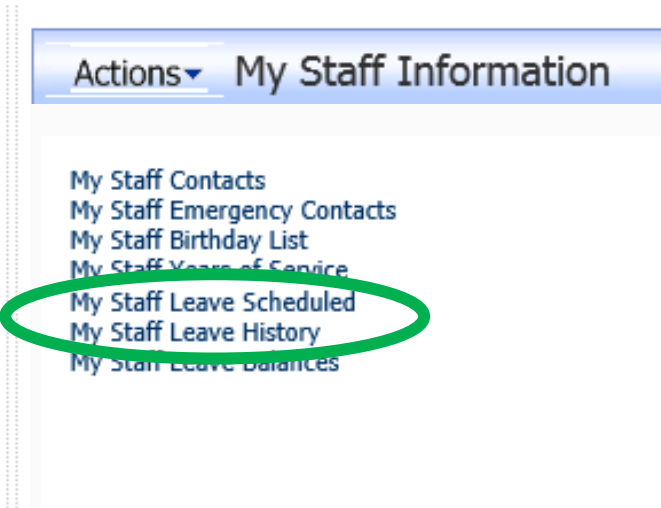
- After all information is populated select Submit
- Due to the supervisor entering the leave, the request does not need approval

View Staff Leave



Select 'My Staff Leave History' to view leave that has been entered

Select 'My Staff Leave Balances' to view employee leave balance



Name	Leave Plan	Time Units	Beginning	Used	Earned	Adjustment	Available	Pending Approval	Future Scheduled
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Hours	0.00	0.00	107.99	0.00	107.99	8.00	0.00
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Hours	34.17	0.00	0.00	0.00	34.17	0.00	0.00
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Hours	30.85	10.00	0.00	0.00	20.85	8.00	0.00
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00

'My Staff Leave Balances' and 'My Staff Leave History'

Navigate employee list by selecting the numbers at the bottom of the list or using the arrows

1 2 3 >>>