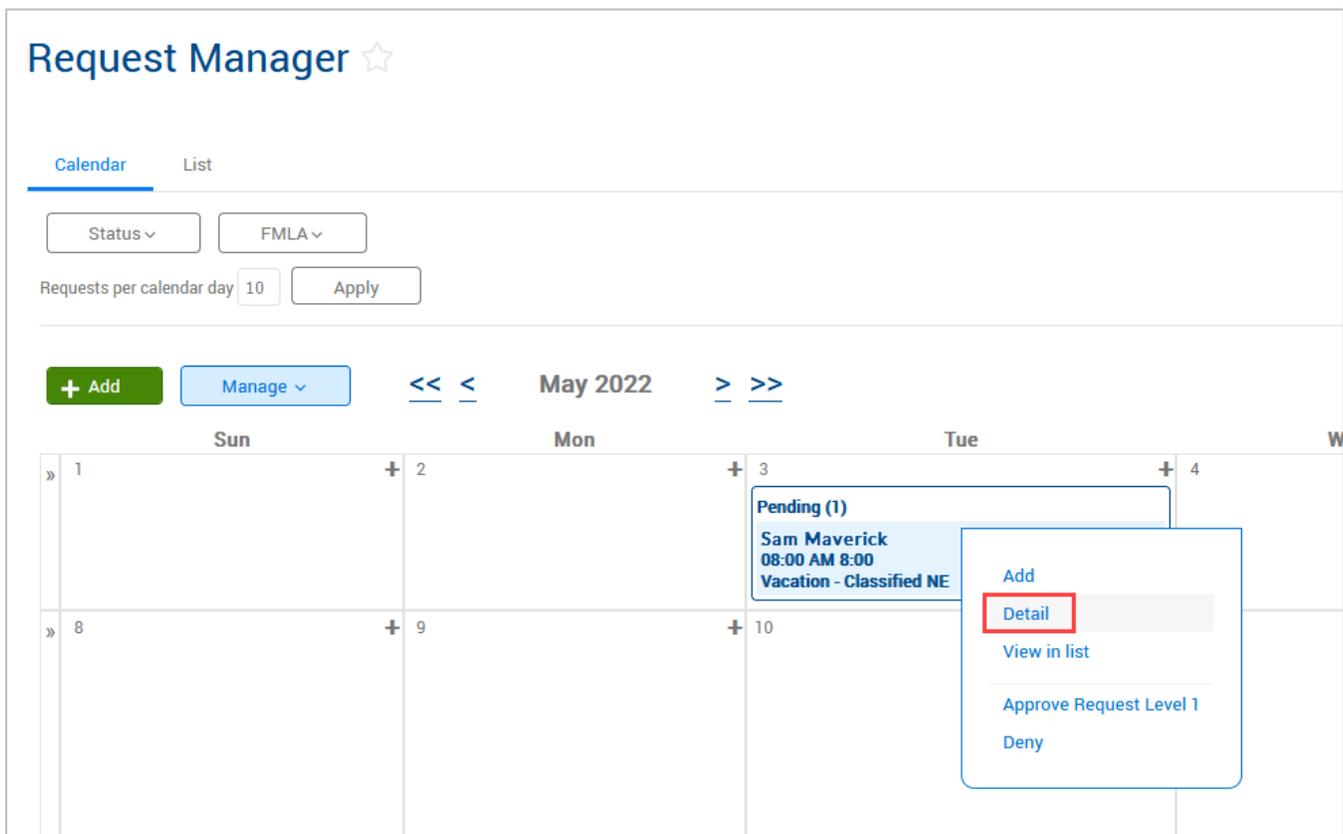


Vacation Requests from New Hires

Newly hired employees must have six months of continuous state employment before they can use vacation leave. TCP is not configured to monitor this conditional vacation usage and all accruals will begin at the date of hire, not the date of eligibility for use. TCP will not prevent an employee from submitting a vacation request.

It is the responsibility of the Department to ensure that, if an employee submits a Vacation Leave Request within their first six months of employment, the Leave Request is edited and changed to Leave without Pay.

1. Navigate to the pending leave in either Calendar or List view.
2. Access the request details by right-click on the request and select Detail. Alternatively, click the request and then click the Manage button, or double click on the request.



Request Manager ☆

Calendar List

Status ▾ FMLA ▾

Requests per calendar day 10 Apply

+ Add Manage ▾ << < May 2022 > >>

Sun	Mon	Tue	W
» 1	+ 2	+ 3 Pending (1) Sam Maverick 08:00 AM 8:00 Vacation - Classified NE	+ 4
» 8	+ 9	+ 10	

Context menu options:

- Add
- Detail**
- View in list
- Approve Request Level 1
- Deny

3. On the Employee Request Details page, click Edit.

Employee Request Detail ?

[Expand all](#) [Collapse all](#)

Information

Employee Sam Maverick	Days 1/1	<input type="button" value="Edit"/>
Hire date 04/11/2005	Date requested 05/03/2022 (08:00 AM 8:00)	
Date submitted 04/25/2022	Leave Group Vacation - Classified NE	
Time submitted 01:51 PM	Hours 8:00	
Entered by Troy Black	Accrual Bank No Accrual Bank	

Approvals

4. Change the Leave Group drop-down to Leave Code
5. For the Leave Code, select 3-Leave without Pay.
6. For the Description, enter a note regarding the employee being within their first six months of employment.
7. Click Ok to update the request.

Edit Employee Request ?

Templates

<< NONE >>

Bereavement

FMLA

Employee **Sam Maverick [1234567890]**

Date requested

Start time

Hours

Leave Code

Description

Create drop requests

Send user notification

8. On the Employee Request Detail, with the changed Leave Code, click Save.
9. The processing window will display the completion rate. When complete, click the OK button.
10. The Leave Request will now be updated on the Request Manager page.
11. For managers, to approve the Leave without Pay entry, right-click on the amended

Leave Request and select Approve Request Level 1.

12. The processing window will display the completion rate. When complete, click the OK button.

13. The Leave without Pay entry will now be seen on the Hours screen.

Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position
5/3/2022 08:00 AM	5/3/2022 08:00 AM	<< Time sheet >>		8:00	8:00	8:00	8:00	3 - Leave without Pay