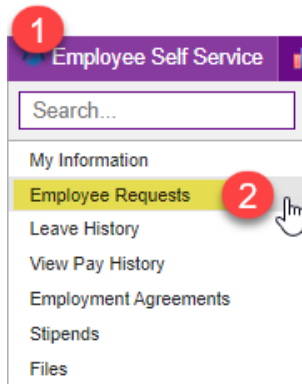


Electronic Leave Request

Sign into Focus at <https://sdirc.focusschoolsoftware.com/focus>

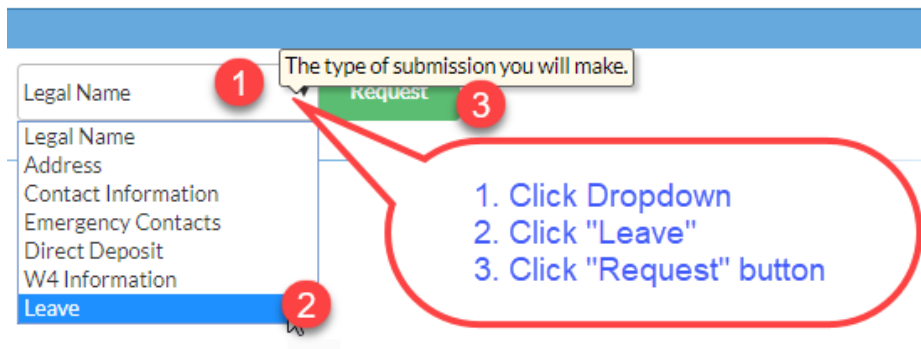
On the menu bar, click "Employee Self Service"

Click "Employee Requests"



From the dropdown, select the request type of "Leave"

Click green "Request" button



You **must put each day on a separate line**. Example: If you were taking 3 days off, there will be 3 lines on the request with different from/to dates.

- Enter the From Date
- Enter the To Date
- Click the dropdown for "Bucket". Most common are PAS – Personal from Sick, SCK – Sick Time, and VAC – Vacation.
- **PRESS ENTER** this will save the line item and create a record. Repeat for each day you are requesting.
- Click the green "Submit" button when finished.

Leave

Has a File or Comment:
 Empty File or Comment:

Enter From Date
 Enter To Date
 Select Reason
 Choose Instructional or non-instructional
 ****IMPORTANT**** Press ENTER after entering data to create the line

Staff Job	From Date	To Date	Bucket	Reason	Hours/Day	Current Balance	Requested Hours	Files & Comments
01 APPLICATION SUPPORT SPEC	11/27/2019	11/27/2019	JUR Jury Duty	JDI Court/Jury Duty Instructional	8.00	0		Files & Comments
01 APPLICATION SUPPORT SPEC	11/13/2019	11/13/2019	VCI Vacation Instructional	VCI Vacation Instructional	8.00	276	8	Files & Comments
01 APPLICATION SUPPORT SPEC	11/12/2019	11/12/2019	PAS Personal as Sick	SCI Sick Instructional	8.00	74.5	8	Files & Comments
01 APPLICATION SUPPORT SPEC	11/12/2019	11/12/2019	SCK Sick Leave	SCI Sick Instructional	8.00	74.5	8	Files & Comments

Submit Request

****IMPORTANT****
Each day off needs to be on it's own line. If you are requesting 3 days off, there should be 3 lines

Export:

No red minus sign. This means you did not press ENTER to save the line

Staff Job	From Date	To Date	Bucket	Reason	Hours/Day	Balance	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/25/2019	09/25/2019	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	Files & Comments

Submit Request

Leave

Has a File or Comment:
 Empty File or Comment:

After pressing "Enter", a red minus sign will appear next to each day. This is how you know it saved properly. If you made a mistake, you can click on the red minus sign to delete the entry.

Staff Job	From Date	To Date	Bucket	Reason	Hours/Day	Balance	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/25/2019	09/25/2019	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/26/2019	09/26/2019	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST	09/27/2019	09/27/2019	VAC VACATION	VCN Vacation Non-Instructional	8.00	499.50	Files & Comments
01 EDUCATION/INSTRUCTION ANALYST			CBA COMPASSIONATE DONATION	VCI Vacation		499.50	Files & Comments

Click "Submit Request"

Submit Request

You can check on the status by clicking on the "History" tab in the upper left side of the Leave screen. If the request has an hourglass, it indicates it is pending approval. Hover over the hourglass will display the pending approval flow.

History

Filters: ON

Request Type	Status	Date Requested	Action
Leave	Pending	September 6, 2019, 8:54 am	Select
Leave	Approved	September 12, 2019, 8:47 am	Select
Leave	Approved	September 6, 2019, 10:33 am	Select

On the "History" tab, hovering over hourglass will show pending approval flow.

Approval Chain

Cost Center

MacDonald, Gregory David