

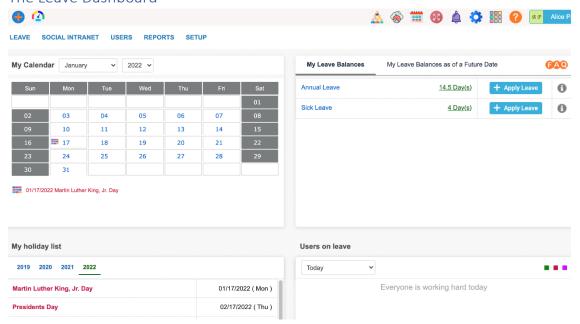
PlanMyLeave Quick Guide for Postdocs and their Supervisors

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Navigating PlanMyLeave

The Leave Dashboard



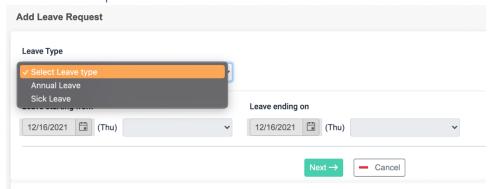
- The Leave Dashboard is the screen you will see when you log in. From this Dashboard, you can view your calendar, your Leave Balances, the Holiday List, and who is on leave on a certain day.
- From the Dashboard, you can initiate Leave Requests

Initiate a Leave Request

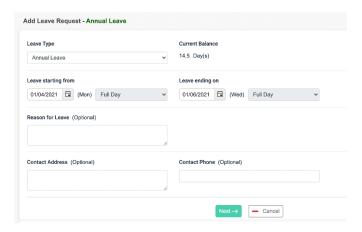


- You can initiate a leave request from two areas of the dashboard
 - o From the 'Leave' tab in the top left corner, by clicking 'Leave' > 'Apply Leave'
 - From the 'My Leave Balances' section select ' + Apply Leave ' to the right of the type of leave you would like to request

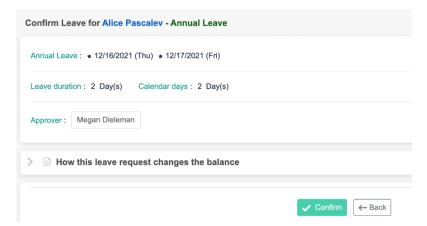
Add Leave Request



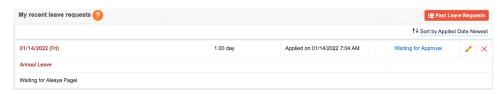
• Select the Type of Leave, and enter the dates you plan to take off



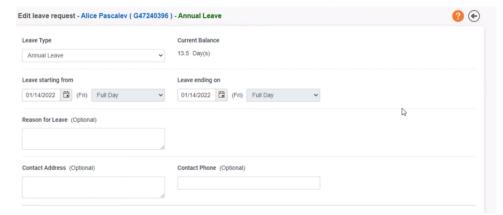
• Make sure to hit 'Confirm' before navigating away:



• Your leave requests and the current status of the request can be found at the bottom of the Dashboard



You can also Edit a leave request by clicking on the icon



Supervisors

How to Approve a Leave Request

• You can view Leave Requests waiting for your approval on the Dashboard.

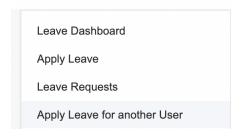


- Click on 'Review and Approve' to continue.
- At the next stage, you can Approve or Reject the Request, and enter a note:

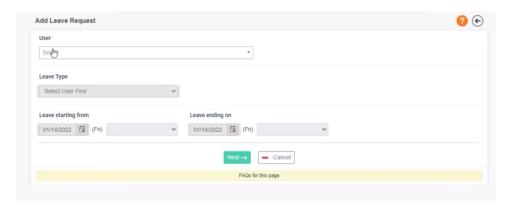


How to Create a Leave Request on Behalf of your Employee

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• From the 'Leave' tab, select 'Apply Leave for another User'



• Select the name of the user you would like to create a leave request for, the type of leave, and the dates you would like to select. This process is identical to the 'Add Leave Request' activity.