

# QHRnet Self Service – Leave Requests



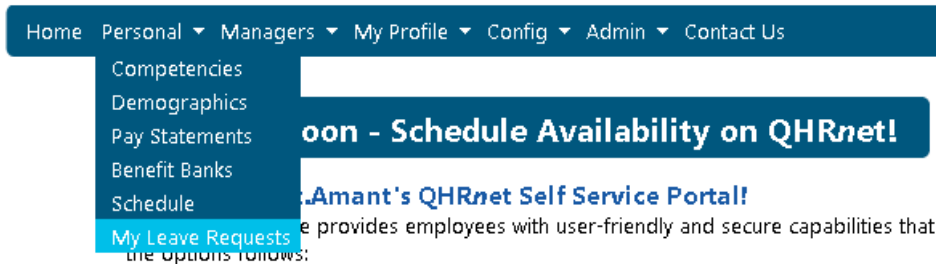
## Submitting a Leave Request through QHRnet

An employee can create a leave request, or a manager can create a new leave request on their behalf.

### To submit a leave request:

- a. Go to <https://qhrnet.stamant.ca>. Login using your username and password. Click **Log In**.

2. Select the **Personal** menu and **My Leave Requests**. The Leave Requests page will open.



3. Select **New** request to open up the request window.



4. Select **Leave Type**; the banks related to your request will be displayed at the bottom of the screen. Confirm that you have enough time available in your banks to cover your request.

**Note:** This value does not take into account hours that have been approved but have not yet been taken.

Bank	Opening	Units
Vacation Prior	38.75	Hours
Stat Bank	0.00	Hours
Banked Overtime	0.00	Hours

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5. Select a **Start Date** and **End Date**.
  - a. When requesting a whole day off, leave the hours as **Start of Day** and **End of Day**.
  - b. When requesting a partial day off, enter the times you will be away from your shift. These times use a 24 hour clock (ex. 2:00pm is 14:00).
6. Enter a **Comment**. This comment will go to your Manager.

**Note:** For annual vacation requests place in a comment of “Annual vacation.”

The screenshot shows a web application window titled "Create Leave Request". The interface includes a header with "LEAVE REQUESTS" and navigation buttons (Close, Submit, Cancel, Delete, Help). Below the header is a section for "NEW LEAVE REQUEST" with the following fields:

- Status: Pending
- Leave Type: 01a - Vacation
- Start: 03/19/2014, -start of day-
- End: 03/19/2014, -end of day-
- Comment: To request time off as vacation time; if the request spans over a stat holiday or time off using other banks, the request must be broken down into the separate periods using each of the banks individually. Annual vacation.

Below the comment field is a section for "AFFECTED BANKS" with a table:

Bank	Opening	Units
Vacation Prior	38.75	Hours
Stat Bank	0.00	Hours
Banked Overtime	0.00	Hours

7. Review your request.
8. Click **Submit**.

Once you have submitted a Leave Request it will be e-mailed to your manager for review.

# QHRnet Self Service – Leave Requests

## Reviewing Leave Requests


An employee can review the status of their leave requests at any time.

### To view a leave request:


1. **Login** to QHRnet.
2. Select the **Personal** menu and **My Leave Requests**.
3. Select the information you would like to view using the options on the Leave Requests page. You can search for all requests after the selected date.
4. An employee can search the following types of requests by selecting the appropriate checkboxes:
  - a. Pending (default status for all new requests)
  - b. Approved
  - c. Denied
  - d. Cancelled (approved requests that have been cancelled)
  - e. Cancel Pending (requests for cancellation that are pending manager’s approval)


### MY LEAVE REQUESTS


**BEGINNING AFTER**


01/31/2014 


**CHOOSE STATUSES**

 Pending

 Approved



 Denied

 Cancelled

 Cancel Pending



5. Click **Search** to review your requests.
6. Review your requests. An employee will be able to see the status of the request, the information (start / end times), the type of request and the approving manager.

Status	Start	End	Type	Approver
	11/01/2013	11/01/2013 23:59	02a - Stat Banked Time Off	Picur, Michael
	11/05/2013	11/05/2013 23:59	06a - Staff Development (Conference Paid)	Picur, Michael

7. Select the desired request and click **View** to review additional details (comments and applicable banks).

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## Canceling a Leave Request

An employee can cancel or delete a leave request. Approved leave requests can be cancelled, while pending leave requests must be deleted from the system.

### To cancel an approved leave request:

1. **Login** to QHRnet.
2. Select the **Personal** menu and **My Leave Requests**.
3. **Search** for Approved leave requests.
4. Select the leave request and click **Cancel**.

The screenshot shows a toolbar with four icons: 'New' (green plus), 'View' (blue document), 'Cancel' (red document with minus), and 'Delete' (red X). Below the toolbar is a table with the following data:

Status	Start	End	Type	Approver
	03/03/2014	03/03/2014 23:59	06a - Staff Development (Conference Paid)	Labossiere, Shirley L

5. Enter a **Comment** (optional). Click **Next**.
6. Review and click **Finish**.

The approving manager of the original request will be notified for review. If the cancellation is approved the leave request will be removed from the schedule. If the request for cancellation is denied, the original leave request remains in effect.

### To delete a pending leave request:

1. **Login** to QHRnet.
2. Select the **Personal** menu and **My Leave Requests**.
3. **Search** for Pending leave requests.
4. Select the leave request and click **Delete**.
5. Enter a **Comment** (optional). Click Next.
6. Review and click **Finish**.

The pending leave request is deleted from the My Leave Requests page.