

TAL Leave Request – Revise or Withdraw Update

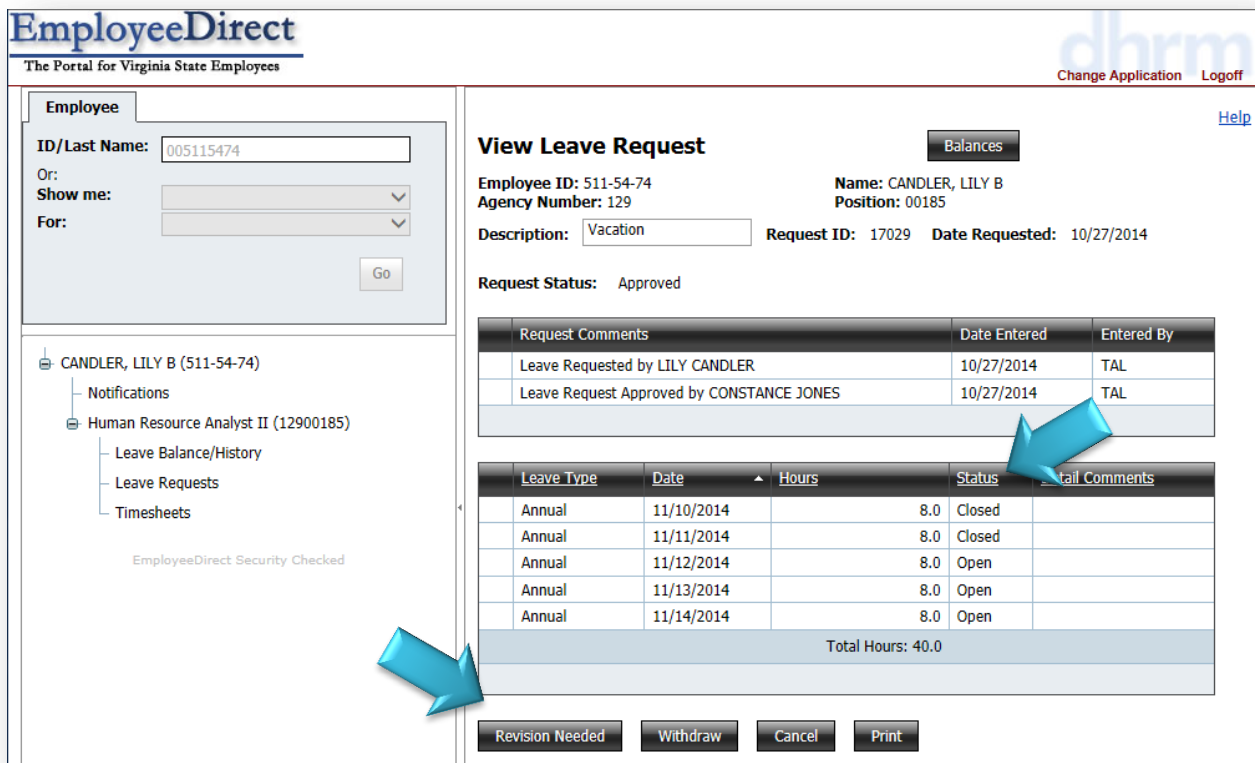
Based on user feedback, we have enhanced TAL to provide you with a way to revise or withdraw requested or approved leave requests. This feature allows you to switch your requests back to draft status and make revisions or withdraw the request. Look through the example below to get familiar with the new **Revision Needed** and **Withdraw** features.

A new “**Status**” column has been added to leave requests to display the status of each entry in the leave request. For all “Open” entries, you can make revisions as needed and you can simply withdraw all the remaining open entries in a leave request by selecting the “Withdraw” button.

Example

Below you can see an existing approved leave request. The first two days of the request have a status of “**Closed**” and these entries cannot be revised or withdrawn – you will need to notify your supervisor and your TAL support contact if any changes need to be made to an entry that is in a “closed” status.

- The three entries with an “**Open**” status can be changed by selecting the “**Revision Needed**” button and then resubmitting the request for approval by your supervisor, or;
- if you are not able to use any of the leave associated with the open entries, you can simply select the “**Withdraw**” button and after you confirm the request, any open entries in the request will be withdrawn and the request will be closed.



EmployeeDirect
The Portal for Virginia State Employees

Employee
ID/Last Name: 005115474
Or:
Show me:
For:
Go

View Leave Request Balances

Employee ID: 511-54-74 Name: CANDLER, LILY B
Agency Number: 129 Position: 00185

Description: Vacation Request ID: 17029 Date Requested: 10/27/2014

Request Status: Approved

Request Comments	Date Entered	Entered By
Leave Requested by LILY CANDLER	10/27/2014	TAL
Leave Request Approved by CONSTANCE JONES	10/27/2014	TAL

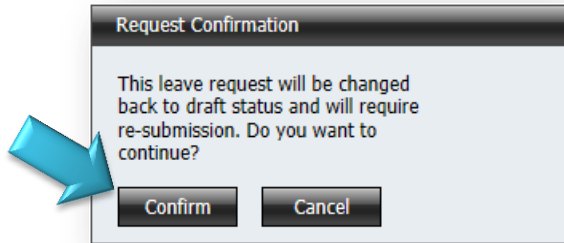
Leave Type	Date	Hours	Status	Tail Comments
Annual	11/10/2014	8.0	Closed	
Annual	11/11/2014	8.0	Closed	
Annual	11/12/2014	8.0	Open	
Annual	11/13/2014	8.0	Open	
Annual	11/14/2014	8.0	Open	
Total Hours: 40.0				

Revision Needed Withdraw Cancel Print

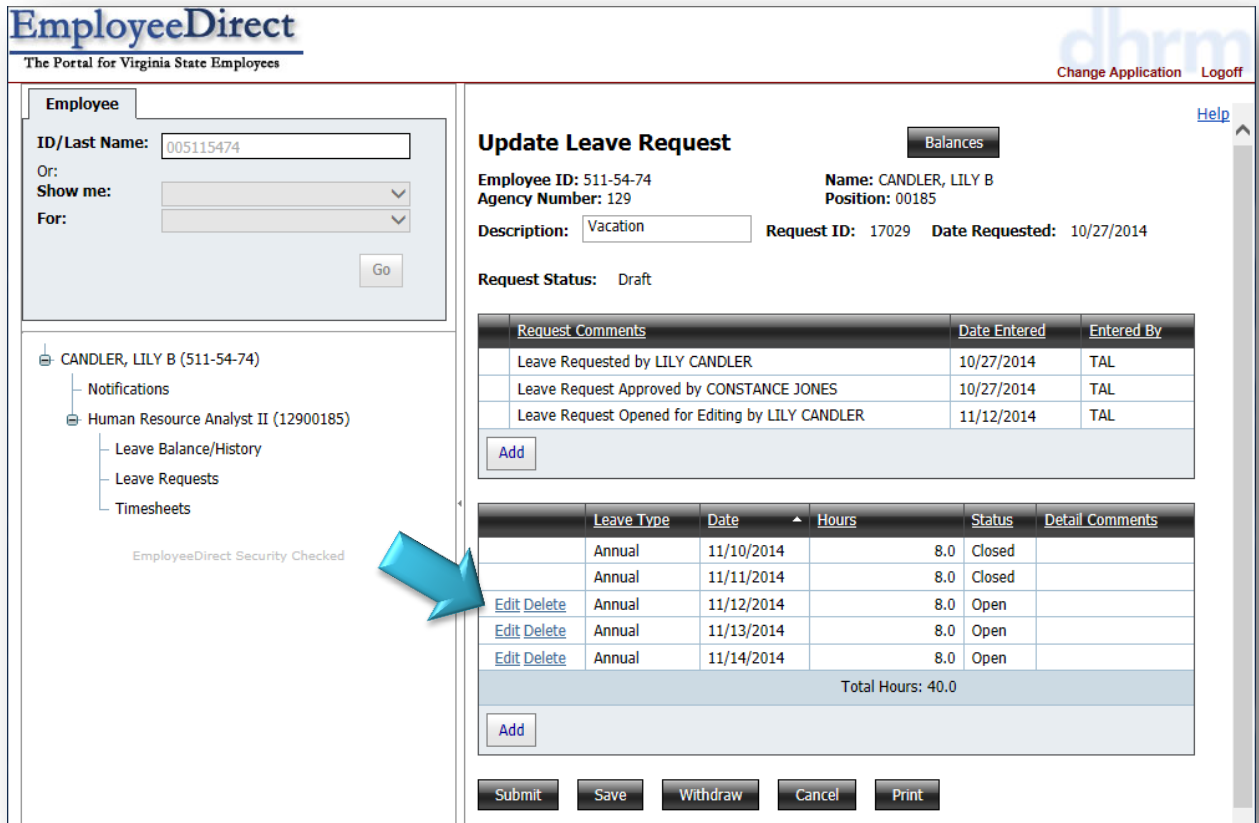
Turn to the next page to review the revision process.

TAL Leave Request – Revise or Withdraw Update

When you select the **“Revision Needed”** button, the following confirmation popup box will appear. You must select confirm to open the request for revisions.



After you select confirm, the screen will refresh and the **“Edit and Delete”** links will appear to allow you to edit or delete the “open” entries in the request. In this example, we will change to hours requested for an entry from 8 to 4.



The screenshot shows the EmployeeDirect portal for Virginia State Employees. The main content area is titled "Update Leave Request" and includes the following information:

- Employee ID:** 511-54-74
- Agency Number:** 129
- Name:** CANDLER, LILY B
- Position:** 00185
- Description:** Vacation
- Request ID:** 17029
- Date Requested:** 10/27/2014
- Request Status:** Draft

Below this information is a table of request comments:

Request Comments	Date Entered	Entered By
Leave Requested by LILY CANDLER	10/27/2014	TAL
Leave Request Approved by CONSTANCE JONES	10/27/2014	TAL
Leave Request Opened for Editing by LILY CANDLER	11/12/2014	TAL

Below the comments is an "Add" button. The main table displays the leave request entries:

	Leave Type	Date	Hours	Status	Detail Comments
	Annual	11/10/2014	8.0	Closed	
	Annual	11/11/2014	8.0	Closed	
Edit Delete	Annual	11/12/2014	8.0	Open	
Edit Delete	Annual	11/13/2014	8.0	Open	
Edit Delete	Annual	11/14/2014	8.0	Open	
Total Hours: 40.0					

At the bottom of the table is an "Add" button. Below the table are buttons for "Submit", "Save", "Withdraw", "Cancel", and "Print". A blue arrow points to the "Edit" link in the third row of the table.

To revise the entry, select the **“Edit”** link beside the entry. To delete an entry you can simply select the **“Delete”** link beside the entry. Please turn to the next page to continue.

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After you confirm your request, the “**Update Leave Request**” popup will appear and you can change the request as needed. In this example we will change the hours for the entry to 4.

Update Leave Request

Employee ID: 511-54-74 Name: CANDLER, LILY B

Select Leave Date(s)* Select Leave Type* Enter Hours Per Day*

Annual 4

Enter Comment(optional)

* Denotes Required Field Update Cancel

Leave Type	Date	Hours	Status	Detail Comments
Annual	11/12/2014	8.0	Open	
Annual	11/13/2014	8.0	Open	
Annual	11/14/2014	8.0	Open	
Total Hours: 40.0				

When you select the “**Update**” link, the screen will refresh and display the changed request:

Update Leave Request

Employee ID: 511-54-74 Name: CANDLER, LILY B
Agency Number: 129 Position: 00185

Description: Vacation Request ID: 17029 Date Requested: 10/27/2014

Request Status: Draft

Request Comments	Date Entered	Entered By
Leave Requested by LILY CANDLER	10/27/2014	TAL
Leave Request Approved by CONSTANCE JONES	10/27/2014	TAL
Leave Request Opened for Editing by LILY CANDLER	11/12/2014	TAL

Leave Type	Date	Hours	Status	Detail Comments
Annual	11/10/2014	8.0	Closed	
Annual	11/11/2014	8.0	Closed	
Annual	11/12/2014	4.0	Open	
Annual	11/13/2014	8.0	Open	
Annual	11/14/2014	8.0	Open	
Total Hours: 36.0				

You must now “**Submit**” the revised request to your supervisor for re-approval.