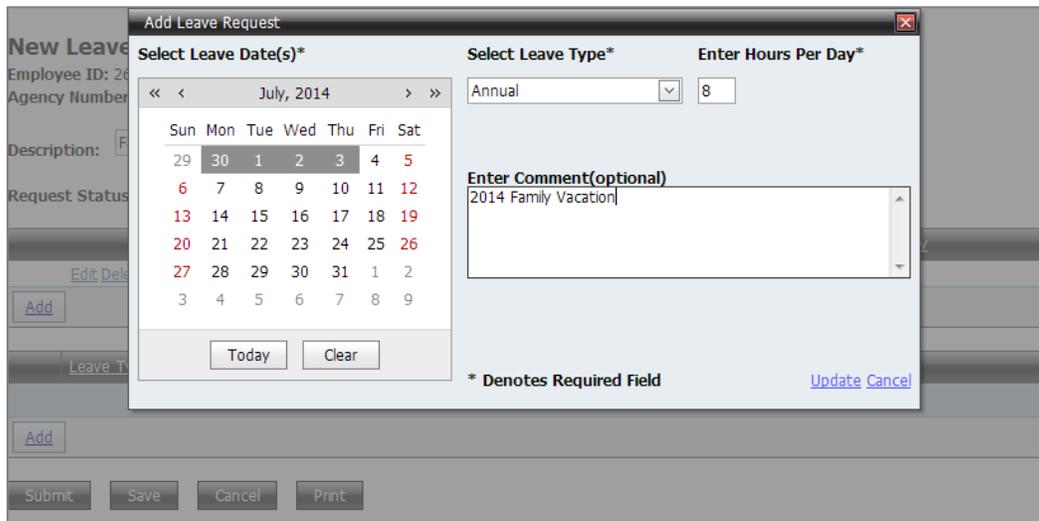


TAL Leave Request Enhancement Update

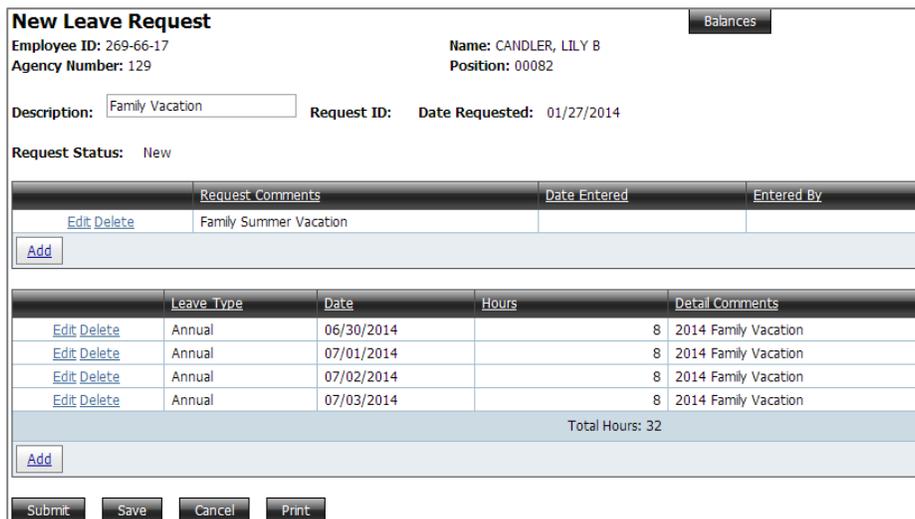
Based on user feedback, we have enhanced TAL to provide you with a way to create and submit a leave request for multiple days. This feature allows you to create a request for multiple days without having to enter each day as a separate “add” step. Look through the example below to get familiar with the new **Add Leave Request** feature.

Example

Below is a screenshot of the new **Add Leave Request** box. There are three steps to complete in this box. First, select the date(s) for the request, then the leave type from the dropdown, and finally enter the hours per day. You have the option to enter a comment that will be added to each day of the request.



To select the leave dates for the request, select (click on) each day you want to add to the request – to select a range of continuous days select the first day, hold down the shift key, and select the last day in the range. Days that are a part of the request are highlighted. In the example above, we have selected Monday through Thursday. If you select the wrong day, simply select the day again to remove it from the request. To select the leave type use the drop down menu and use the text box to enter the number of hours per day. In this example, we have entered Annual leave and eight hours per day. When you select the update link at the bottom right, TAL will add all four days to the request as shown below.

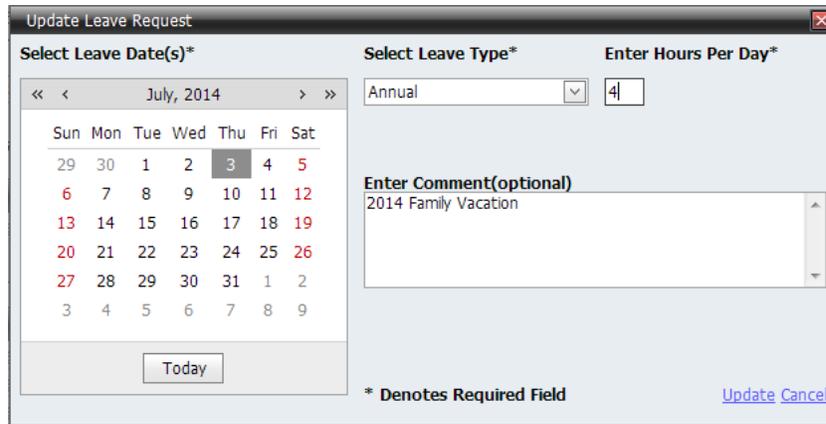


Request Comments	Date Entered	Entered By
Family Summer Vacation		

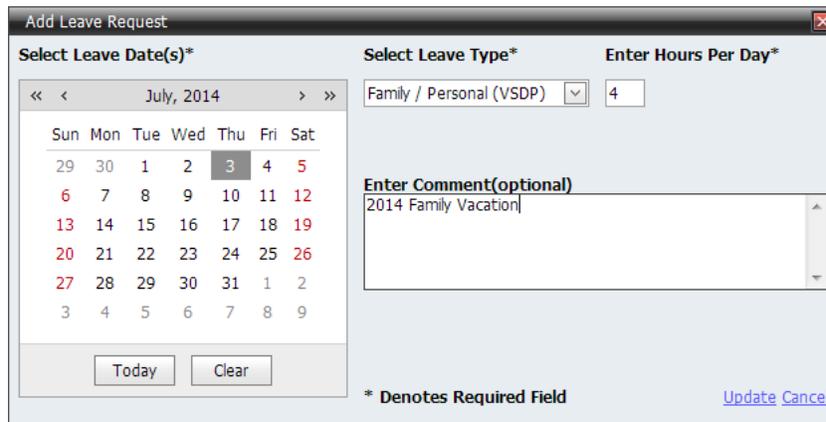
Leave Type	Date	Hours	Detail Comments
Annual	06/30/2014	8	2014 Family Vacation
Annual	07/01/2014	8	2014 Family Vacation
Annual	07/02/2014	8	2014 Family Vacation
Annual	07/03/2014	8	2014 Family Vacation
Total Hours: 32			

TAL Leave Request Enhancement Update

What if you wanted to use 4 hours of Family/Personal VSDP leave and 4 hours of Annual leave for one of the four days in this example? Select the edit link for the day you want to change and update the hours per day in the add leave request box to four as shown below, and then select the update link.



Complete another add leave request to add the four hours of Family/Personal VSDP leave for the day:



Here are the results, save and/or submit the request when complete.

New Leave Request Balances

Employee ID: 269-66-17 Name: CANDLER, LILY B
 Agency Number: 129 Position: 00082

Description: Family Vacation Request ID: Date Requested: 01/27/2014

Request Status: New

	Request Comments	Date Entered	Entered By
Edit Delete	Family Summer Vacation		
Add			

	Leave Type	Date	Hours	Detail Comments
Edit Delete	Annual	06/30/2014	8	2014 Family Vacation
Edit Delete	Annual	07/01/2014	8	2014 Family Vacation
Edit Delete	Annual	07/02/2014	8	2014 Family Vacation
Edit Delete	Annual	07/03/2014	4	2014 Family Vacation
Edit Delete	Family / Personal (VSDP)	07/03/2014	4	2014 Family Vacation
Total Hours: 32				
Add				