Accessing your Electronic Leave Record:

Log into Ursa. https://ursa.unco.edu/default

Click on the Employee Tab. Under Employee Information, select "Employee Dashboard". This will bring you to your employment summary page where you can access leave balance information, benefit elections, tax information, etc.

Request Time Off:

Employees will use the "Request Time Off" for any planned time off. This can be for vacation days, doctor appointments, etc. Requests can be submitted for future months, but not the current month.

1. To request time off, Click "Request Time Off"

2. Select the appropriate timeframe and click "Start Leave Request".

3. Select the day that you would like to request by clicking that day on the calendar.

4. Select the type of leave you would like to use from the drop down.

Earn Code

| Vacation Leave | ^ |

Vacation Leave

Sick Leave

Family Sick Leave

Conference Leave

Administrative Leave

5. Enter the number of hours that you would like to use on that date.

09/01/2020 - 09/30/2020	ⓘ 💬
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
13	14	15	16	17	18

⊕ Add Earn Code

Earn Code   Hours

| Vacation Leave | 8 | ⊖ |

6. Save the Entry

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

🗑 Cancel Request ⟳ Restart Leave Request 🔁 Leave Balances

09/01/2020 - 09/30/2020 ⓘ 💬					In Progress Submit By 08/31/2020, 11:59 PM	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18	19

⊕ Add Earn Code

⊖

Earn Code   **Hours**

| Vacation Leave ⌄ | 8 | ⊖ |

Exit Page   Cancel   (Save)   Preview

7. If you will be taking multiple days off with the same leave type and number of hours, you can copy the information, so that you don't have to add each day individually. You can do this by clicking the "Copy" Icon.

10/01/2020 - 10/31/2020	8.00 Hours ⓘ 💬				In Progress Submit By 09/30/2020, 11:59 PM	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1 8.00 Hours	2	3

⊕ Add Earn Code

Vacation Leave   ⊘ 8.00 Hours   ✏ 📋 ⊖

Total: 8.00 Hours

8. Then you will have the option to copy through the end of the leave period, or click on individual days to copy the leave type and number of hours to those dates. The days you select will be highlighted.

Copy Leave Request Entry   ✕

Vacation Leave : 8.00 Hours (10/01/2020, THURSDAY)

Select Options

| | Pay Period: 10/01/2020 - 10/31/2020 | ⓘ |

☐	Copy to the end of pay period
☐	Include Saturdays
☐	Include Sundays

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1 8.00 Hours	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

| Cancel | Save |

9. Click "Save When you are finished.

Copy Leave Request Entry   ✕

Vacation Leave : 8.00 Hours (10/01/2020, THURSDAY)

Select Options

| | Pay Period: 10/01/2020 - 10/31/2020 | ⓘ |

☐	Copy to the end of pay period
☐	Include Saturdays
☐	Include Sundays

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1 8.00 Hours	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

| Cancel | Save |

10. When you are finished entering all the days for that time period, click "Preview"

11. You will get a dialogue box that shows the summary of leave time requested. If this preview is accurate, press "Submit". This will send the request to your supervisor for approval.

12. Once submitted, you will see a message letting you know your request was submitted.

13. You can view your leave balance information by clicking "Full Leave Balance Information on the Employee Dashboard, or "Leave Balances" from the Leave Request page.

Employee Dashboard

Employee Dashboard

Bauer, Megan L.

[My Profile]

[My Team]

Leave Balances as of 06/08/2020

Vacation Leave in hours   185.32   Sick Leave in hours   519.99

Full Leave Balance Information

Employee Dashboard • Leave Request • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

🗑 Cancel Request   🕐 Leave Balances

07/01/2020 - 07/31/2020	16.00 Hours	ⓘ				Pending	Submitted On 06/05/2020, 10:00 AM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
28	29	30	1	2	3	4	

Employee Leave Balance   ✕

Leave Balances as of 06/05/2020

Vacation Leave

Beginning Balance	153.32
Earned	32.00
Taken	0.00
Vacation Leave in hours	185.32

Sick Leave

Beginning Balance	470.99
Earned	49.00
Taken	0.00
Sick Leave in hours	519.99

14. To view who is listed as your supervisor to approve your leave request, you can click on the information icon after submitting your leave request.

15. If you made an error on your request, or decide not to take time off after your request was submitted, you can either:
    a. Recall the request which will allow you to make changes to the existing request (example, adjust the number of hours on a day).
    b. Cancel request, which will delete the entire request and start fresh for the selected time period.

Enter Leave Report:

Employees will use the "Enter Leave Report" for any un-planned time off. This can be for sick days, funeral leave, etc.

1. To request time off, Click "Enter Leave Report"

2. Click the appropriate timeframe.

3. Select the day that you would like to request by clicking that day on the calendar.

4. Select the type of leave you would like to use from the drop down.

5. Enter the number of hours that you would like to use on that date.

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office

⟳ Restart Leave Report   🗨 Leave Balances

06/01/2020 - 06/30/2020   ⓘ 🗨   In Progress   Submit By 08/31/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12	13

⊕ Add Earn Code

⊖

Earn Code   Hours

| Sick Leave   ⌄ | | 8 |

6. Save the Entry

06/01/2020 - 06/30/2020 | 8.00 Hours   ⓘ 🗨   In Progress   Submit By 08/31/2020, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 8.00 Hours	9	10	11	12	13

⊕ Add Earn Code

Sick Leave   ⊘ 8.00 Hours   ✏ 📋 ⊖

                                                                     Total: 8.00 Hours

Exit Page   Cancel   Save   Preview

7. When you are finished entering the days for that time period, click "Preview"

8. You will get a dialogue box that shows the summary of leave time used. If this preview is accurate, press "Submit". This will send the request to your supervisor for approval.

9. Once submitted, you will see a message letting you know your request was submitted.

10. You can view your leave balance information by clicking "Full Leave Balance Information on the Employee Dashboard, or "Leave Balances" from the Leave Request page.

11. To view who is listed as your supervisor to approve your leave request, you can click on the information icon after submitting your leave request.

Leave Request

Approvals	Timesheet	Leave Report	Leave Request

			Leave Request Period ⌄

Request Period	Hours/Days/Units	Submitted On	Status	

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office   🕒 Prior Periods

| 07/01/2020 - 07/31/2020 | 16.00 Hours | 06/05/2020 | Pending | ⓘ |

List of Approvers

Originated On 06/05/2020, 09:59 AM by Bauer, Megan L.
Submitted On 06/05/2020, 10:00 AM by Bauer, Megan L.
Approve by 06/30/2020, 11:59 PM

Chase, Sarah
Sequence 1.00
Pending Approval

08/01/2020 - 08/31/2020			Not Started	
09/01/2020 - 09/30/2020			Not Started	
10/01/2020 - 10/31/2020			Not Started	
11/01/2020 - 11/30/2020			Not Started	Start Leave Request

a. If you made an error on your report, you can recall the request which will allow you to make changes to the previously submitted report (example, adjust the number of hours on a day)

Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office   🕒 Leave Balances

06/01/2020 - 06/30/2020 | 8.00 Hours ⓘ 💬¹   Pending Submitted On 06/08/2020, 02:50 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8 8.00 Hours	9	10	11	12	13

<   >

Sick Leave   ⊘ 8.00 Hours

Total: 8.00 Hours

Exit Page   Recall Leave Report   Preview