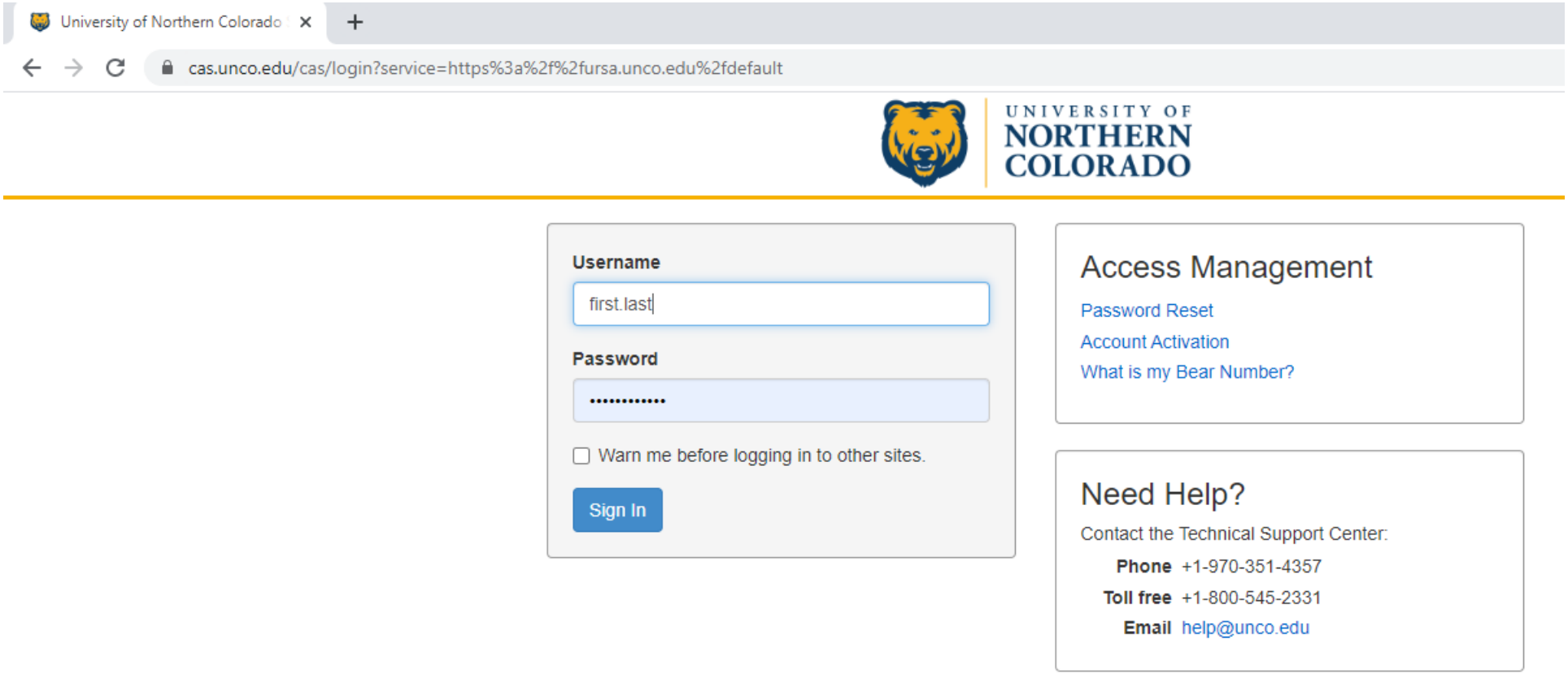
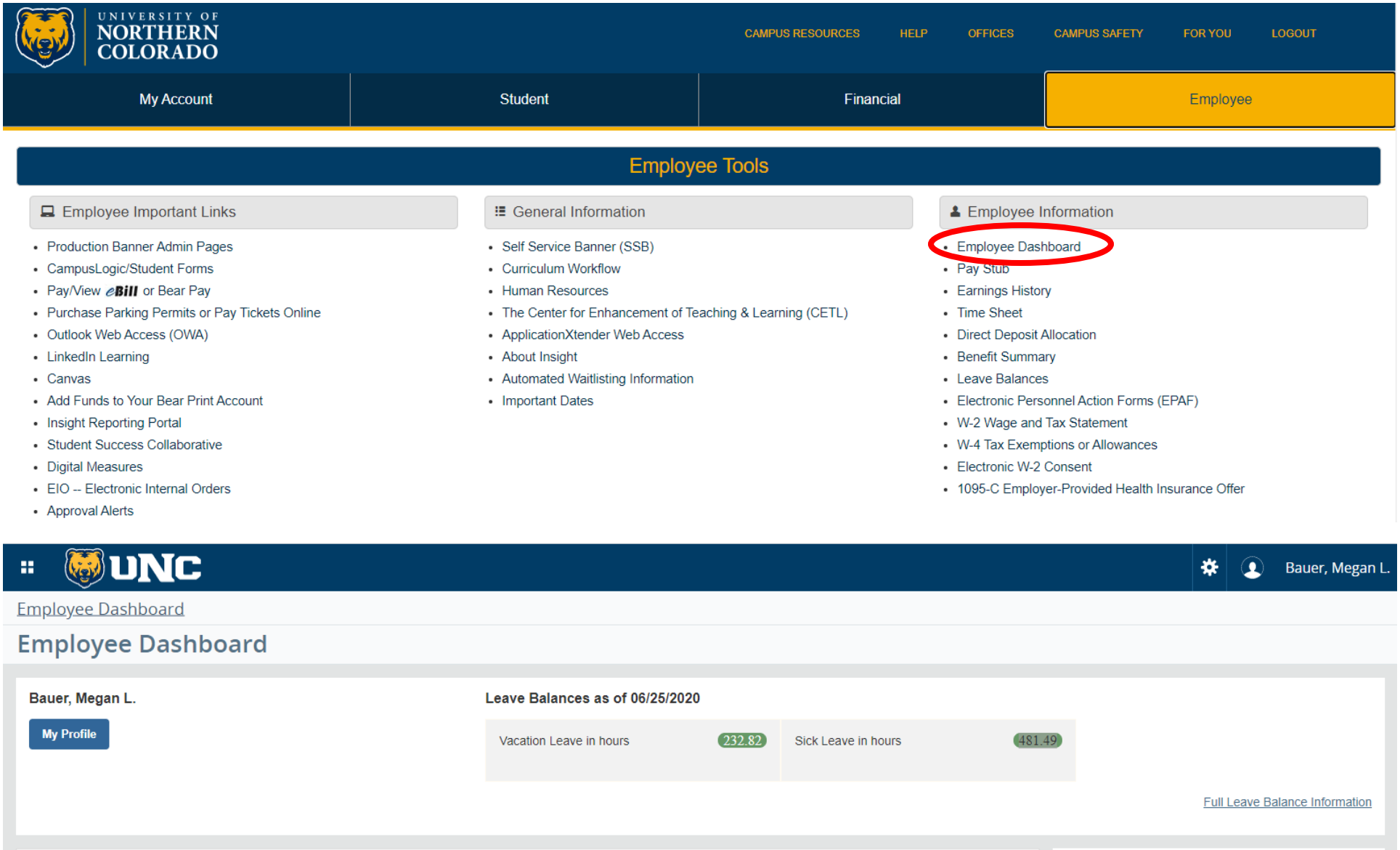
Accessing your Electronic Leave Record:

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



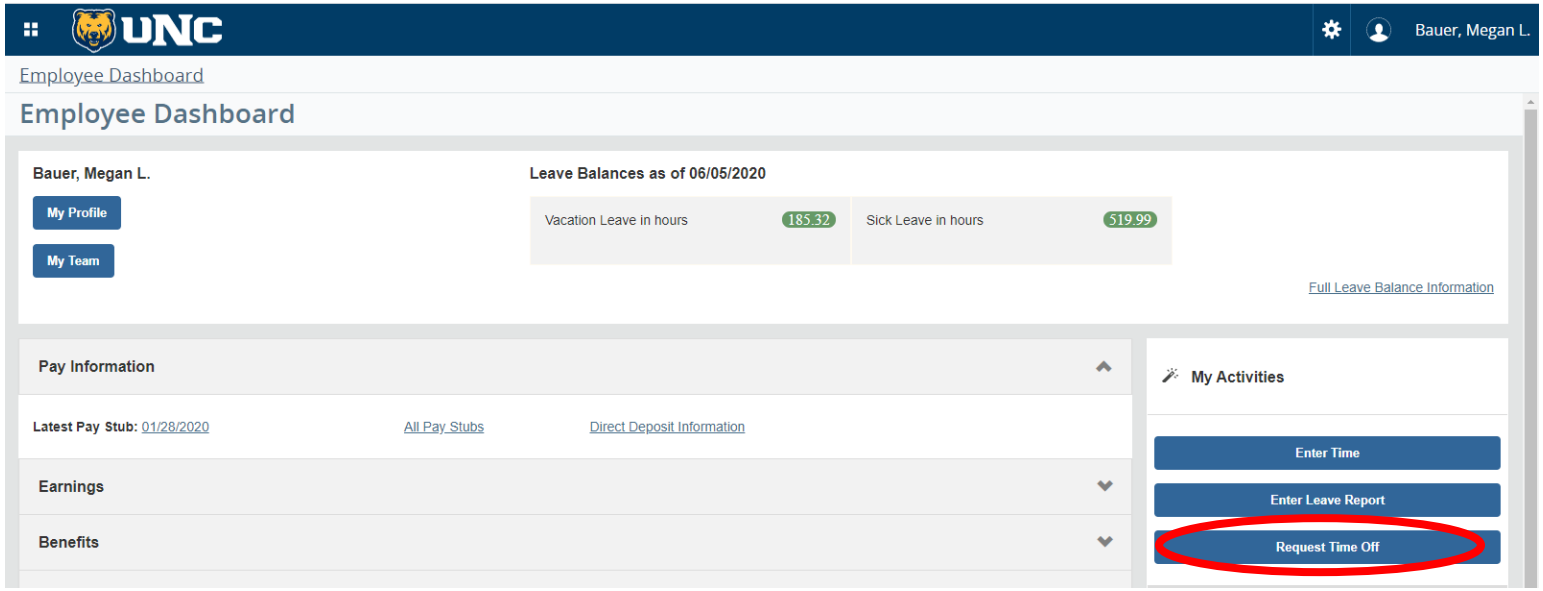
Click on the Employee Tab. Under Employee Information, select “Employee Dashboard”. This will bring you to your employment summary page where you can access leave balance information, benefit elections, tax information, etc.



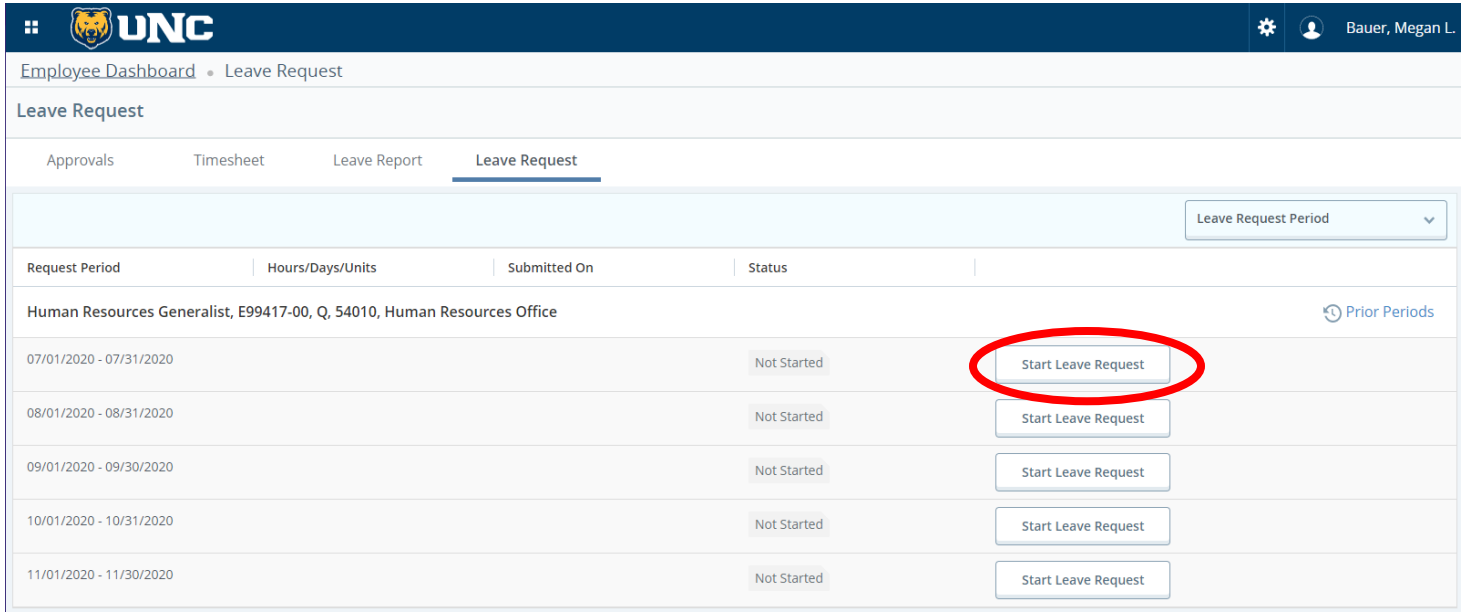
Request Time Off:

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.

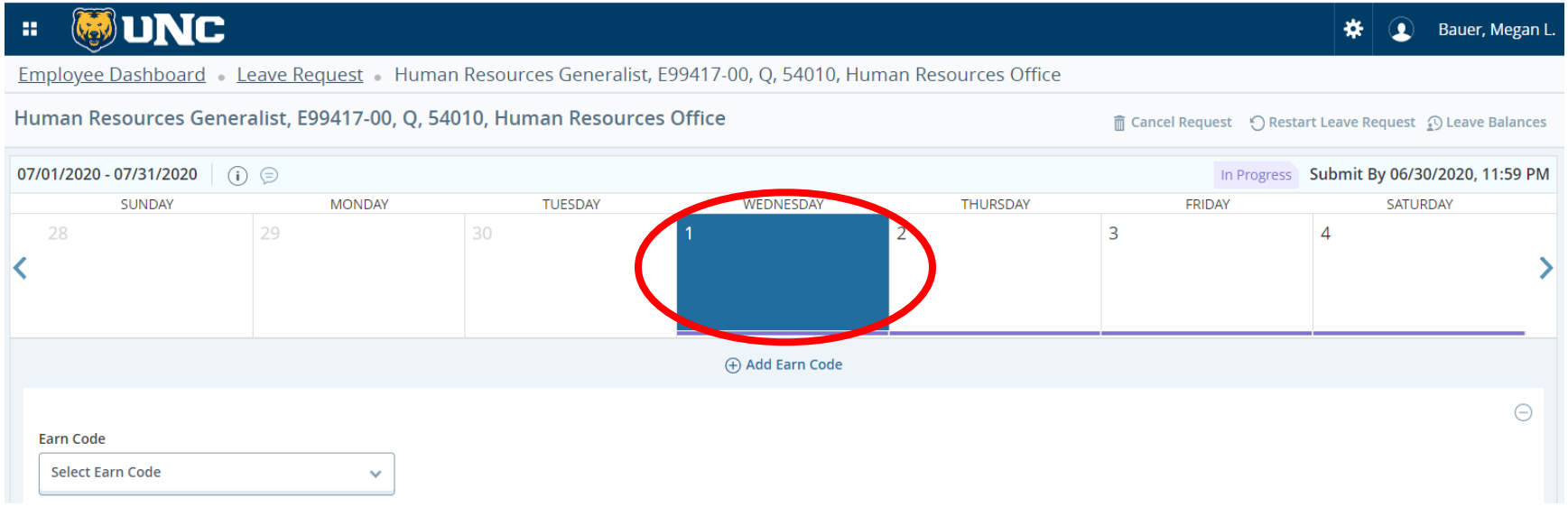
1. To request time off, Click “Request Time Off”



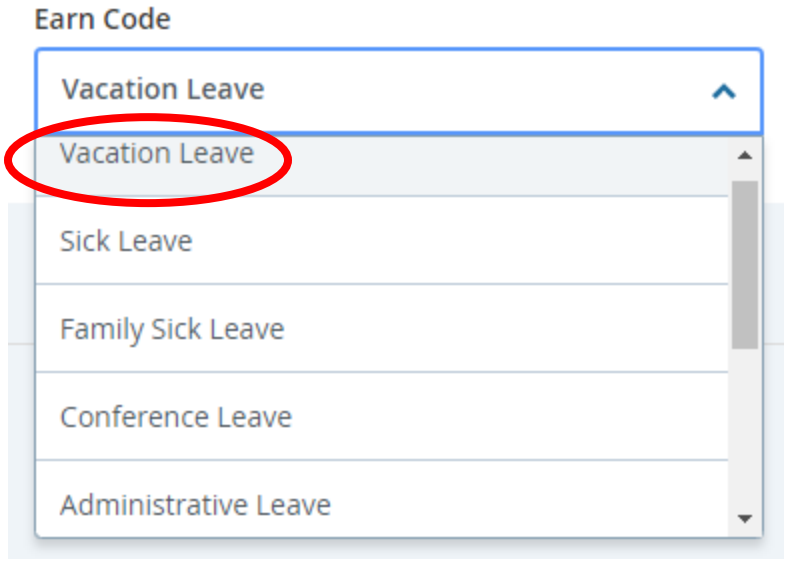
2. Select the appropriate timeframe and click “Start Leave Request”.



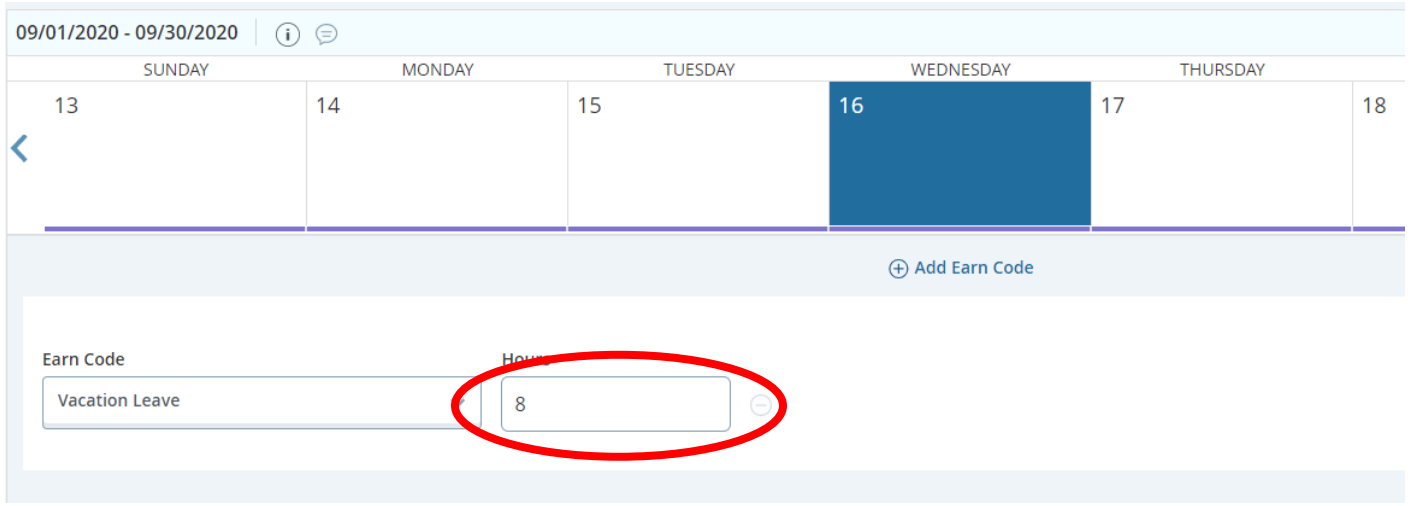
3. Select the day that you would like to request by clicking that day on the calendar.



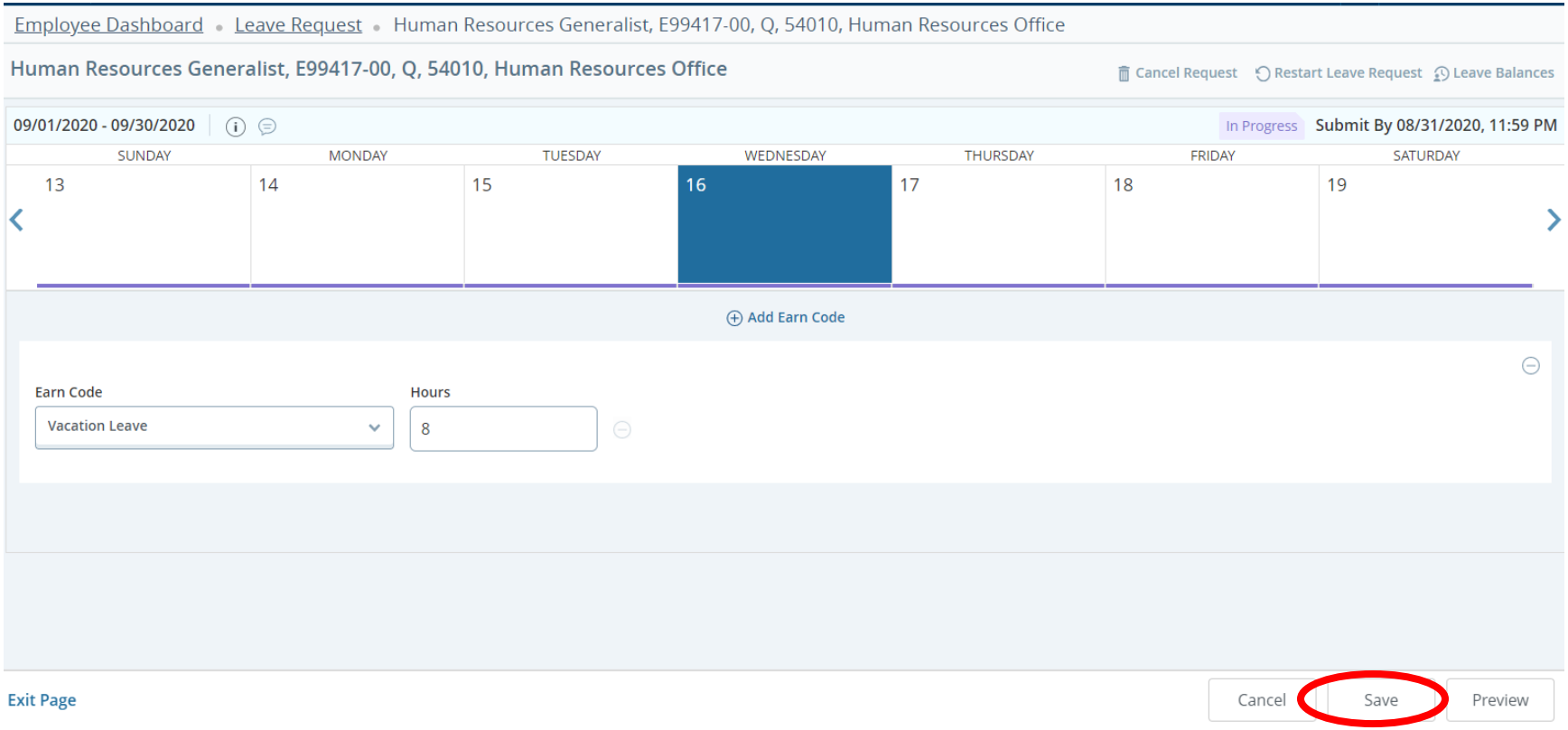
4. Select the type of leave you would like to use from the drop down.



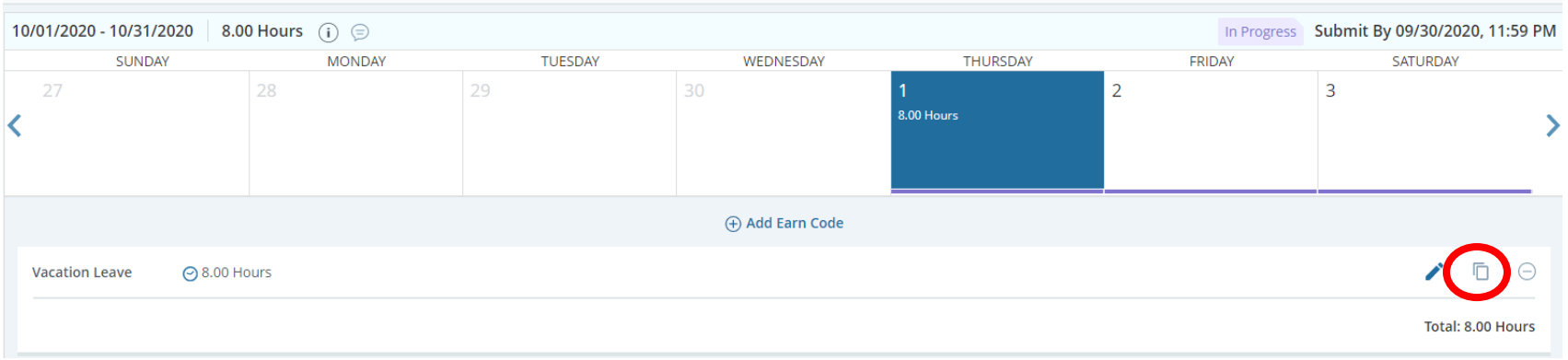
5. Enter the number of hours that you would like to use on that date.



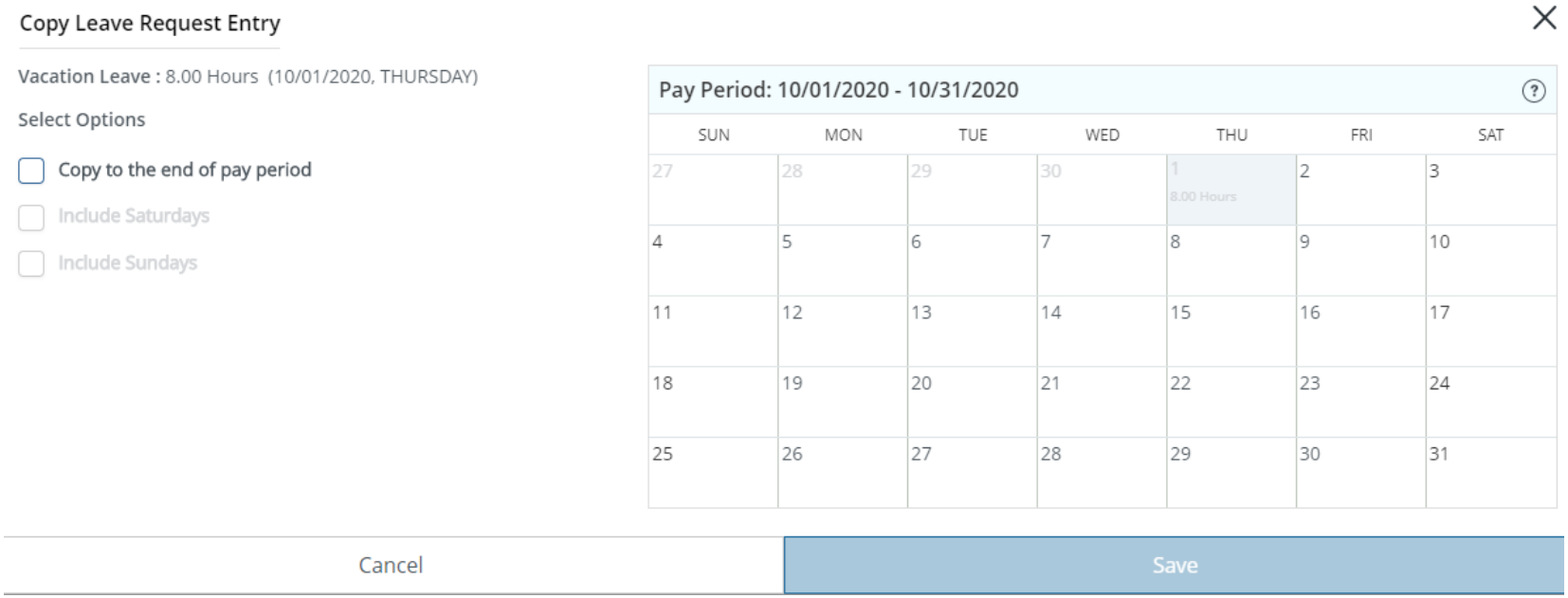
6. Save the Entry



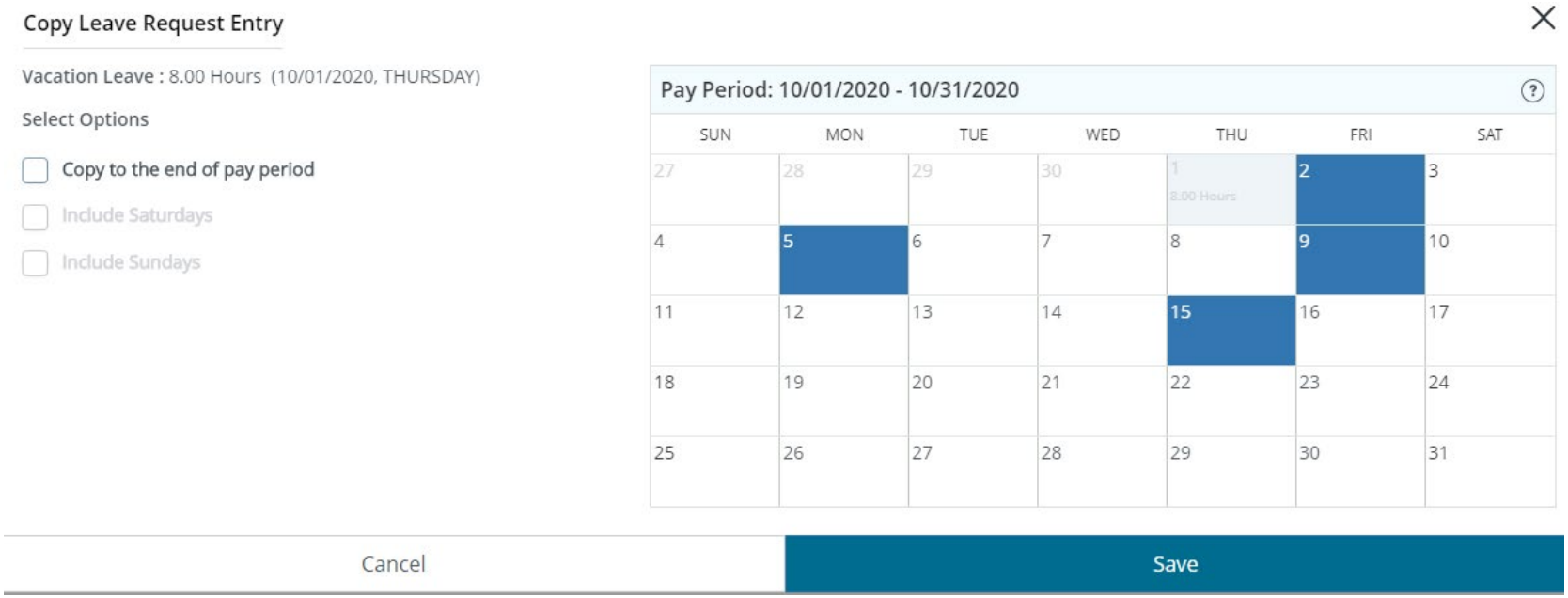
7. If you will be taking multiple days off with the same leave type and number of hours, you can copy the information, so that you don't have to add each day individually. You can do this by clicking the "Copy" Icon.



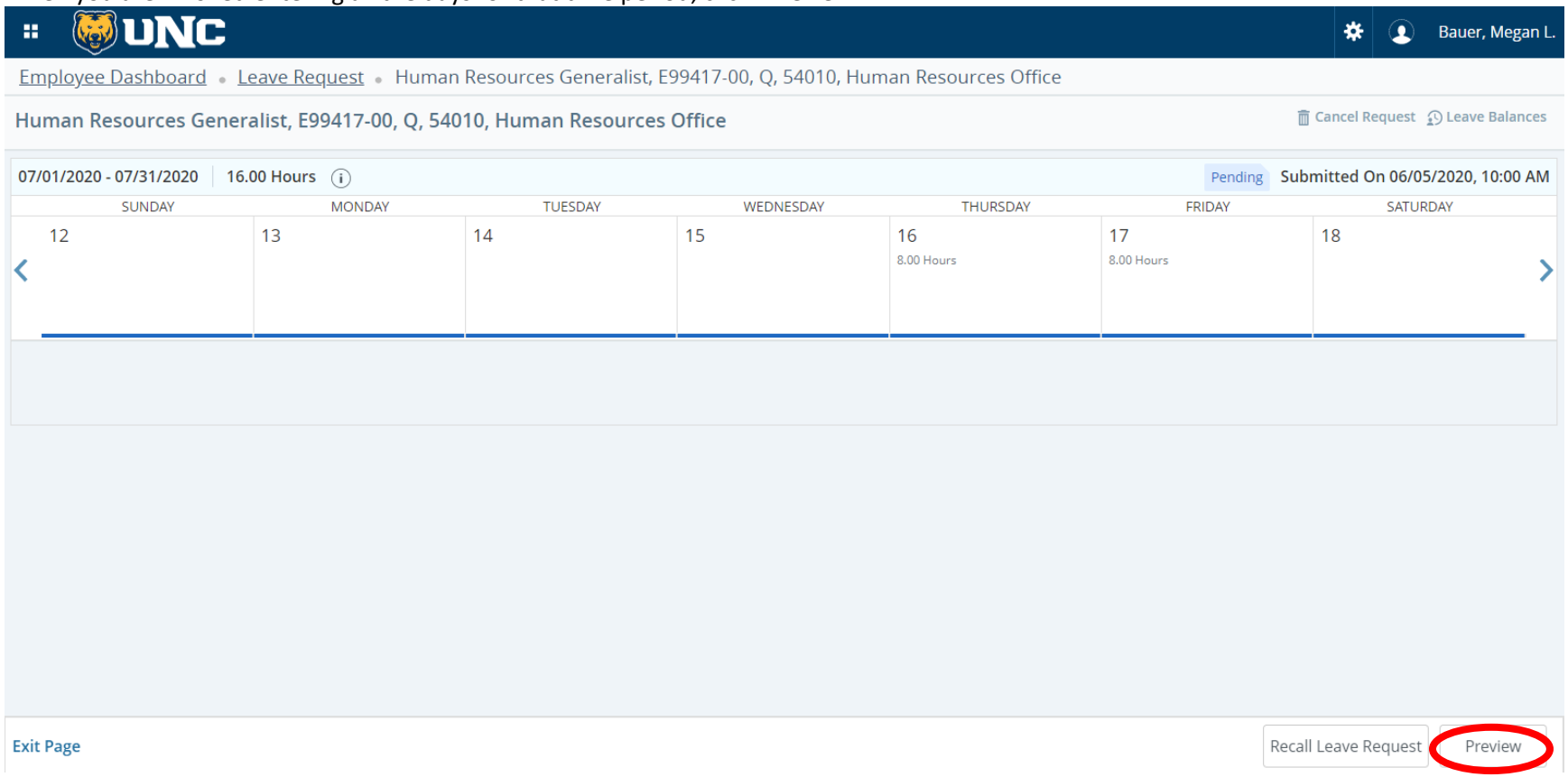
8. Then you will have the option to copy through the end of the leave period, or click on individual days to copy the leave type and number of hours to those dates. The days you select will be highlighted.



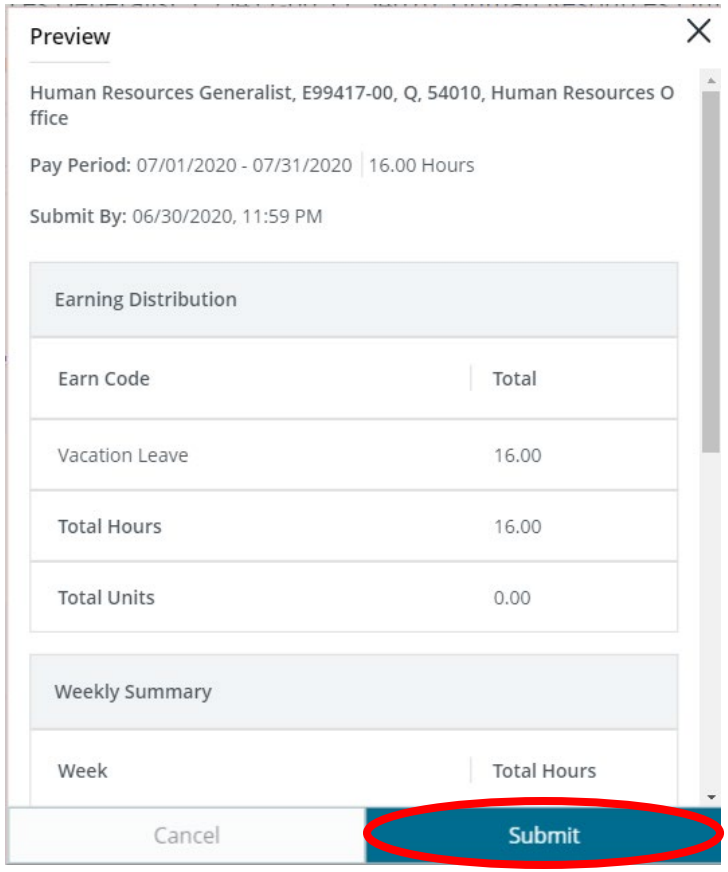
9. Click “Save When you are finished.



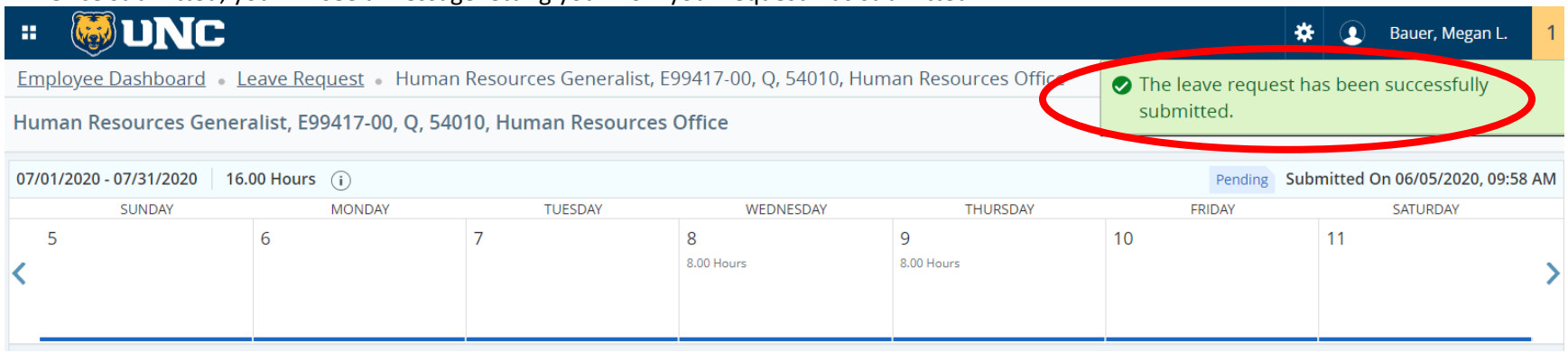
10. When you are finished entering all the days for that time period, click “Preview”



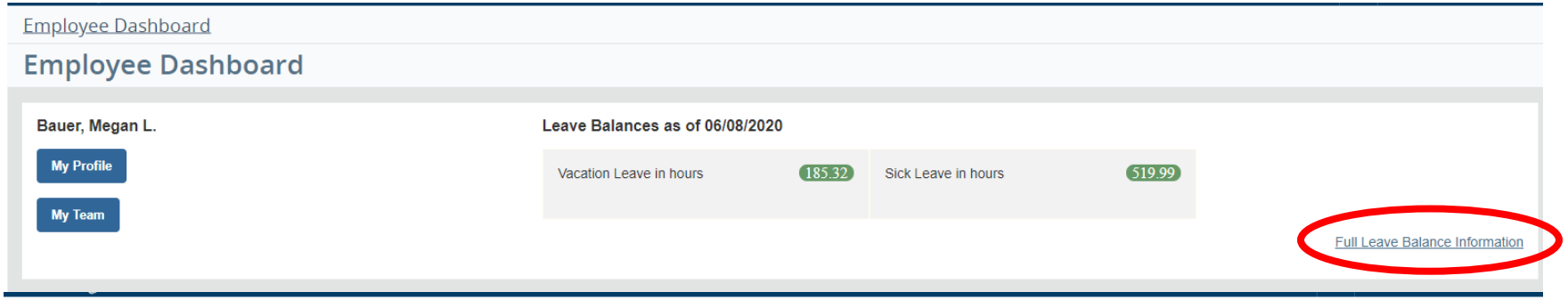
11. You will get a dialogue box that shows the summary of leave time requested. If this preview is accurate, press “Submit”. This will send the request to your supervisor for approval.

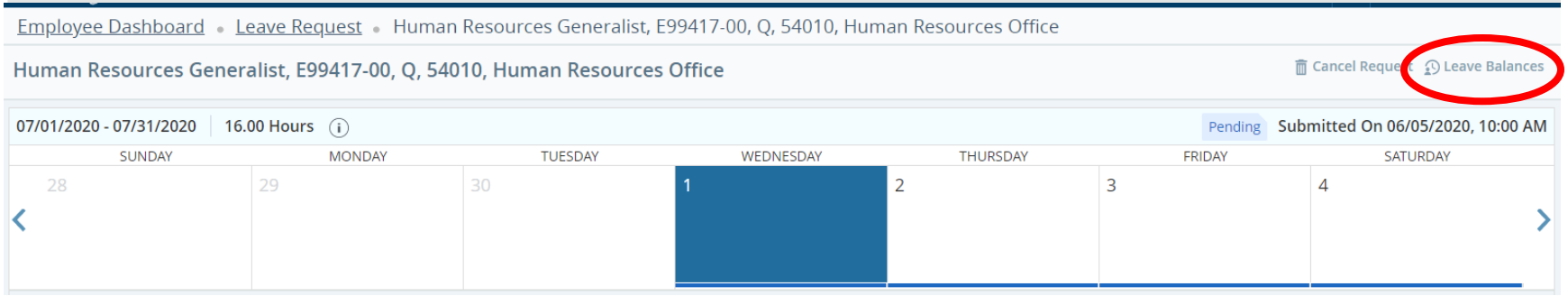


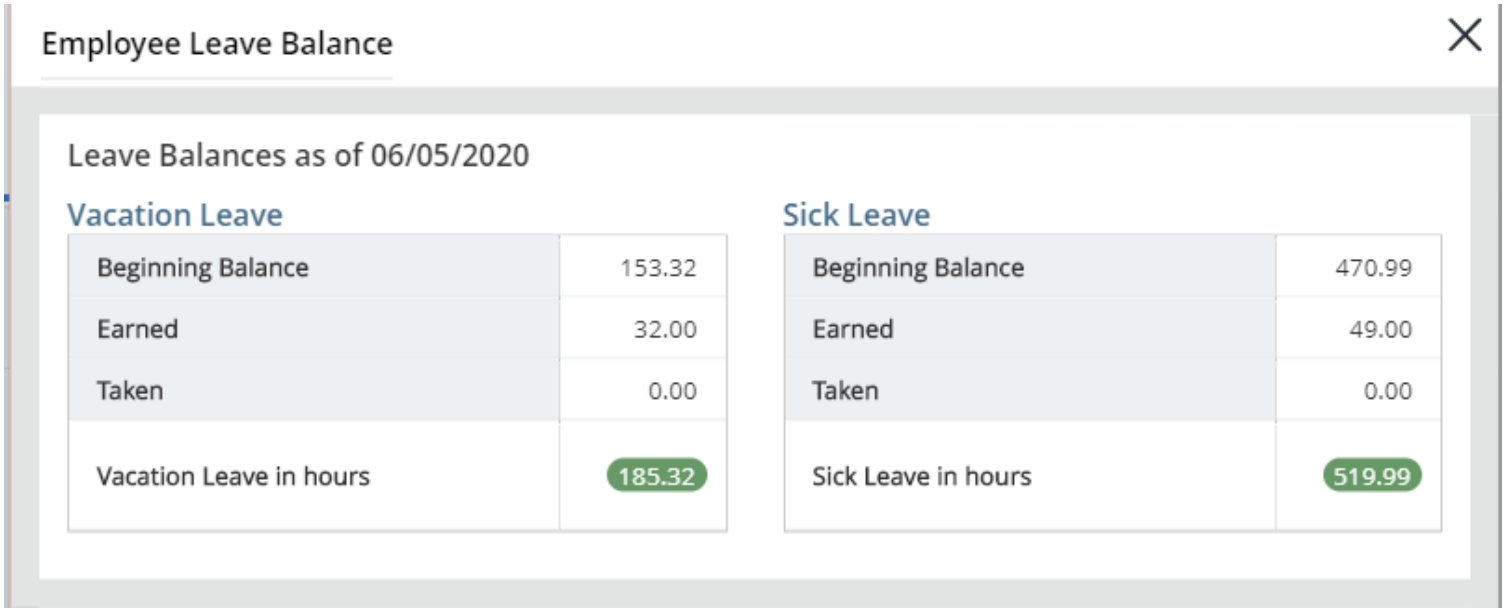
12. Once submitted, you will see a message letting you know your request was submitted.



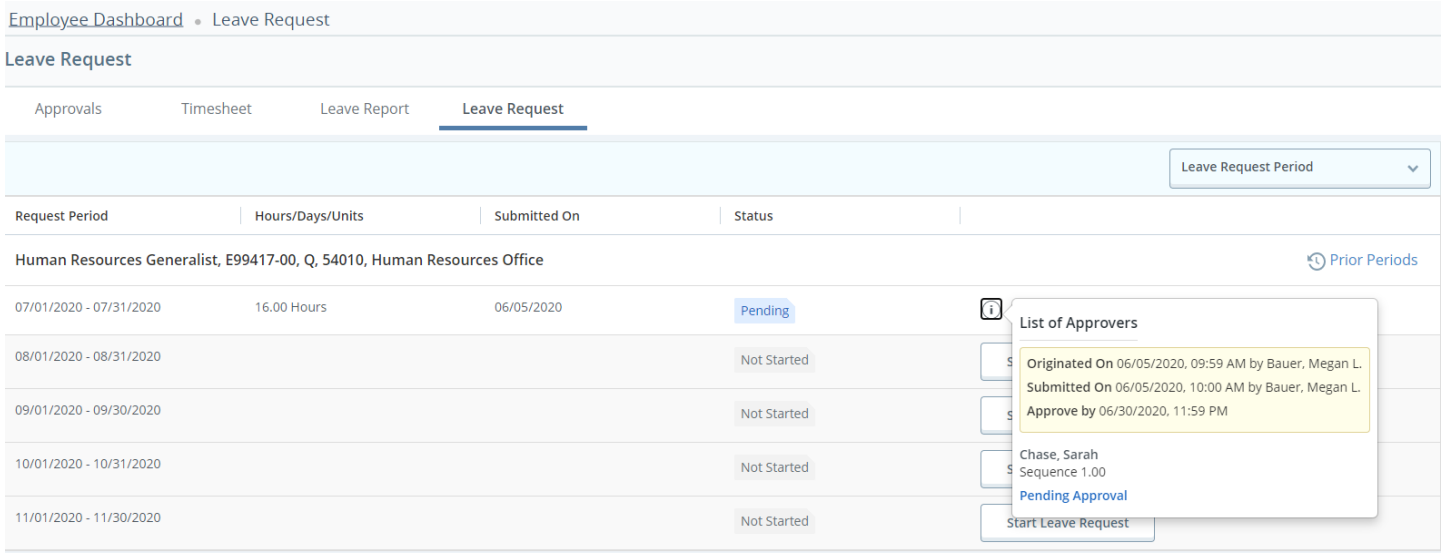
13. You can view your leave balance information by clicking “Full Leave Balance Information on the Employee Dashboard, or “Leave Balances” from the Leave Request page.


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

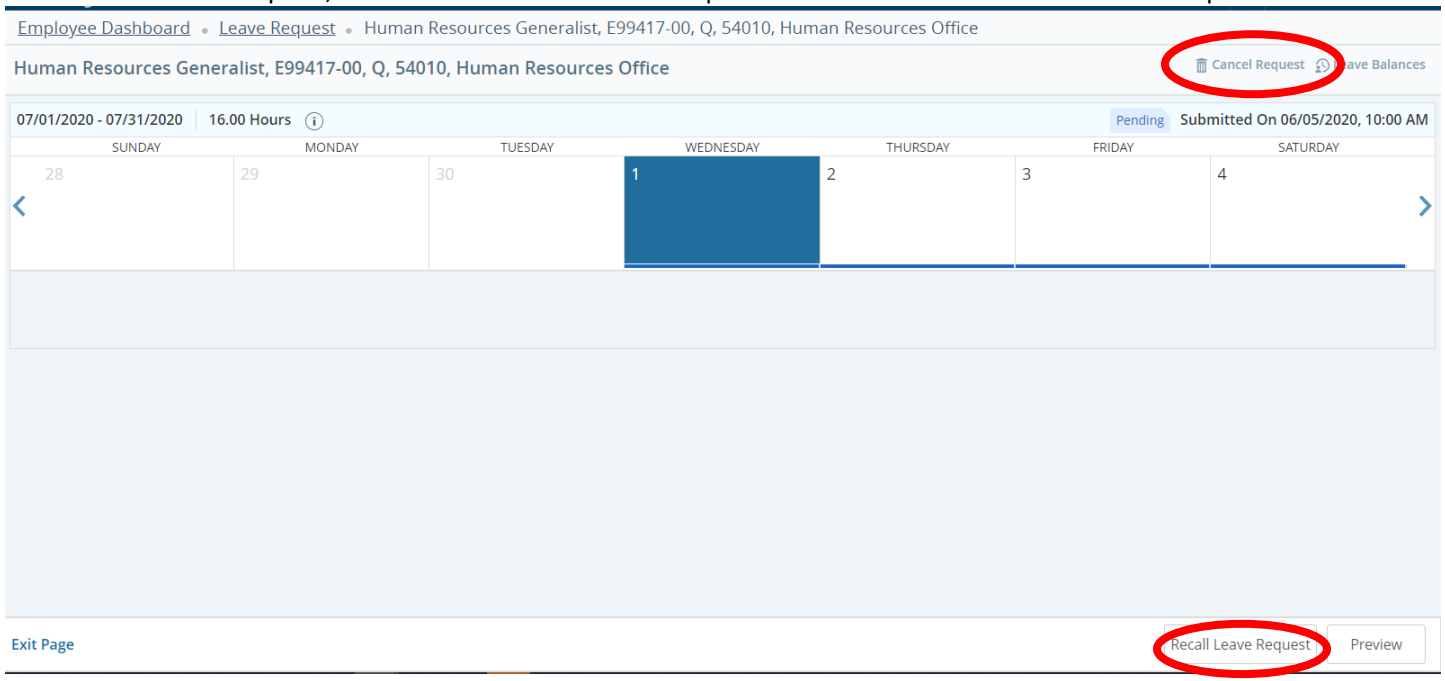

Employee Dashboard • Leave Request • Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office
Human Resources Generalist, E99417-00, Q, 54010, Human Resources Office
Cancel Request
Leave Balances
07/01/2020 - 07/31/2020
16.00 Hours
Pending
Submitted On 06/05/2020, 10:00 AM
SUNDAY
MONDAY
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.



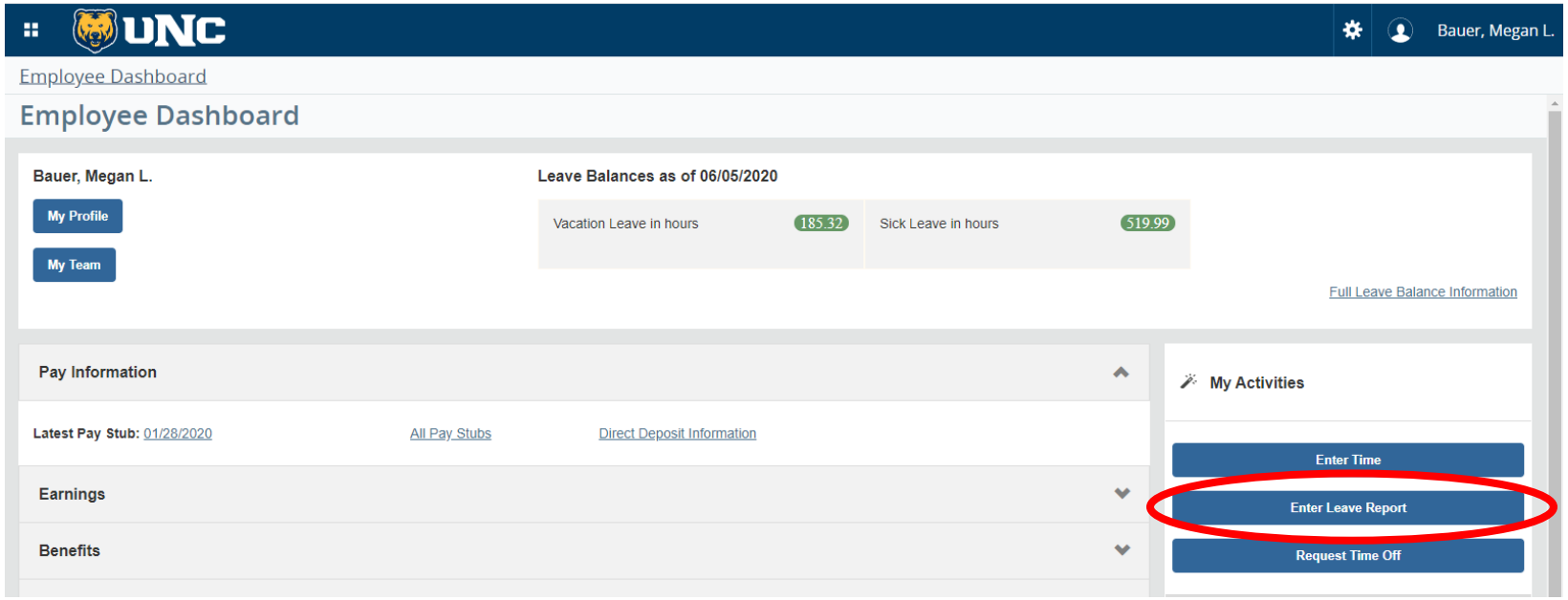
15. If you made an error on your request, or decide not to take time off after your request was submitted, you can either:
    a. Recall the request which will allow you to make changes to the existing request (example, adjust the number of hours on a day).
    b. Cancel request, which will delete the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



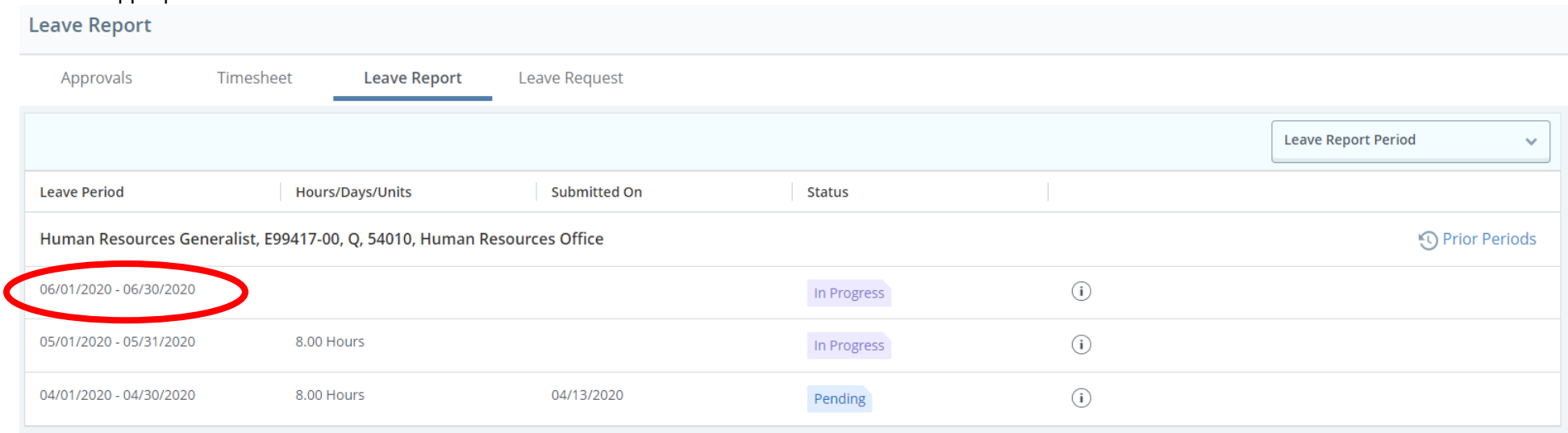
Enter Leave Report:

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

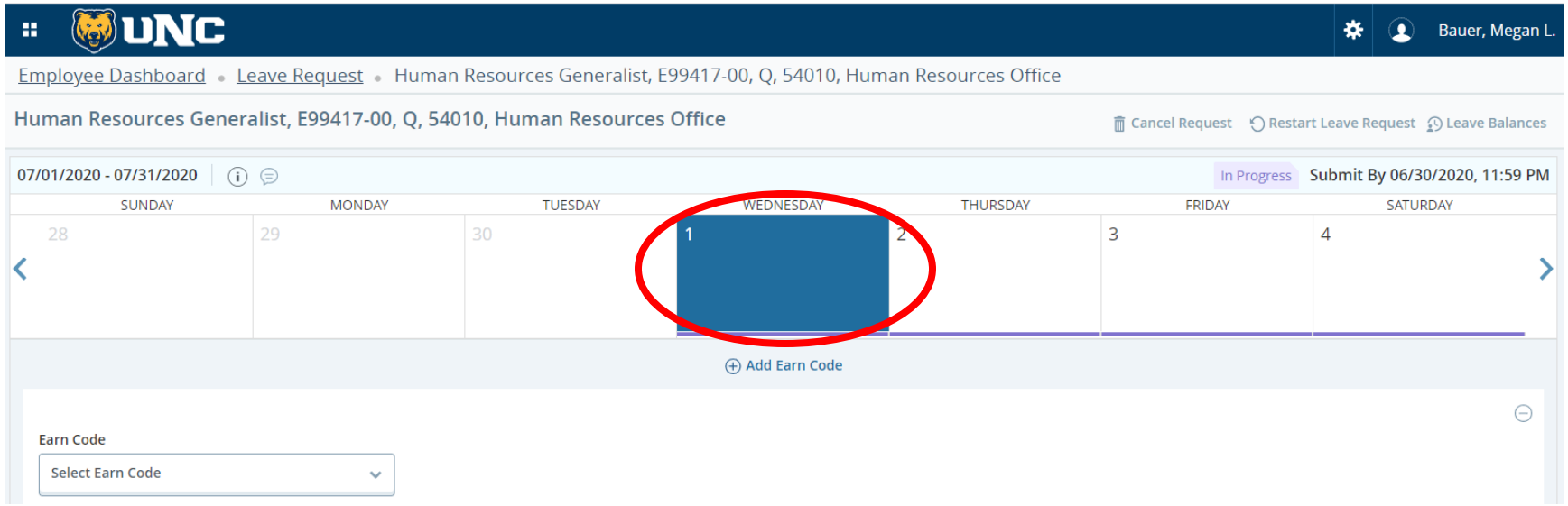
1. To request time off, Click “Enter Leave Report”



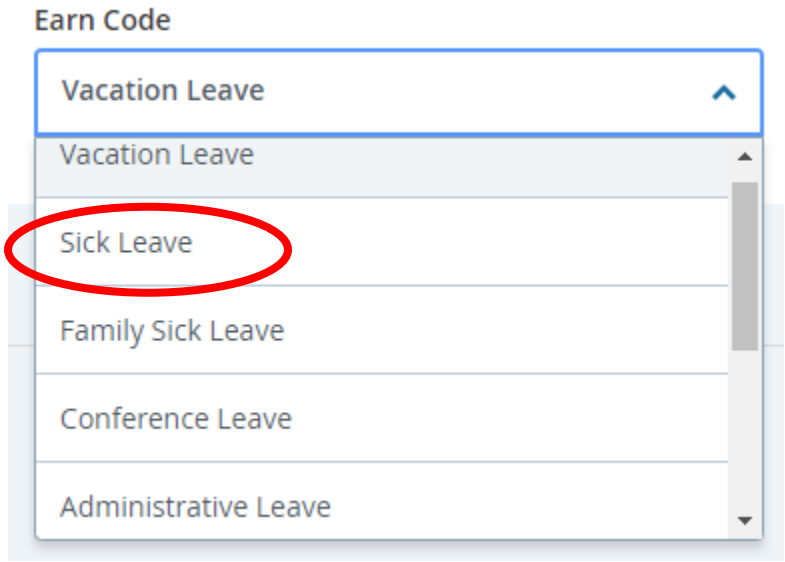
2. Click the appropriate timeframe.



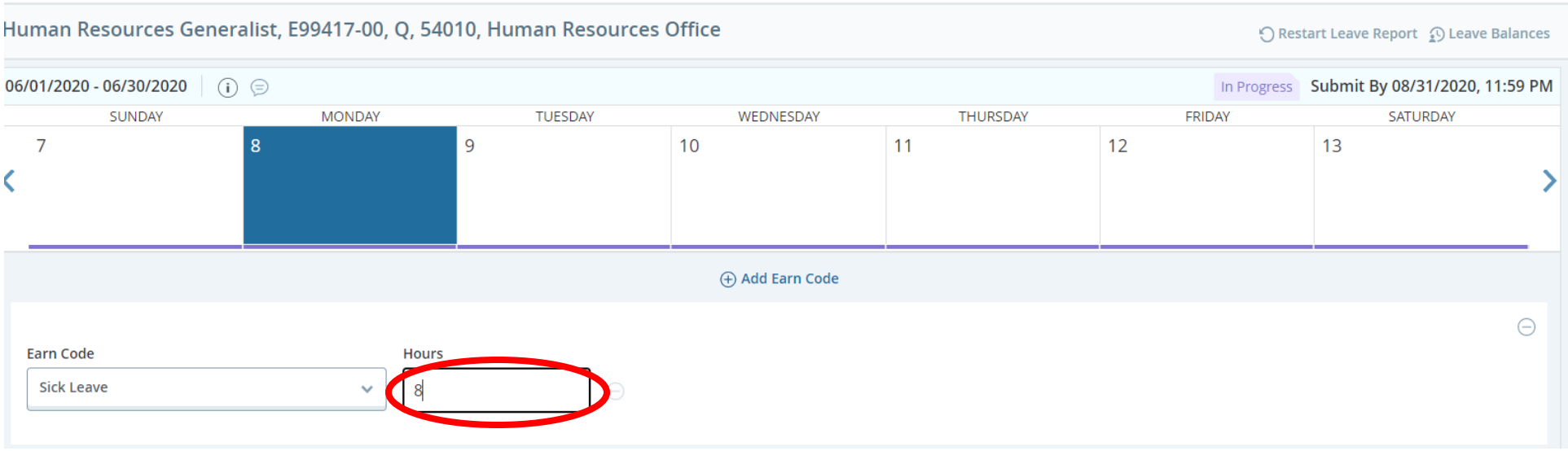
3. Select the day that you would like to request by clicking that day on the calendar.



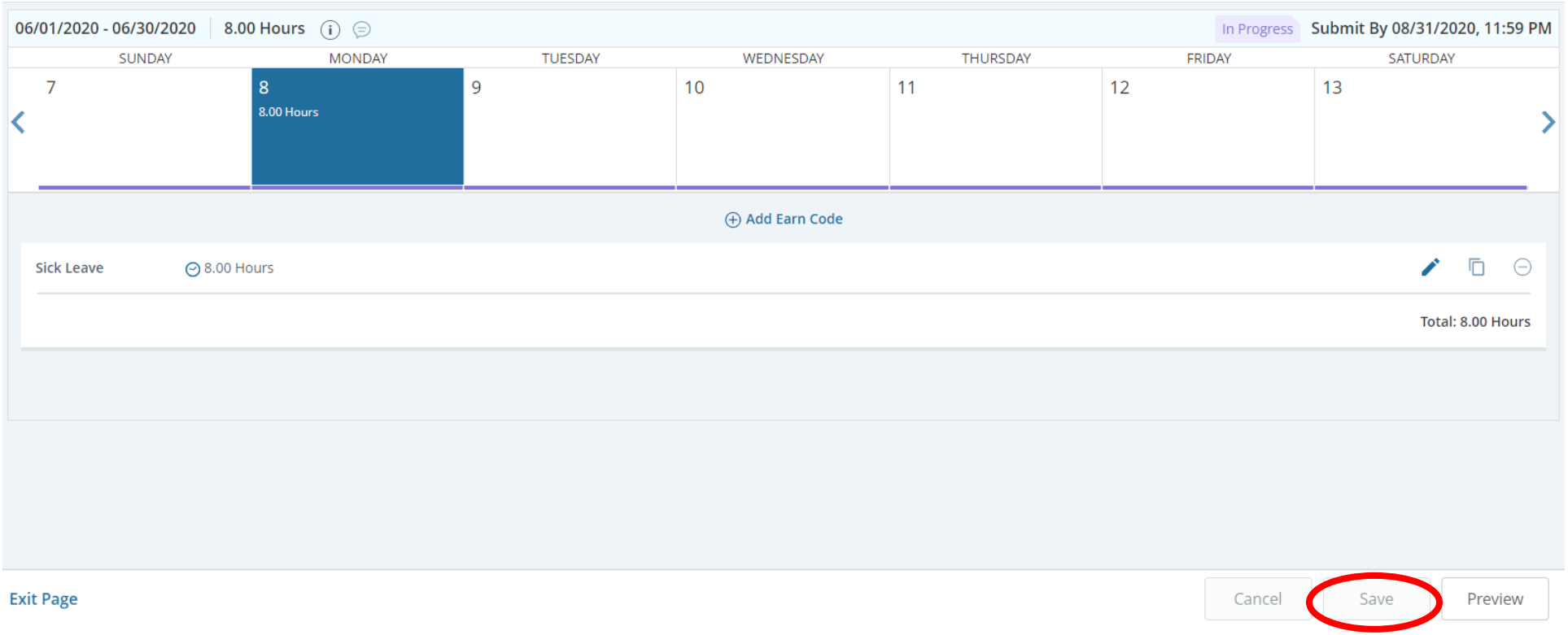
4. Select the type of leave you would like to use from the drop down.



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



6. Save the Entry



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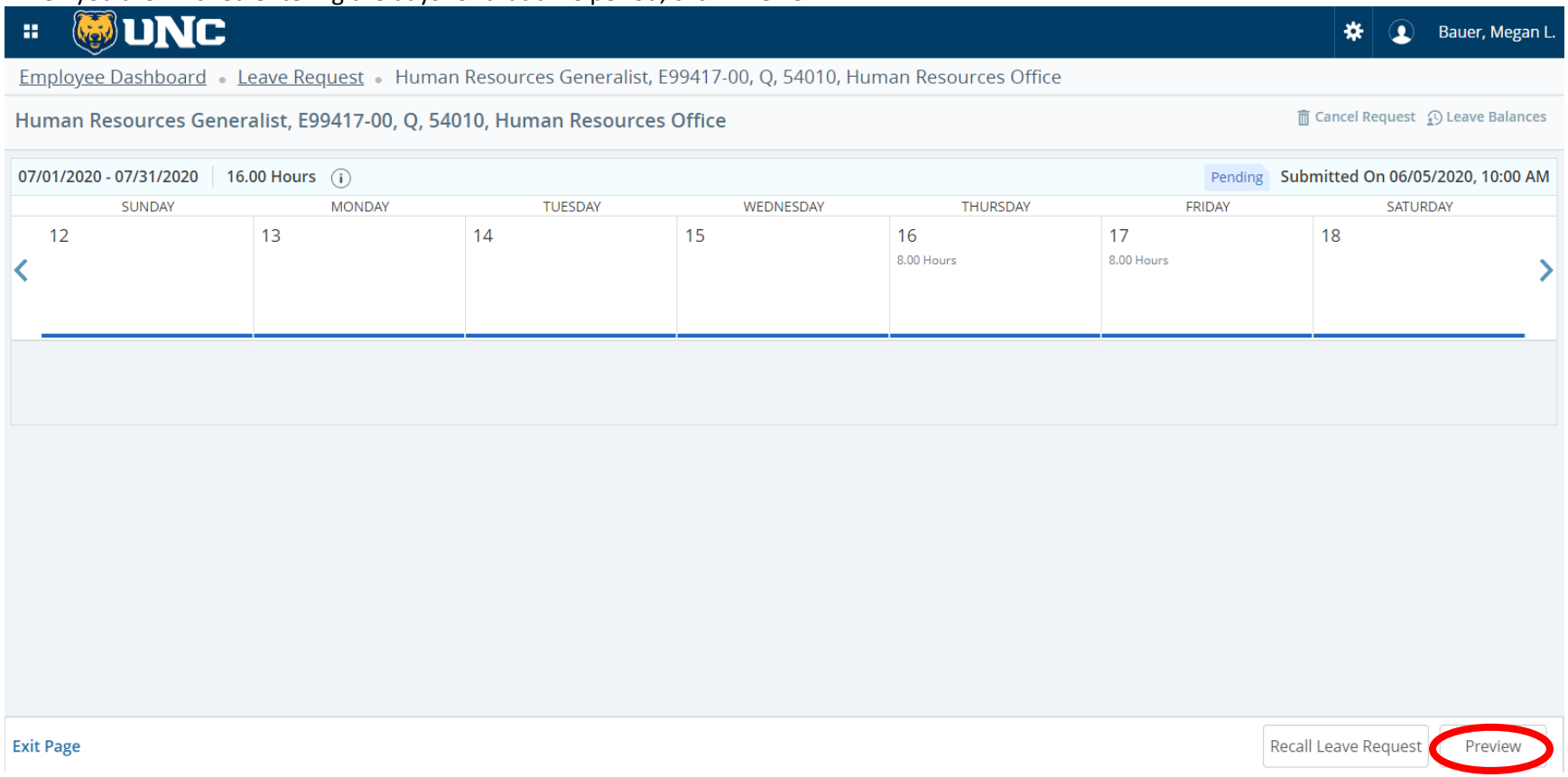
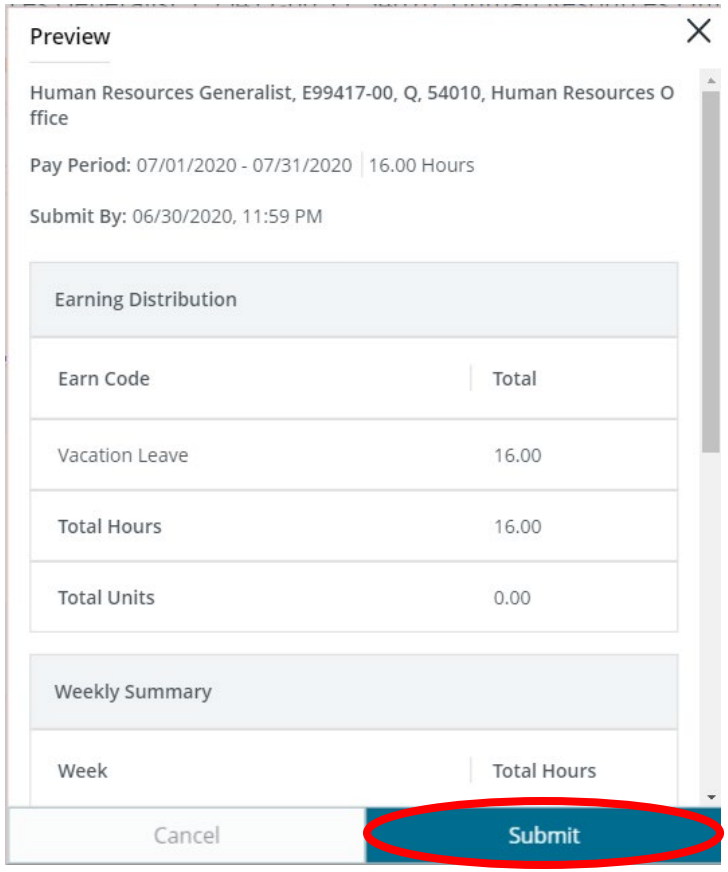


8. You will get a dialogue box that shows the summary of leave time used. If this preview is accurate, press “Submit”. This will send the request to your supervisor for approval.



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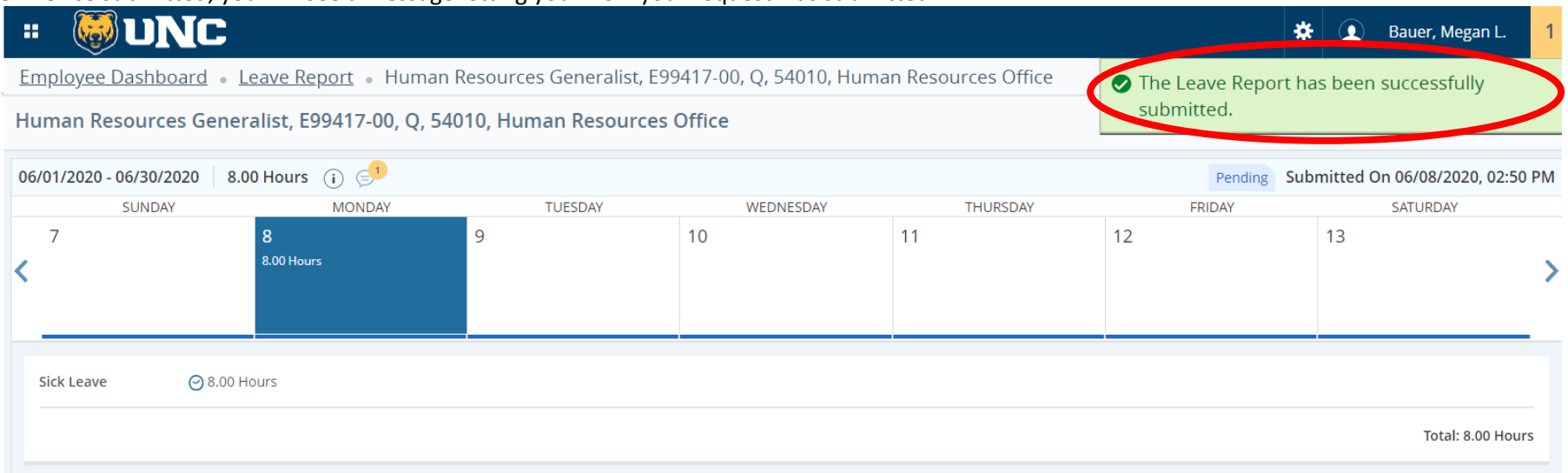

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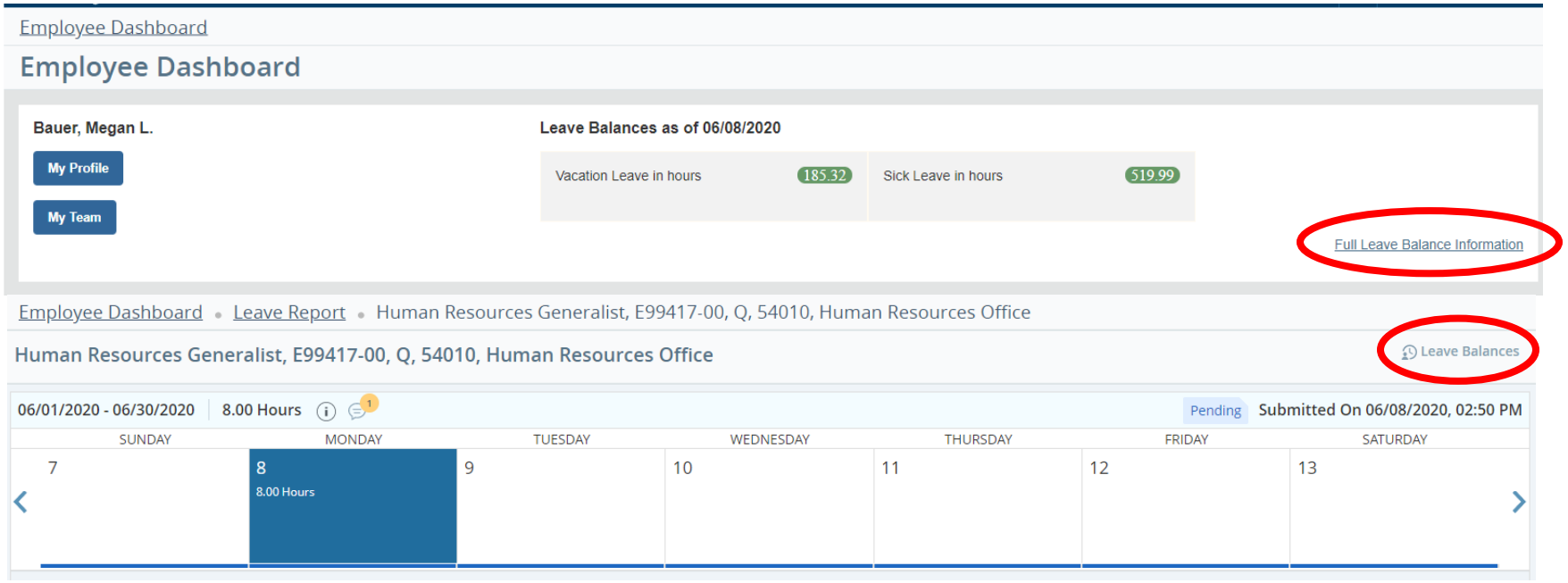

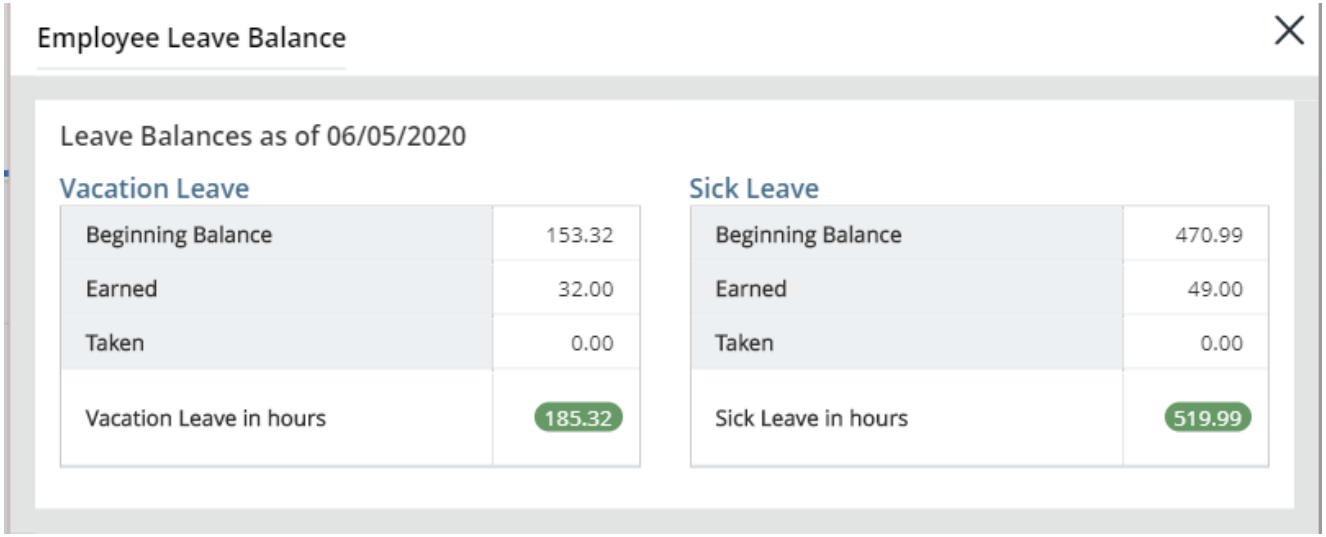

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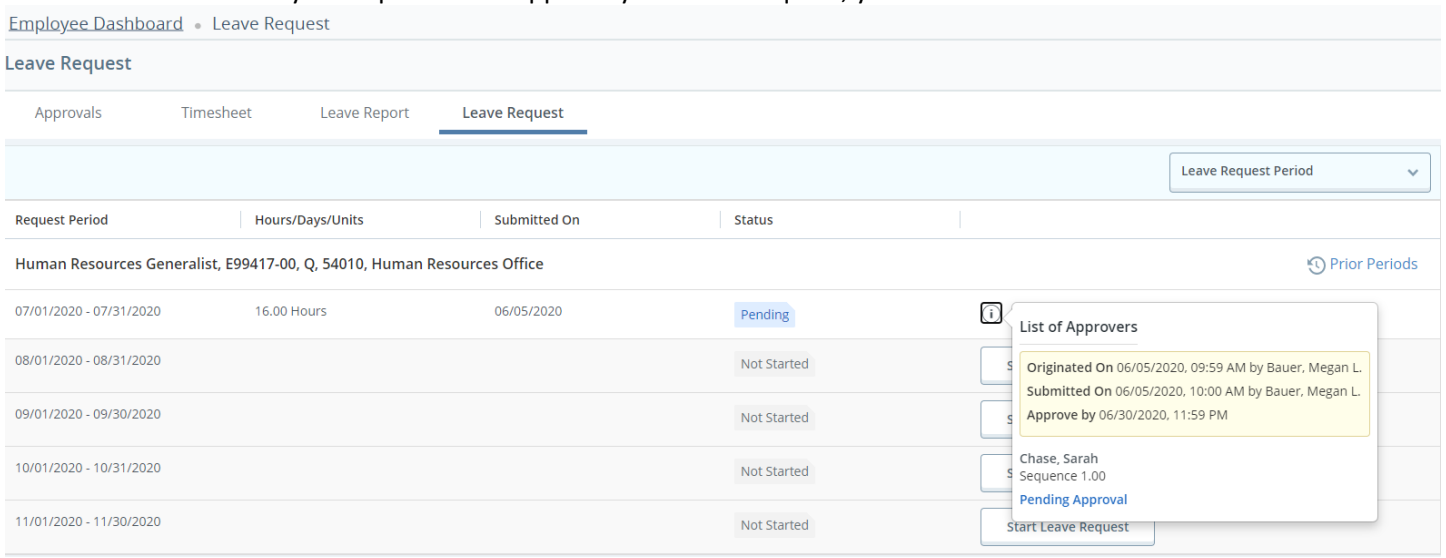
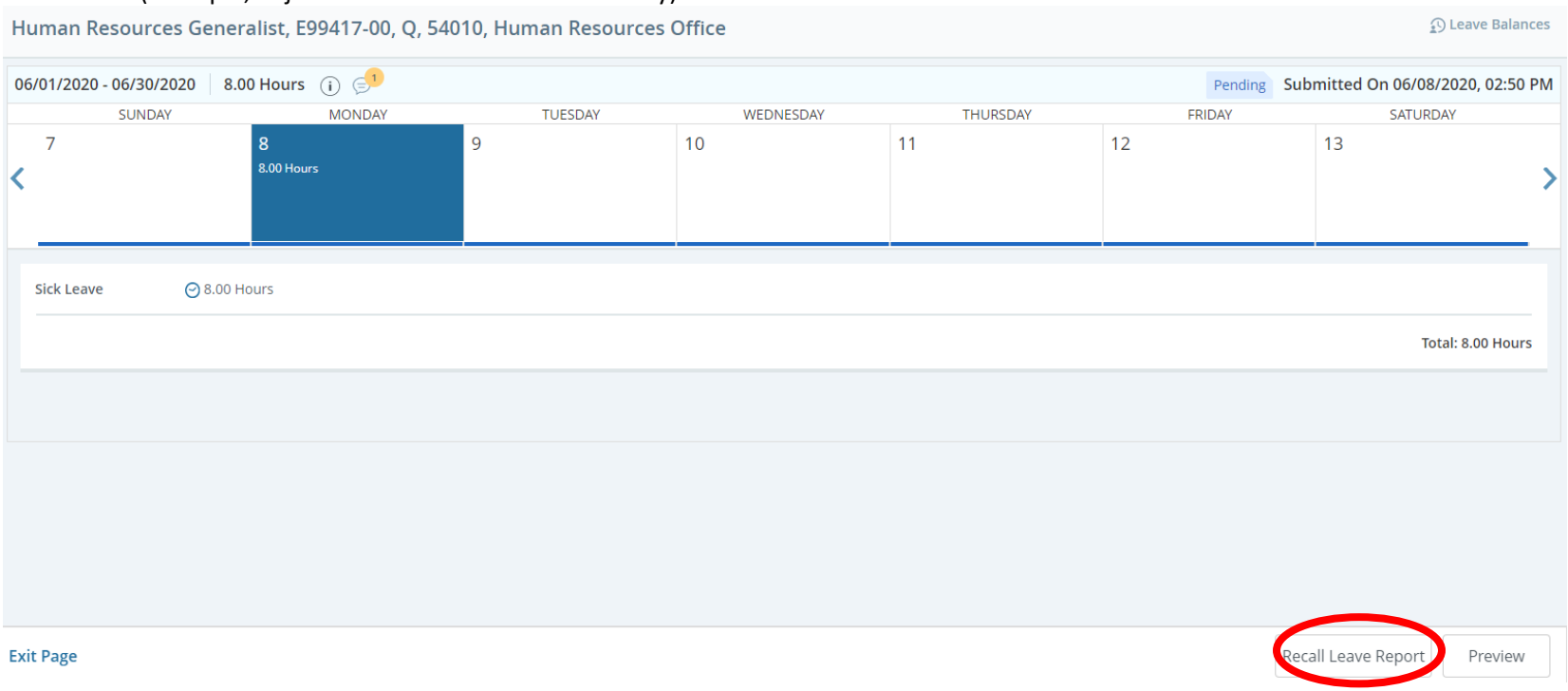
   a. If you made an error on your report, you can recall the request which will allow you to make changes to the previously submitted report (example, adjust the number of hours on a day)