

MySCEmployee

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Mini Guide: Deleting a Leave Request on Behalf of an Employee in Manager Self Service

Follow these steps to delete a leave request on behalf of an employee through Manager Self Service.

1. In the Detailed Navigation window, under My Team > Employee Information, select **General Information**. Next, select the employee for whom you wish to delete a leave request from the **Employee Search** area, by clicking on his or her name.

Employee Search

Employee Selection: Direct Reports

Display: Organizational Information

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Oscar Alfonso Bermudez	10002116	Keith Teddy Cortes	PROGRAM MANAGER II	LABORATORY	COMMISSIONER'S OFFIC
Ezekiel Ashley Rober	10002536	Keith Teddy Cortes	PROGRAM MANAGER I	CONS SVS FIELD SPECS	COMMISSIONER'S OFFIC
Leo Kenny Fenton	10002681	Keith Teddy Cortes	PROGRAM MANAGER I	FOOD SAFETY & COMPL	COMMISSIONER'S OFFIC
Kermit Lance Zapata	10002306	Keith Teddy Cortes	PROGRAM COORDINATOR I	METROLOGY LABORATORY	COMMISSIONER'S OFFIC

Row 1 of 4

Data as of 9/27/2010, 1:00:00 PM Refresh

Note: Use the arrow buttons circled in black in the above image to navigate up or down if the name of the employee for whom you want to delete a leave request is not shown in the initial list displayed. You can also select your indirect reports by changing the drop down menu in the Employee Selection (circled in black in the above image) to Employees from Organizational Structure.

2. Select **Enter Leave Request** from the Related Activities menu (circled in the image at right), which is located in the bottom right section of the screen to launch a new window.

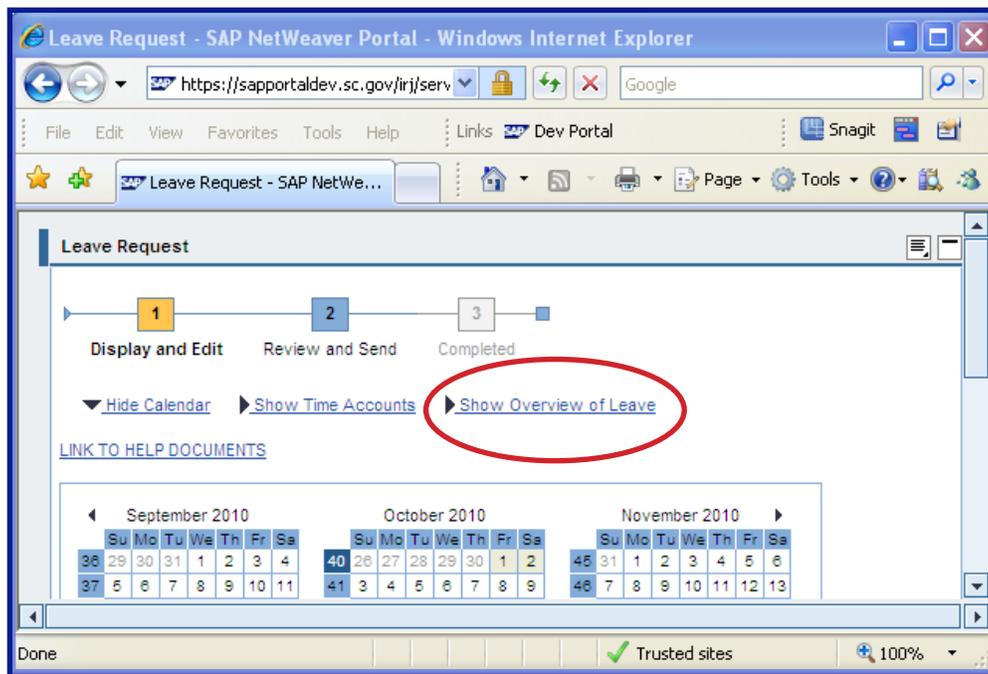
Related Activities

Self-Service for My Employees

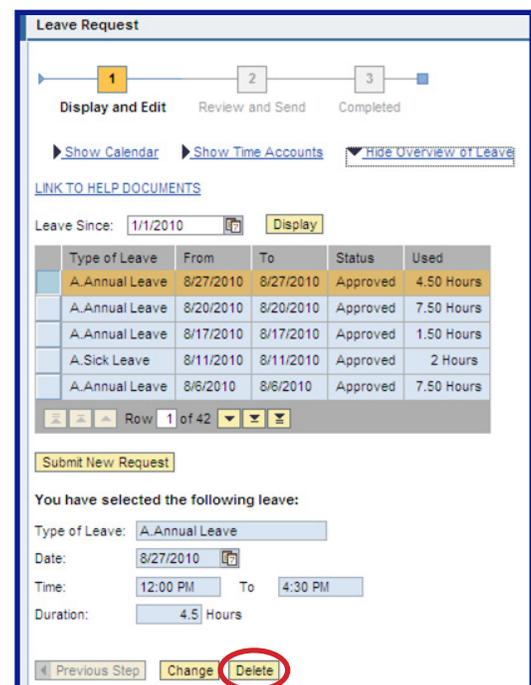
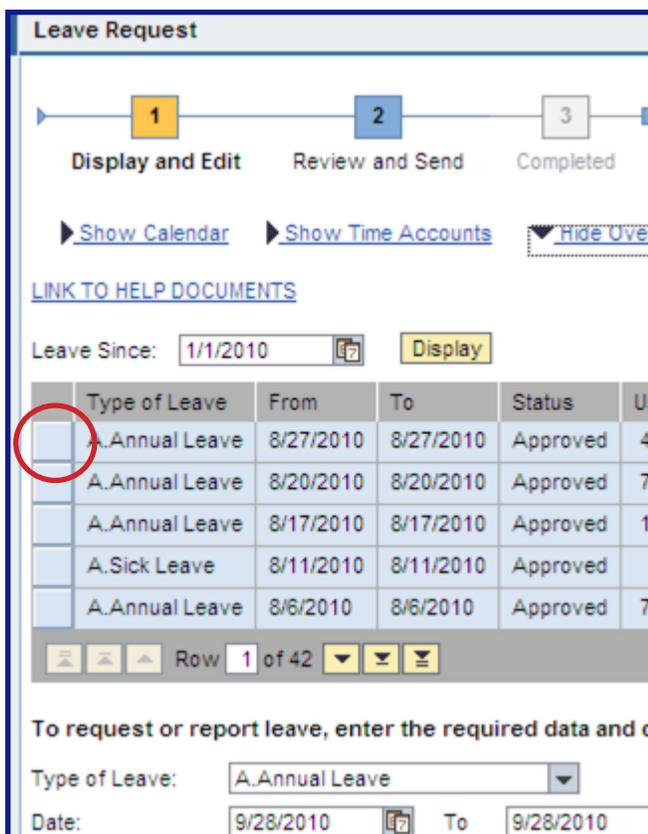
- [Record Working Time](#)
Maintain or display time sheets for your employees.
- [Addresses and Emergency Contact Information](#)
Maintain or display addresses and emergency contacts for your employees.
- [Personal Data](#)
Display personal data for your employees.
- [Display Quota Balances](#)
Display the quota balances for your employees.
- [Enter Leave Request](#)
Enter a leave request for your employees.
NOTE: You will still need to approve the leave request as a separate process.

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3. In the new window, click on **Show Overview of Leave** (circled in red in the image below).



4. Select the leave request you would like to delete by clicking the blue box in the left-most column of the same row on which it is listed. The information for that leave request will appear in the lower portion of the screen. Click the **Delete** button to initiate deletion of the selected leave request.



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5. When you reach the next step, **Review and Save**, select **Review** to take a final look at the request you have selected and ensure it is the one you need to delete.

The screenshot shows the 'Leave Request' form with a progress bar at the top indicating three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 2 is currently active. Below the progress bar are links for 'Hide Calendar', 'Show Time Accounts', and 'Show Overview of Leave'. A section titled 'LINK TO HELP DOCUMENTS' is present. The main area contains a calendar for September, October, and November 2010. Below the calendar are checkboxes for 'Absent', 'Multiple Entries', 'Sent', and 'Deletion Requested'. The form fields include: 'Type of Leave: A Annual Leave', 'Date: 9/28/2010 To 9/28/2010', 'Time: 12:00 AM To 12:00 AM', 'Duration: 0 Hours', 'Approver: CORTES, KEITH', and a 'Note for Approver' field. At the bottom left, there is a 'Previous Step' button and a 'Review' button, which is circled in red.

6. Once you have checked to make sure that the request you have selected is the one you need to delete, click the **Send** button or the **Delete** button to finalize. The **Delete** button appears when deleting requests that have not yet been approved; the **Send** button appears when deleting requests that have been approved already. You will then receive a confirmation notice to let you know the leave deletion request has been sent.

This screenshot shows the 'Leave Request' form after the 'Review' step. The progress bar now shows step 2 as completed and step 3 as active. The text reads: 'You want to delete the following leave:'. The details are: 'Type of Leave: Delete: A Annual Leave', 'Date: on Friday, August 27, 2010', 'Time: from 12:00 PM to 4:30 PM', 'Duration: 4.5 Hours', and 'Approver: CORTES, KEITH'. A note states: 'To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.' At the bottom left, there is a 'Previous Step' button and a 'Send' button, which is circled in red.

This screenshot shows the 'Leave Request' form after the 'Send' step. The progress bar shows step 3 as completed. A green checkmark icon is followed by the text: 'The leave request has been sent.' Below this, it says: 'You have requested the following leave:'. The details are: 'Type of Leave: A Annual Leave', 'Date: on Friday, August 27, 2010', 'Time: from 12:00 PM to 4:30 PM', 'Duration: 4.5 Hours', and 'Approver: CORTES, KEITH'.

Note: If the leave request you just deleted was already approved, a task will appear in the universal worklist, indicating that you need to approve the request's deletion.