

GENERAL FAQ'S

Where do I go to request/approve time off?

You need to login to Employee Self-Service at: <https://erp-portal-prd.itap.purdue.edu/irj/portal>.

How do I log into Employee Self-Service?

Use your career account User ID and Password to log in.

Where can I find additional information regarding the on-line leave request process?

We have a web site that has training QRC's available, it is located at:

<https://spa2010.itap.purdue.edu/Business/businessatpurdue/Pages/essleavesmanagement.aspx>

Where can I find additional information regarding leave policies?

To view information for faculty, continuing lecturers, and administrative and professional staff for sick leave, vacation, personal business days and unpaid personal leave, it is located at:

<http://www.purdue.edu/policies/human-resources.html>

To view information for jury duty and bereavement leave, it is located at:

<http://www.purdue.edu/policies/human-resources/vie2.html#juryduty>

What if you are requesting leave for an approved FMLA reason?

If an employee has an approved FMLA in the system and they are requesting a sick day, the system will automatically generate a reminder "If this request is for your open FMLA then you should use the paper form." (Employee cannot request FMLA using the online process.) The online system will still allow an employee to enter the time, it is just not coded as FMLA.

If an employee needs to request leave due to military, an unpaid personal leave, paid parental leave, or outside activity leave, do they use the online process?

No. They will need to use the revised Form "[Human Resources – 33 Other Leave](#)".

What is seen in the email's for leave request/approval/rejection?

When an email is generated to the supervisor for a **requested leave**, it will include details of the leave.

When an email is generated to the employee for an **approved leave**, it will not include details of the leave.

When an email is generated to the employee for a **rejected leave**, it will include details of the leave.

How do I know if my leave has been processed (approved/denied)?

You will receive an email from "**Workflow Systems [WF-BATCH@purdue.edu]**" stating your request has been processed. You will need to log into ESS at: <https://erp-portal-prd.itap.purdue.edu/irj/portal> to see the action taken (approved/denied).

What do employees/supervisors see in their calendar/report view?

They will be able to see themselves, all direct reports and anybody who report to the same supervisor as them. This includes all employees, even those that do not use the online leave request tool.

Why doesn't "Other Leave w/Pay" just say Jury Duty?

This is being used for other types of leaves such as Witness Duty, and Read to Succeed. We've asked that employees state what type of leave they are requesting in the "Note for Approver" box.

What is the difference between the ESS calendar and the MSS calendar?

The ESS calendar is always viewable.

The MSS calendar is only viewable if there are leaves waiting to be approved. If the approval inbox is empty you need to go to Employee Self-Service to view the team calendar.

If an employee is at their maximum accrual balance what happens?

If they do **NOT** take leave during that month then they will **lose** their accruals for that month.

If they have requested leave with a **FUTURE** date, they will **lose** their accruals for that month.

If they **take** leave during that month & it is approved they will **earn** their accruals for that month.

Leave can be taken in arrears, and it will update the quotas accordingly when payroll is run.

If an employee is at the maximum accrual level and requests time within the same pay period but the manager does not approve the time until after that pay period will the system still allow the accruals?

Once the manager approves the leave, the system will retroactively apply the accruals.

Who do I contact, after reviewing materials, if I am still having issues?

Please contact Customer Service at 42222 or send an email to leaves@lists.purdue.edu.

MANAGER FAQ'S

As a manager, how do I delegate someone else to approve leave requests in my absence?

Follow the steps in the QRC "[ESS – Create or Delete Substitute Role](#)".

As a manager, how do I approve or reject requested leaves?

Follow the steps in the QRC "[ESS – Approve or Deny Request](#)".

As a manager, how do I know an employee's sick leave balance?

Check the leave usage in ESS using the Leave Usage Report for the employee. (See information in the QRC "[ESS – Working Time Reports](#)".) You can also ask your Time Administrator to get you a leave balance.

How does a manager know that an employee has requested leave?

They will receive an email notifying them. The emails are generated by a job that runs every hour. This email is sent from "**Workflow Systems [WF-BATCH@purdue.edu]**".

What role needs requested for a manager to be able to use the online leave process?

HR285 (Manager Self Service)

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TIME ADMINISTRATOR FAQ's

As a Time Administrator where do I find leave balance information?

You can run a [Direct Leave Report](#) (also known as the "Timesuperbo" report) to determine the leave usage of an employee.

As a Time Administrator how do I process a quota payout for someone who requests leaves on line?

See the Business@Purdue process for [Quota Payout – Online Leaves for Exempt Staff](#).

How do I remove a leave that was previously requested through ESS?

Complete a [Quota Corrections Form](#) and ask that the leave be removed.

How do I determine if supervisor are approving leaves?

You can run an [Unapproved Leave Report](#) to see if there are outstanding unapproved leaves.

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