EXCEPTION: Requests to **cancel an absence** are NOT automatically posted. This entry must be deleted by your Time Administrator.

- If a **No Action notification** is received, advise supervisor and create another request. You have until midnight of the last Sunday of the pay period to recreate the request.

Create/Maintain Requests

Request Overview

- Displays current and future pay period requests.
- Entries are displayed in descending date order. Future requests and then current pay period requests are displayed.
- It may be necessary to use the scrollbar on the far right to view all requests.
- Verify existing requests prior to submitting a new request to avoid creating duplicates.

Click to Create New Request

- A Personal Calendar will appear. This calendar is color coded for your convenience. The coding allows you to see your schedule at a glance.
- There are required fields (noted with a red asterisk"*") that must be completed when submitting a request.
- Select or enter the following:

Request type – click drop-down to select type of leave (default is ANNUAL). This list is ordered by most frequently used request types. Note: The Attendance types are preceded with an *.

Start/End Date – date leave is to start/end. Use the PERSONAL CALENDAR to quickly select your dates. Clicking on the date(s) in the calendar will automatically populate both date fields. You can also click the calendar icon to the right of date field or type in date to include slashes.

Note: *If entering an Attendance and the End Date field is gray, no End Date is required because multi-day requests are not permitted.*

Request hours – This field automatically displays your scheduled work hours. If you need a partial day or a different number of hours, you will need to change this value.

Begin/End Time – Time your leave will begin/end. You must indicate am or pm following time specified. Tip: Entry of just an 'a' or 'p' is sufficient. For example: 3:00pm can be entered as 3p or 4:30pm can be entered as 4:30p. ***Note: You must enter the colon if minutes are greater than 00.***

Note: - Reason for request.

- Click Check to validate. Before sending always double check that the Hours amount equals the Begin to End Time.

Request hours - Begin/End Time
LEO does not verify that time span entered equals Absence Hours.
It's a good idea to always recheck these values before submitting.

Submit the request

- To Send an email to the approver and enter an additional request, click Send.
- To Send an email to the approver and return to the request overview screen, click Send and Return .
- Click OK to submit information. "The information was sent successfully." message is displayed.

Cancel Time Request Overview

- Cancel a request promptly if you do not take leave or find an error in the request. Only current or future period time requests can be cancelled.
- Once approved, absence requests can only be cancelled if the supervisor approves. Attendance requests never require supervisor approval to cancel.
- Once a request to cancel an absence is approved, hours of leave taken are added back to available leave balance(s), if appropriate. Cancellation requests if not approved within 72 hours are rejected. Consult time administrator or agency policy for further instructions.

To Cancel a Time Request

1. Access your Request Overview screen.
2. Click on the row of the request you wish to cancel. A Cancel Leave Request pop-up box prompting you to confirm deletion will appear.

Note: If the Request Overview screen shows "**T.A.**" in the Status column for the request, it can only be changed or deleted by your Time Administrator.

3. Click Yes.
4. Click Send and Return.

Note: A comment can be included in the note section prior to clicking Send and Return.

5. Click OK when the Leave Request Edit pop-up box is displayed.
6. To determine action taken by supervisor, monitor your Outlook Inbox for email updates or access the LEO **Inbox** Notification screen.

Note: If a canceled request needs to be recreated, wait for your supervisor to approve the cancellation before submitting a new request.

Home > LEO Inbox

The LEO Inbox is your personal LaGov system mailbox where you can find system-generated emails regarding Time and Training-related requests.

Click INBOX • LEO Inbox from the LEO Home Page to access.

LEO Inbox Notifications

The Notifications tab is where confirmation-type emails are found. For employees who do not have a state email account, the following are critical emails to watch out for as follow up steps are likely required:

Posting or Locking Error - approved request could not be added to your time record.

No Action – request timed out before your approver took action.

Rejected – request was not approved.

Approved Cancellation – noted request was successfully deleted.

Note: Consult agency policy or your Time Administrator to determine necessary follow up steps.

Delete a Notification

Notifications are **automatically deleted** from your **LEO Inbox** as follows:

- Time Notifications older than 30 days
- LSO Notifications older than 180 days

To delete prior to the automated cleanup process:

1. Click on the notification to be deleted.
2. Click the Delete button.
3. Click Yes to confirm the deletion.

LEO Inbox Tasks

Workflow-generated notifications are found behind the Tasks tab. Supervisors can see copies of time or training-related emails they receive.

Time Statement

Time Statement Overview

- Each week of the pay period is reported and totaled separately.
- Default costing values that output as a part of the header are as of the last day of the pay period.
- If field **Posted by** = **WF-BATCH**, the entry was created in LEO.
- An **X** in **Auto Post** indicates no approval of request was given by supervisor prior to noon payroll Monday deadline and it automatically posted. **Consult with agency's policy for follow up required.**
- The time, comments, and auto post fields are **only** populated for requests created in LEO.

Display Time Statement

1. Click ○ Current Period ◉ Last Period 3 option to select Current Period or Last Period and enter how many previous pay periods to view.
2. Click Display Results .
3. Click on the box in front of the pay period to highlight a row.
4. Click Display Time Statement
5. To print, click 🖶. A printer selection box may appear.
6. Select the correct printer and click OK .

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SUPERVISORS

Supervisors have 72 hours after notification of a pending request (excluding weekend days) to make a decision.

Approvers can access a Pending Request approval screen by either:

- logging into LEO and clicking My Info > Time > Approve LEO Pending Requests **or**
- clicking the link within the email from a computer or a compatible Smartphone/browser

You <u>must</u> authenticate your identity through the LEO Time application (enter your ID and password) before the approval screen will display.

Once On the Approval Screen

1. Click the gray box on far left to select (highlight) request you wish to process. Note: To select *multiple requests*, use the **CTRL** key while clicking on each item or if from a mobile browser click (Select All) icon to select all pending requests.
2. After selecting item(s) and verifying that ***Start Time*** and ***End Time*** fields match hours requested, click Approve or Reject .
3. Watch for "Your action is successfully executed" message to display.

Create Substitute Approver

When away from the office and unable to keep up with incoming time or training requests, always designate a Substitute Approver. This feature will reroute approval emails/notifications to your designated replacement. Keep in mind it should be temporary.

1. Determine first the Personnel number of individual to be substituted. This individual must already have approver permissions.
2. Click My Info > Time > Manage Approval Substitute
3. Click the Create Rule button.
4. Enter the Employee's LaGov ID including the "P" and any leading zeros in the **Assignee:** field.
5. Click on the dropdown for **Assign These Tasks:** field and select "***ALL***".
6. Select the appropriate **Activation of the Rule:** option
   At Once – Substitution will begin immediately
   On – Specify as of what date substitution should begin.
   Do not activate this rule now – set up now but for future activation.
   Deactivate this rule: enter date when the substitution should end.
7. Click the OK button to save the substitution.

Maintain Substitute Approver Record

If you need to prematurely end a substitution record,

- Click Delete button to completely delete the substitution record.
- Click Turn Off button to deactivate the substitution record but leave it available for future use.

  TIP: If you use this option you can simply click the Turn On button to re-activate this substitution record when next needed.

Forward Requests for Specific Employees Only

On occasion, you may receive a request for an employee that no longer reports to you but LaGov has not yet been updated. To reassign this approval task to the appropriate supervisor, follow these steps:

1. From the LEO Home page, click the **LEO Inbox** icon.
2. Select the request to be forwarded. Detail information regarding the request will be displayed in the lower portion of the Tasks screen.
3. Click the Forward button.
4. Enter the userid/personnel number of the approver (e.g., P00123456) in the **To:** field.
   Note: If userid/personnel of the appropriate approver is not known, click the Select... button and search for the approver by last name, first name. Once you find the appropriate approver, select the row and click the Apply button.
5. Click the Submit button.
6. The message "Item was forwarded successfully" will display. The task has been reassigned and is no longer displayed.
   Note: The request will continue to display on your Time Approval screen until the reassigned approver takes action on the request.
7. Click the ✕ in the upper right corner of the forwarding screen to close the window.

> LEO Time web-based training is also available. Click the My Training tab and search for the following:
> LaGov LEO – Create a LEO Time Request
> LaGov LEO – Approve a LEO Time Request

STATE OF LOUISIANA
LEO
LOUISIANA EMPLOYEES ONLINE

MY INFO
LEO TIME REQUEST PROCESSING QUICK REFERENCE CARD

Best printed Double-Sided

Log into **LEO**
From the ***Louisiana.gov*** page,
locate Online Services and click LEO: Louisiana State Employees Online **or** enter this address: https://leo.doa.louisiana.gov/
Click My Info > Time

DEADLINES
Time requests can be created until 12:00 midnight on the last Sunday of the pay period.
Supervisor approval/rejection deadline is 12:00 noon Monday after the pay period ends.

Time Request Overview

- Be aware of and follow your agency's time entry policy.
- **Communicate** with your supervisor and receive verbal approval <u>before</u> creating a **request**.
- **To view available leave hours** Time > Leave Information**.**
- If your supervisor takes no action on a request within 72 hours, the request is deleted and disappears from the Overview screen.
- Leave requests for <u>future</u> pay periods reduce available hours balance upon approval.
- All current pay period time requests <u>not</u> approved or rejected prior to **12:00 noon payroll Monday** will be **automatically posted.** Contact your Time Administrator for further instructions.

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