

ELECTRONIC REQUEST FOR LEAVE

OFFICE OF CHIEF FINANCIAL OFFICER/PAYROLL TEAM
MARCH 2011

Log into ESS (https://mis.doe.gov/ess).

ESS: Employee Self Service - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

U.S. Department of Energy
Employee Self Service

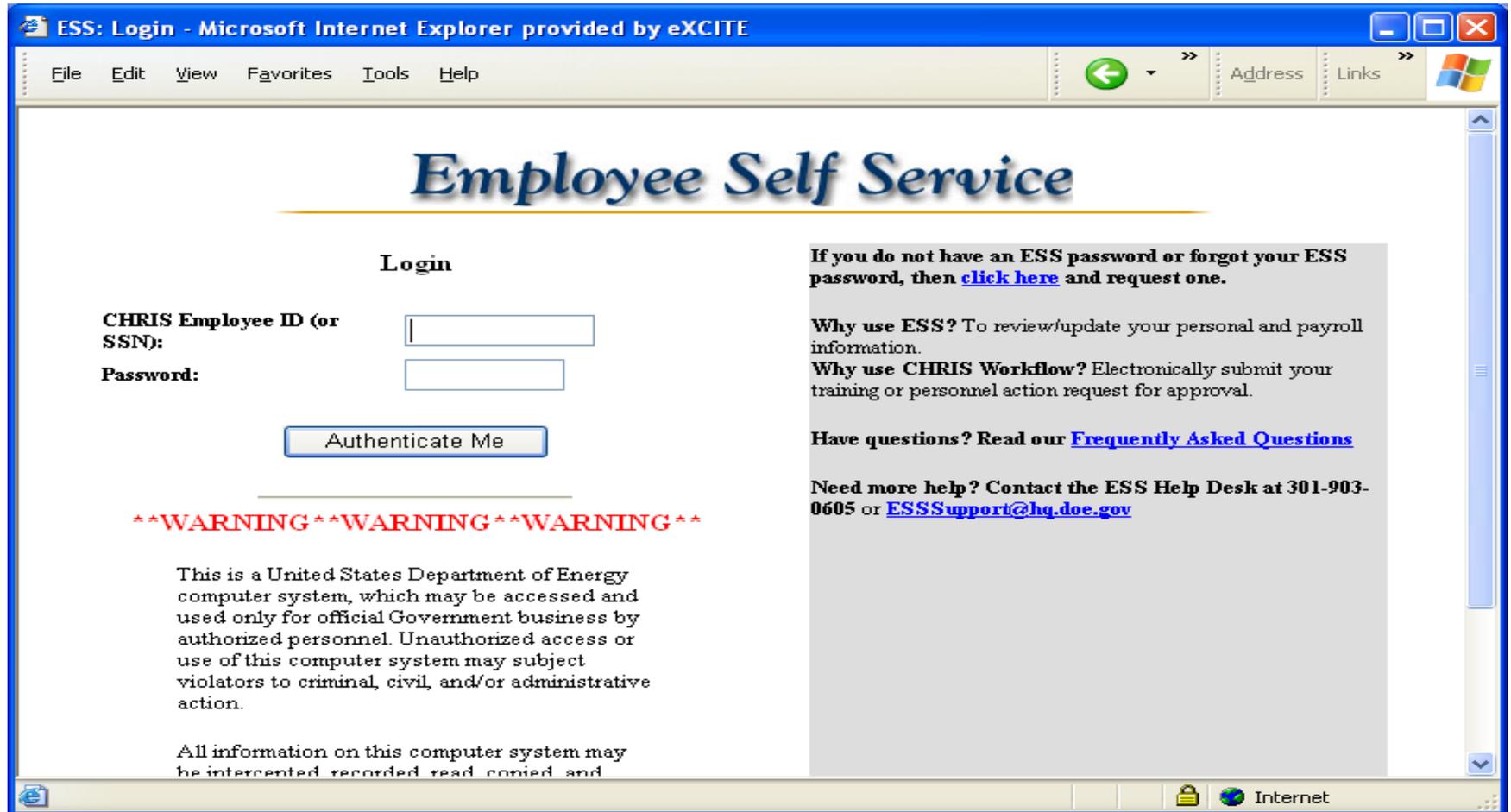
Key to Your Information Universe

- ABOUT ESS
- LOGIN
- GET/FORGOT PASSWORD
- CONTACTS
- TRAINING CATALOG
- HELP
- PRIVACY/ SECURITY

View the ESS privacy and security notice

Internet

Enter your id and password.



ESS: Login - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

Employee Self Service

Login

CHRIS Employee ID (or SSN):

Password:

Authenticate Me

****WARNING**WARNING**WARNING****

This is a United States Department of Energy computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and...

If you do not have an ESS password or forgot your ESS password, then [click here](#) and request one.

Why use ESS? To review/update your personal and payroll information.

Why use CHRIS Workflow? Electronically submit your training or personnel action request for approval.

Have questions? Read our [Frequently Asked Questions](#)

Need more help? Contact the ESS Help Desk at 301-903-0605 or ESSSupport@hq.doe.gov

Internet

Click on ATAAPS.

ESS: Welcome - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

employee self service Welcome Page | What's New | Feedback | Change password | FAQ | Links | DOE Phonebook | Logoff

Review Update CHRIS/PeopleSoft Training IDP TQP PMCDP GTN Parking **ATAAPS** Help

[Text-only menu](#)

Good morning, SHARLL HANE. Today is Monday, May 16, 2005, 07:09:33 AM EDT.

[LES Reminder Email Opt-Out](#)

General Information	What's New
ESS Help Desk: 301-903-0605 ESSSupport@hq.doe.gov	CHRIS/ESS Customer Satisfaction Survey We need your feedback about different aspects of the CHRIS System to help us continue to improve.
Payroll/ATAAPS Help Desk: 301-903-4433 PayrollCSRHelpDesk@hq.doe.gov	05/16/2005 - Online Leave Request Form (SF-71) Now Available to OMBE/Office of Policy and Intl Affairs
Your email: sharll.hane@hq.doe.gov (Update your official DOE email address)	<ul style="list-style-type: none">04/15/2005 - Final TSP Open Season
	View all bulletins

Your Most Recent Transactions (Does not include myPay transactions) [\[View all transactions\]](#)

Done Internet

You will now see “Leave Request Processing (SF-71)”.

Select “Submit a new leave request”.

ATAAPS: Start Page - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

ATAAPS Menu

Time and Attendance

- [Time and Attendance](#)
- [Beta Test Site - ATAAPS](#)
- [Scheduled System Downtime](#)

Leave Request Processing (SF-71)

- [Submit a new leave request](#)
- [Review current leave request\(s\)](#)
- [Certifier leave request processing](#)

Reports

- [Verify T&A/Leave](#)
- [Employee List by Roster Certifying Official](#)
- [Leave calendar for selected roster/employee](#)
- **Timekeeper Leave Request Review**
 - [Leave Calendar by Team](#)
 - [Leave Summary by Team and Pay period](#)

Done Internet

The following screen appears.

ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

Employee Leave Request Form (SF-71)

HANE, SHARLL L

***- required field entry** [Instructions](#)

Type of Leave*	From Date* (mm/dd/yyyy)	To Date* (mm/dd/yyyy)	From Time	To Time	Total Hours
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select your certifying official: *

Other Paid Leave Purpose:

Sick Leave Purpose (if applicable):

Done Internet

Bottom half of form.

ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

Select your certifying official: *

Other Paid Leave Purpose:

Sick Leave Purpose *(if applicable)*:

Family and Medical Leave - If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:

I hereby invoke my entitlement to family and medical leave for:

Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

[TOP](#)

Internet

Select "Type of Leave", fill in "From Date" and "To Date", "From Time" and "To Time" (only if you are not taking a full day) and "Total Hours".

ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

Employee Leave Request Form (SF-71)

HANE, SHARLL L

***- required field entry** [Instructions](#)

Type of Leave*	From Date* (mm/dd/yyyy)	To Date* (mm/dd/yyyy)	From Time	To Time	Total Hours
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Select a leave type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Restored	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comp Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LWOP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advanced Annual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advanced Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select your certifying official: * - Select your certifying official -

Other Paid Leave Purpose:

Sick Leave Purpose (if applicable):
- Select a sick leave purpose -

Internet

Select your certifying official, and reason for the leave; if needed. If you are selecting Sick Leave, select the purpose.

ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Links

— Select a leave type —

— Select a leave type —

Select your certifying official: * PEGNATO, PHILIP R

Other Paid Leave Purpose: Doctor's appointment

Sick Leave Purpose (if applicable):
Medical/dental/optical examination of requesting employee

Family and Medical Leave - If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:

I hereby invoke my entitlement to family and medical leave for:
— Select a FMLA reason —

Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Submit Clear Form

Error on page. Internet

Click the "Submit" button; you will receive an e-mail message confirming that the request has been submitted. You will also receive an e-mail message when the request has been approved or disapproved.

When you click the "Submit" button, an email message is sent to the selected certifying official notifying them that a leave request has been submitted.

The screenshot shows a web browser window titled "ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by eXCITE". The browser's address bar is empty, and the menu bar includes File, Edit, View, Favorites, Tools, and Help. The form contains the following elements:

- Two rows of input fields, each starting with a dropdown menu labeled "- Select a leave type -".
- A dropdown menu for "Select your certifying official:" with the value "PEGNATO, PHILIP R".
- A dropdown menu for "Other Paid Leave Purpose:" with the value "Doctor's appointment".
- A dropdown menu for "Sick Leave Purpose (if applicable):" with the value "Medical/dental/optical examination of requesting employee".
- A section titled "Family and Medical Leave - If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:".
- A statement: "I hereby invoke my entitlement to family and medical leave for:" followed by a dropdown menu labeled "- Select a FMLA reason -".
- A "Certification" paragraph: "I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal."
- Two buttons: "Submit" and "Clear Form".

The status bar at the bottom shows "Error on page." on the left and "Internet" on the right.

When requesting the use of Advanced Sick Leave (sick leave that has not yet been accrued), you will receive a message inquiring as to whether or not an Advanced Sick Leave approval memo has been submitted to the Payroll Office. The populated message serves only as a notification and will not impede in your request process. It serves as a reminder of steps that should be taken prior to an employee's certification of Advanced Sick Leave.

ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by DOECOE

https://mis.doe.gov/ess/secure/leave_request_for

File Edit View Favorites Tools Help

ESS: Employee Leave Request Form

Employee Leave Request Version: 01.0

Message from webpage

Has an approved advanced sick leave request been faxed to Payroll? If Yes, click on OK to continue. If No, click on Cancel to continue.

Type of Leave*	From Date* (mm/dd/yyyy)	To Date* (mm/dd/yyyy)	From Time	To Time	Total Hours
Advanced Sick					
-- Select a leave type --					
-- Select a leave type --					
-- Select a leave type --					

Done Trusted sites 100%

Once your approval is completed, if you have not done so already, please fax your signed request to the Payroll Office at 301-903-1054. This approval memo must be received by the Payroll Office prior to certification.

ESS: Employee Leave Request Form - Microsoft Internet Explorer provided by DOECOE

https://mis.doe.gov/ess/secure/leave_request_for

File Edit View Favorites Tools Help

ESS: Employee Leave Request Form

Employee Leave Request Version: 01.0

Message from webpage

An approved advanced sick leave request must be faxed to Payroll on 301-903-1054 before using advanced sick leave. You will be automatically redirected to the CHRIS/Payroll site. Scroll down to see the Advanced Sick Leave Sample Memo. You may close the new window to return to the leave request form.

OK

Type of Leave*	From Date* (mm/dd/yyyy)	To Date* (mm/dd/yyyy)	From Time	To Time	Total Hours
Advanced Sick					
-- Select a leave type --					
-- Select a leave type --					
-- Select a leave type --					

Trusted sites 100%

To review leave requests, select “Review current leave requests” under the Time/Leave tab from the ESS Homepage.

The screenshot shows the ESS homepage interface. At the top is a dark blue navigation bar with the text "employee self service" in yellow, followed by links: "Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff". Below this is a secondary navigation bar with tabs: "Review", "Update", "CHRIS/PeopleSoft", "Training", "IDP", "PMCDP", "Time/Leave", and "Help". The "Time/Leave" tab is selected. In the main content area, there are links for "Text-only menu" and "Admin access", and a personalized greeting: "Good morning, PAULETTE CARON. Today is Monday, December 14, 2009." A large yellow-bordered box contains "Important Reminders for Federal Employees" with text about FEHB elections and FSA accounts, including a URL: <http://www.opm.gov/insure/index.aspx>. On the right side, a vertical sidebar menu is open, listing various options under "Time and Attendance (ATAAPS)", "Leave Request Processing (SF-71)", "Reports", and "Certifier Leave Request Review". A mouse cursor is pointing at the "Review current leave requests" option. At the bottom, there are sections for "General Information" and "Voice your opinion".

employee self service Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff

Review Update CHRIS/PeopleSoft Training IDP PMCDP Time/Leave Help

[Text-only menu](#) | [Admin access](#)

Good morning, PAULETTE CARON. Today is Monday, December 14, 2009.

Important Reminders for Federal Employees

Open Season for Federal Employees Health Benefits (FEHB) elections ends at 11:59 PM on December 14, 2009. Elections may be made in ESS. If you do not wish to change your FEHB coverage, you must re-enroll for 2010. FSA accounts are not automatically continued. Ad...

Your opportunity to choose dental and vision insurance coverage for 2010, and your dependent care Flexible Spending Account (FSA) ends on December 14th. If you do not re-enroll for 2010, you must re-enroll for 2010. FSA accounts are not automatically continued. Ad...

<http://www.opm.gov/insure/index.aspx>

Time and Attendance (ATAAPS)

- Leave Request Processing (SF-71)
 - Submit a new leave request
 - Review current leave requests**
 - Delete a leave request
 - Certifier leave request processing

Reports

- Verify T&A/Leave
- Employee List by Roster Certifying Official

Certifier Leave Request Review

- Leave Calendar for selected roster/employee
- Leave Summary by Roster and Pay Period

Timekeeper Leave Request Review

- Leave Calendar by Team

General Information

ESS Help Desk: 301-903-0605
ESSsupport@hhs.doe.gov

Voice your opinion

The following screen appears. Select “View Detail” under the Action column to review the leave request.

Action	Type of Leave	From Date	To Date	Total Hours	Status	Status Date
View Detail	Annual	12/10/2009	12/10/2009	2	Approved	12/10/2009
View Detail	Comp time-travel	12/09/2009	12/09/2009	1.5	Approved	12/10/2009
View Detail	Sick	11/19/2009	11/19/2009	9	Approved	11/20/2009
View Detail	Sick	11/18/2009	11/18/2009	2.5	Approved	11/18/2009

The following screen appears. You can delete this leave request by selecting the “Delete” button. This will send an email message to the Certifying Official indicating that you deleted the leave request. You cannot change a leave request. If changes are required, it must be deleted and a revised request submitted.

Employee Leave Request Version: 01.0

Employee Leave Request (SF-71) Detail

CARON,PAULETTE D

[Instructions](#)

Type of Leave	From Date	To Date	From Time	To Time	Total Hours
Comp time-travel	12/09/2009	12/09/2009	3:00 pm	4:30 pm	1.5

Request Entered on: 12/10/2009

Family and Medical Leave: N/A

Certifying official: ODEGARD,JEROME E

Certifying official Comments: N/A

Status: **Approved** (12/10/2009)

Please note: If you have wrong information in a request, you will have to delete the incorrect request first and Submit a new one. To Delete a request, click on DELETE button below. To Submit a new one click "Back" button below to go to the menu page, and select "Submit new Leave Request". To re-submit this request, click on the "Re-Submit" button below.

If you decide to DELETE this request, it will send an email to notify your Certifying Official.

INSTRUCTIONS:

Sample Types of Leave to be requested:

Annual

Restored (Use or lose Annual leave that has been restored)

Sick

Comp Time Used (Comp Time previously earned)

Other (Administrative Leave, for example: Health Screening, Jury Duty, Weather Related, Early Release, etc.)

LWOP (Leave Without Pay)

Advanced Annual (Annual Leave that has not yet been accrued)

Advanced Sick (Sick Leave that has not yet been accrued –authorization is required in advance)

Once the leave type has been selected, enter the From and To dates for the leave. You may either directly enter the dates (in Month/Day/Year format) or you can click on the calendar icon and select the date from the calendar. On this calendar, you can click on the single left and right arrows (" $<$ " and " $>$ " symbols) to move back and forward a month at a time. The double left and right arrows (" $<<$ " and " $>>$ " symbols) will move you back and forward a year at a time.

After the From and To dates have been entered, you can skip the From Time and To Time fields if you are requesting a full day or more of leave. The From and To times are required for less than a full day's leave. These times help your supervisor manage staffing needs. If you are planning to take off a combination of whole days and a partial day, put the whole days on one line and put the partial day on a separate line.

The last field on the line is Total Hours. You should calculate how many hours of leave you will use to cover the period in the From Date and To Date. For example, if you are going to use annual leave from 12/14/2009 to 12/18/2009 and you are working eight-hour days, then you would enter 40 in the Total Hours field.

You can enter multiple periods of leave in a single request. You can provide advance planning information to your supervisor by listing expected leave periods far in advance.

You can also split types of leave for a single day. If, for example, you are going to take sick leave for a doctor's appointment in the morning, and then wish to take off the remainder of the day using Comp Time, you would enter sick leave on the first line (along with the From Date, To Date, From Time, To Time, and Total Hours) and then enter a second line for the Comp Time Used.

After filling out the information on the type of leave and the days, select the certifying official to send this request for approval. This will usually be the person that certifies your biweekly time sheet. Click on the drop-down indicator (the symbol) and your certifying official's name will appear, along with any alternate certifier names. Click on your selection to highlight the name you wish. If you know that your certifying official is out of the office, select one of the alternate certifiers.

The remaining fields on the page are optional, depending on the type of leave you select.

If you selected "Other", you will be required to enter a purpose. This can be used to identify the reason for this leave and can be used for administrative leave for health screening, military leave, court leave, and others. You should enter a short description for the purpose of this leave. Note that purpose is not required for any other type of leave.

If you selected Sick Leave, you will be required to select the reason from the Sick Leave Purpose drop-down. Click on the symbol and select the purpose that most closely matches the reason for the sick leave.

If the leave you are requesting is associated with the Family Medical Leave Act (FMLA), click on the symbol and select the reason that most closely matches the reason for invoking the FMLA for this leave.

Click on the "Submit" button to complete the processing of this request. An e-mail message will be sent to the certifying official for their action. You will be notified by e-mail once the certifying official has either approved or disapproved your request.

CERTIFICATION OF ELECTRONIC LEAVE REQUESTS

- Certifier receives an email message indicating that an employee has requested leave. The email message has the employee's name in the subject line.
- Certifier logs into ESS to review electronic leave requests. (<https://mis.doe.gov/ess>)

The Certifier selects “Certifier leave request processing” under the Time/Leave tab on the ESS Homepage.

The screenshot shows the ESS homepage with a dark blue header containing the text "employee self service" and a navigation bar with links: Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff. Below the header is a secondary navigation bar with buttons for Review, Update, CHRIS/PeopleSoft, Training, IDP, PMCDP, Time/Leave, and Help. The Time/Leave button is highlighted, and a dropdown menu is open, listing options: Time and Attendance (ATAAPS), Leave Request Processing (SF-71), - Submit a new leave request, - Review current leave requests, - Delete a leave request, - Certifier leave request processing (highlighted with a mouse cursor), Reports, - Verify T&A/Leave, - Employee List by Roster Certifying Official, Certifier Leave Request Review, - Leave Calendar for selected roster/employee, and - Leave Summary by Roster and Pay Period.

employee self service Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff

Review Update CHRIS/PeopleSoft Training IDP PMCDP Time/Leave Help

[Text-only menu](#) | [Admin access](#)

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<http://www.opm.gov/insure/index.aspx>

Time and Attendance (ATAAPS)

Leave Request Processing (SF-71)

- Submit a new leave request
- Review current leave requests
- Delete a leave request
- Certifier leave request processing

Reports

- Verify T&A/Leave
- Employee List by Roster Certifying Official

Certifier Leave Request Review

- Leave Calendar for selected roster/employee
- Leave Summary by Roster and Pay Period

The following screen will appear. Click on "Submitted" under the Status column to review and approve/disapprove leave request.

Employee Leave Request
Version: 01.0

Certifier Leave Request (SF-71) Processing

Choose any one of the option buttons below and click on "ReDo"

Submitted Requests
 ALL
 Since: 12 ▾ 14 ▾ 2009 ▾
Month Day Year

To review a leave request in detail, click on the Status link on each row.

Status	Name	Leave Type	From Date	To Date	Total Hours	Entered	<input type="checkbox"/> Select All <input type="checkbox"/> De-Select All <input type="button" value="Approve Selected Items"/>
Submitted	PECKHAM, MICHAEL	Annual	12/14/2009	12/14/2009	1	12/14/2009	<input type="checkbox"/>
Submitted	PECKHAM, MICHAEL	Credit Hours	12/17/2009	12/17/2009	1	12/14/2009	<input type="checkbox"/>
Submitted	PECKHAM, MICHAEL	Comp time-regular	12/16/2009	12/16/2009	1	12/14/2009	<input type="checkbox"/>
Submitted	PECKHAM, MICHAEL	Sick	12/15/2009	12/15/2009	1	12/14/2009	<input type="checkbox"/>

[Back to Menu](#)

The following screen will appear. After reviewing the information, the certifier selects a status – either approves or disapproves the leave request. Comments are optional when approving; however, they are mandatory when disapproving a leave request. Click the “Submit” button to complete the request. This will send an email message to the employee indicating the status selected.

Certifier Leave Request (SF-71) Processing

Employee: PECKHAM,MICHAEL S Status: **Submitted (12/14/2009)**

Below shaded box displays the Leave request information. Please enter data in the fields below, and click on SUBMIT.

Type of Leave	From Date	To Date	From Time	To Time	Total Hours	Entered
Annual	12/14/2009	12/14/2009	9:00 am	10:00 am	1	12/14/2009
Other Paid leave Reason / Comments: For test purposes only at Paulette Caron's request.						
Certifier Comments: None						

If you select Disapproved, entry is required on the Comments field below.

Select Status:

Approved
-Select Status-
Approved
Disapproved

Certifier comments:

Please Note: If you click on "Submit", it will send an email notification to the Employee regarding Leave Request Status. Use the "Forward" button to send the request to another certifier on your team.

Back to Leave Request menu

Forward

Submit

After clicking the “Submit” button, the following screen appears. Select “click here” to review additional leave requests or select “Done” if finished.

Employee Leave Request

Certifier Leave Request (SF-71) Processing

(Confirmation Page)

Your Leave Request status change has been submitted successfully.

It will send an email to Notify the Employee.

If you wish to review more leave requests, [click here](#)



Resources

▪ **ATAAPS HELPDESK**

- 301-903-2500
 - Option 4 – Enterprise Application Support
 - Option 4 – Payroll Support
- PayrollCSRHelpDesk@hq.doe.gov

▪ **ATAAPS Training Guides and Helpful Info**

- <http://chris.doe.gov/payroll/index.cfm?fuse=trainingguides>