ELECTRONIC REQUEST FOR LEAVE

OFFICE OF CHIEF FINANCIAL OFFICER/PAYROLL TEAM
MARCH 2011
Log into ESS (https://mis.doe.gov/ess).
Enter your id and password.
Click on ATAAPS.
You will now see “Leave Request Processing (SF-71)”.  
Select “Submit a new leave request”.

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
The following screen appears.

### Employee Leave Request Form (SF-71)

**HANE, SHARI L.**

**Required field entry**

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>From Date</th>
<th>To Date</th>
<th>From Time</th>
<th>To Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select a leave type -</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Select your certifying official:**

**Other Paid Leave Purpose:**

**Sick Leave Purpose (if applicable):**

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Done

Internet
Bottom half of form.

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.

Submit  Clear Form
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".

<table>
<thead>
<tr>
<th>Type of Leave*</th>
<th>From Date*</th>
<th>To Date*</th>
<th>From Time</th>
<th>To Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a leave type</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restored</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>LWOP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Annual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select your certifying official:* — Select your certifying official —

Other Paid Leave Purpose:

Sick Leave Purpose (if applicable):

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

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.
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.
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.
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.

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.
To review leave requests, select “Review current leave requests” under the Time/Leave tab from the ESS Homepage.
The following screen appears. Select “View Detail” under the Action column to review the leave request.

<table>
<thead>
<tr>
<th>Action</th>
<th>Type of Leave</th>
<th>From Date</th>
<th>To Date</th>
<th>Total Hours</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
</table>
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

Employee Leave Request (SF-71) Detail

CARON, PAULETTE D

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>From Date</th>
<th>To Date</th>
<th>From Time</th>
<th>To Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp time-travel</td>
<td>12/09/2009</td>
<td>12/09/2009</td>
<td>3:00 pm</td>
<td>4:30 pm</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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

### 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

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Leave Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Total Hours</th>
<th>Entered</th>
<th>Select All</th>
<th>De-Select All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>PECKHAM, MICHAEL</td>
<td>Annual</td>
<td>12/14/2009</td>
<td>12/14/2009</td>
<td>1</td>
<td>12/14/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>PECKHAM, MICHAEL</td>
<td>Credit Hours</td>
<td>12/17/2009</td>
<td>12/17/2009</td>
<td>1</td>
<td>12/14/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>PECKHAM, MICHAEL</td>
<td>Comp time-regular</td>
<td>12/16/2009</td>
<td>12/16/2009</td>
<td>1</td>
<td>12/14/2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[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.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>From Date</th>
<th>To Date</th>
<th>From Time</th>
<th>To Time</th>
<th>Total Hours</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>12/14/2009</td>
<td>12/14/2009</td>
<td>9:00 am</td>
<td>10:00 am</td>
<td>1</td>
<td>12/14/2009</td>
</tr>
</tbody>
</table>

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

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