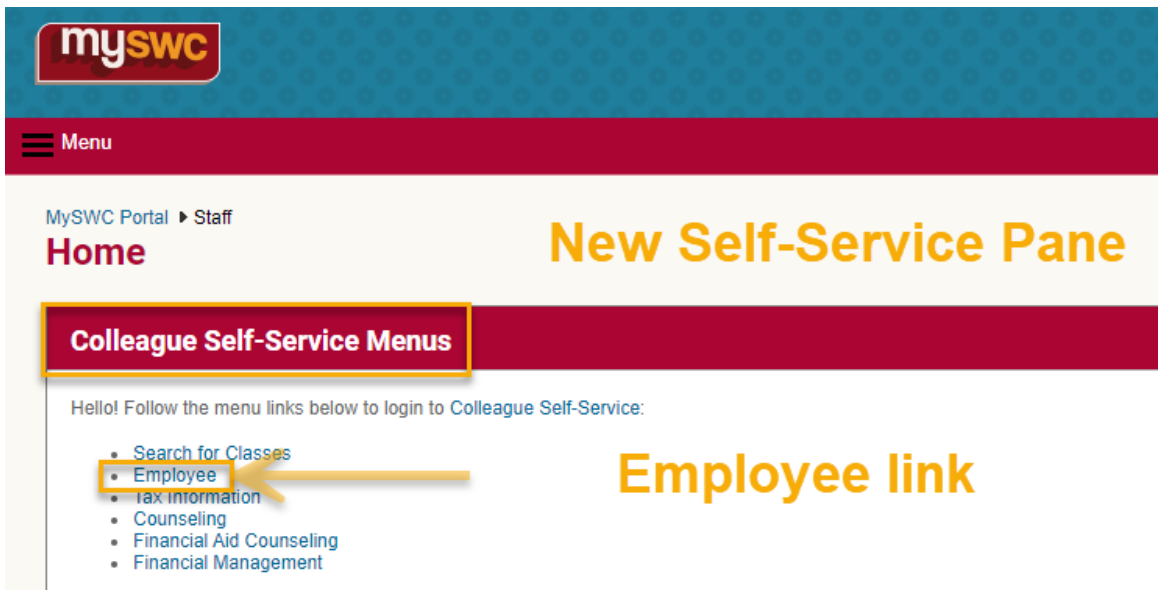


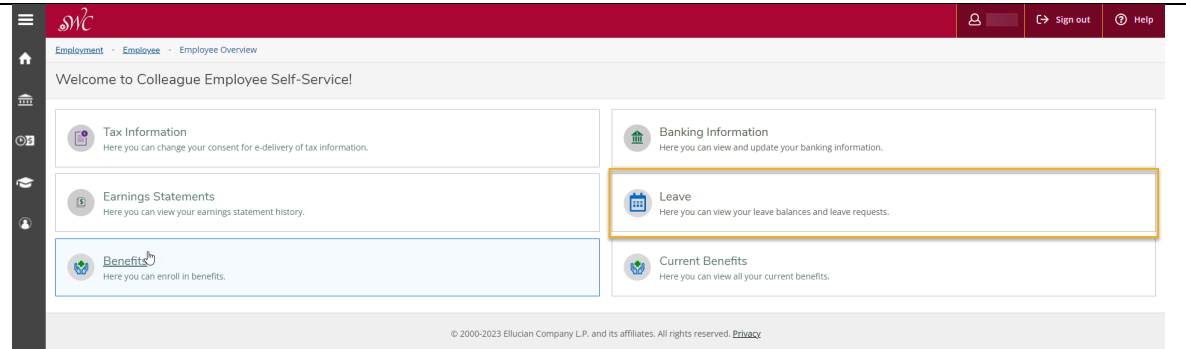
# Colleague Self-Service Leaves Guide

This reference guide will demonstrate the process of how to submit leave requests in Colleague Self-Service.

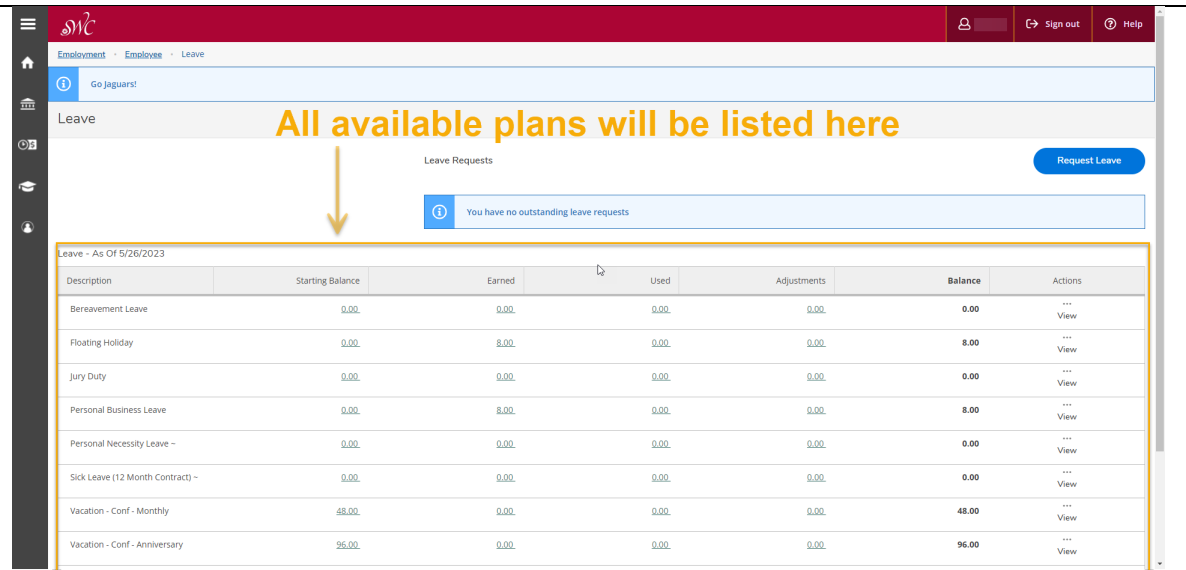
## Submitting a Leave in Colleague Self-Service

Step	Image Reference
<p>1. Login into your MySWC webportal and <b>click</b> on the “Employee” link in the “Colleague Self-Service” pane.</p>	 <p>The screenshot shows the MySWC webportal interface. At the top, there is a blue header with the 'myswc' logo. Below the header is a red navigation bar with a 'Menu' icon. The main content area has a white background with a blue breadcrumb trail: 'MySWC Portal &gt; Staff'. Below this, there is a red bar with the text 'Colleague Self-Service Menus'. Underneath, a message says 'Hello! Follow the menu links below to login to Colleague Self-Service:'. A list of links is provided: 'Search for Classes', 'Employee', 'Tax Information', 'Counseling', 'Financial Aid Counseling', and 'Financial Management'. The 'Employee' link is highlighted with a yellow box and a yellow arrow points to it from the right. To the right of the list, the text 'Employee link' is written in large yellow font.</p>

2. Once on the “Employee Overview” screen, **click** the “Leave” button on the right-hand side column.



3. On the “Leave” screen, **notice** the available leave types and corresponding balances.



4. To request a leave, **click** the blue “Request Leave” button on the top-right corner of the screen.

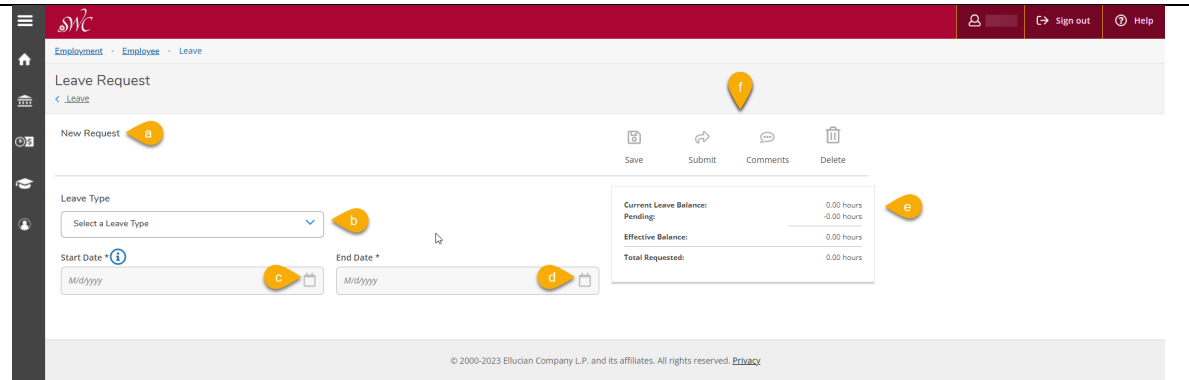


5. On the new “Leave Request” screen, pay attention to the following items:

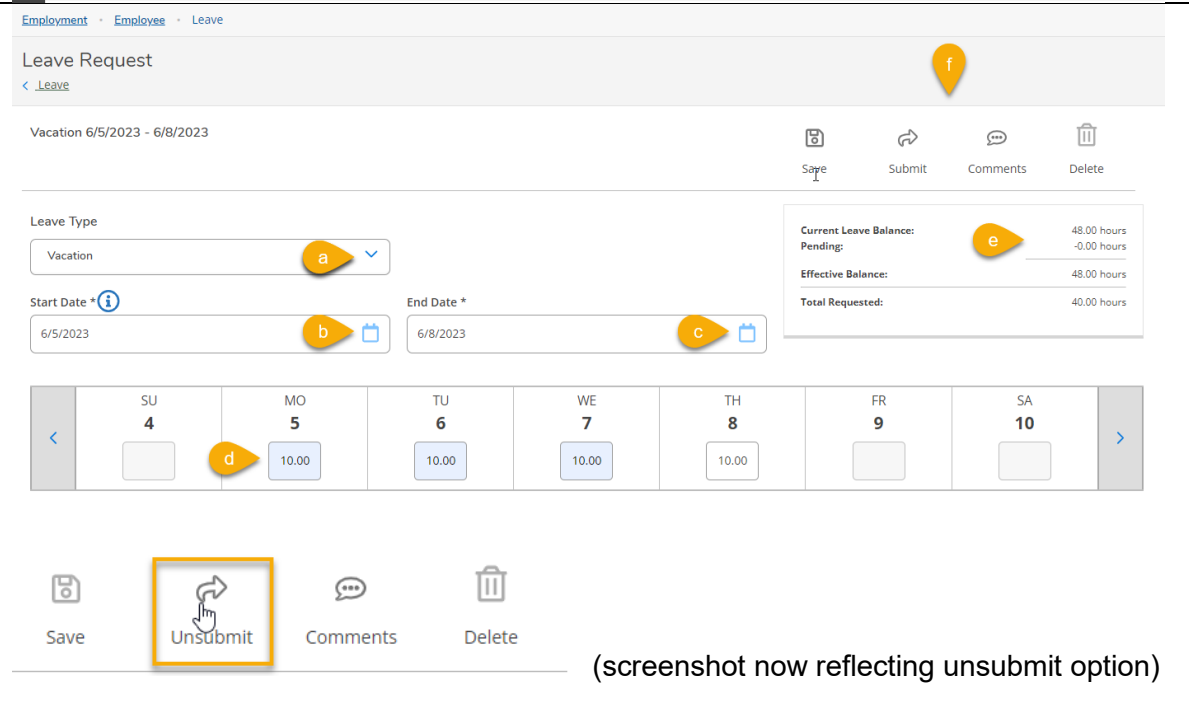
- Status of Leave
- “Leave Type” drop-down menu
- “Start Date” field
- “End Date” field



- e. Leave plan balance information
- f. Leave request options



6. To complete a leave request, fill in the following details:
- a. **Select** “Leave Type”
  - b. **Enter** “Start Date”
  - c. **Enter** “Leave Date”
  - d. **Enter** corresponding days/hours pertaining to the leave
  - e. **Notice** the leave plan information (the system will not allow leaves with insufficient time, and the hours will not consume until the time has lapsed even if the leave is approved)
  - f. The user has the option to:
    - i. “Save” a leave request if submission isn’t ready
    - ii. “Submit” the leave for approval (and “Unsubmit” once submitted)
    - iii. Add “Comments” to the request
    - iv. “Delete” the leave request



(screenshot now reflecting unsubmit option)