Employee Dashboard – Requesting time off via *Leave Request*

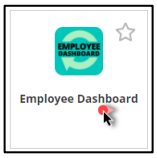
Classified, Confidential, and Management employees will use the Request Time Off option from the Employee Dashboard when requesting time off for a future month/pay period.

Note: This process below is for FUTURE month requests. For current month requests:

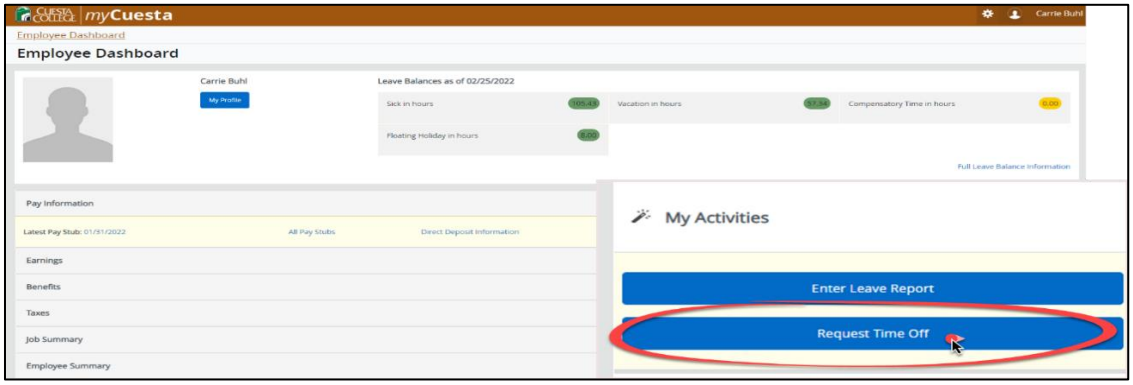
- ***Enter the time off in your current month leave report, then save (but do not submit)***
- ***Email your manager and request the time off; they will reply with their decision***
- ***After the month has closed, submit your leave report for approval***

Request Time Off

1. Log into myCuesta. Then, select the Employee Dashboard icon. Contact ITsupport@cuesta.edu if you need any assistance with logging in.

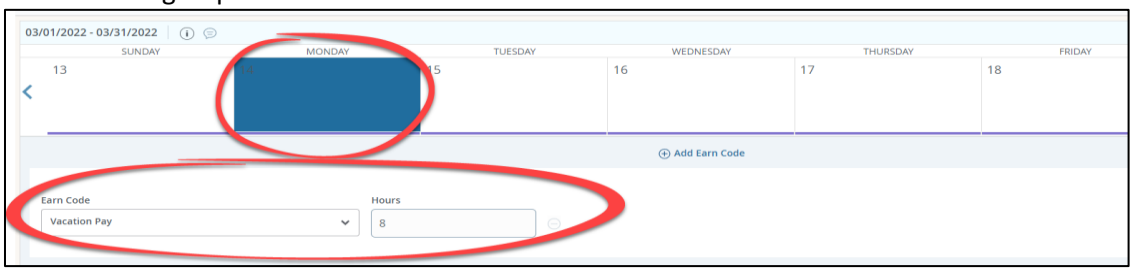


2. From the Employee Dashboard, select **Request Time Off.**

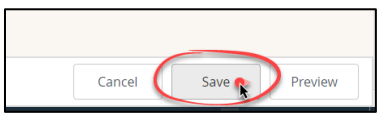


3. In the row for the month/pay period you need to request time off for, select **Start Leave Request**.

4. Use the calendar to **select the day**, then **select an earn code** and the **number of hours** being requested.

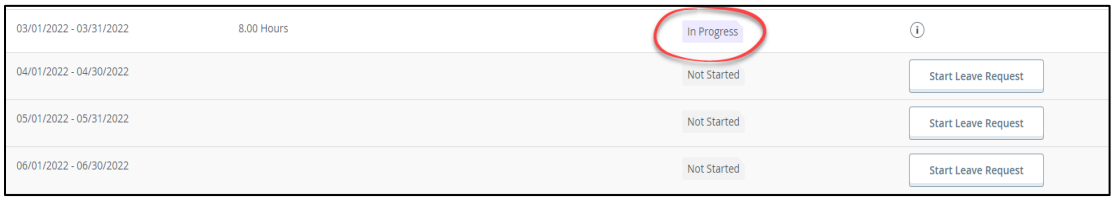


5. Select **SAVE**.



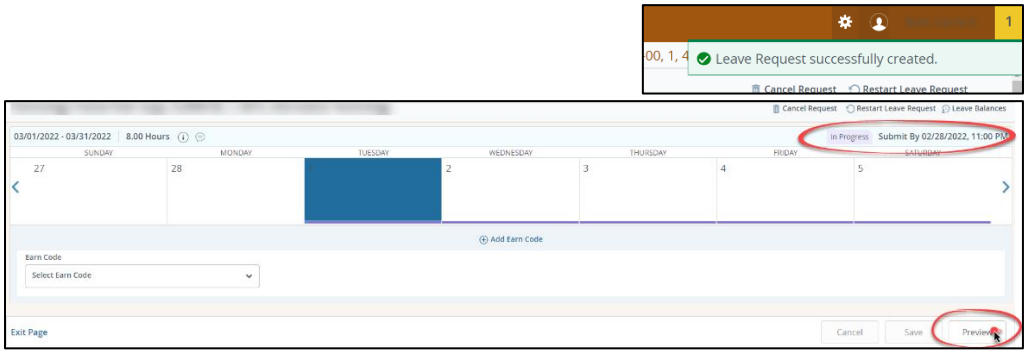
A message will display, in the top right corner, notifying you that the request was created.

*Note: The status of the request is now In Progress. The request cannot be approved until you **Submit**, changing the status to Pending.*



To **Submit** the request for approval:

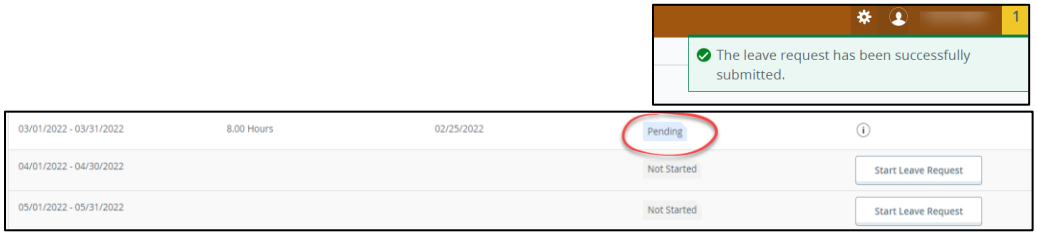
a. Open the request that is “In Progress”, then **select Preview**



b. Select **Submit**.

After you submit, notify your supervisor so the request can be assessed. Your supervisor will approve, modify, or deny your request.

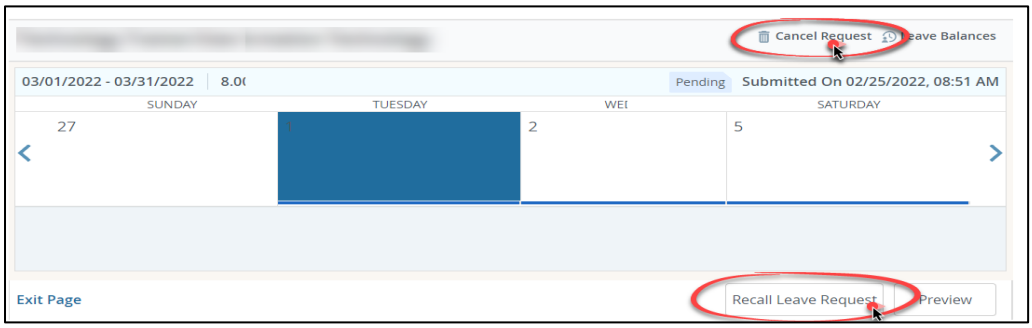
Note: If the request is approved the leave time will be deducted from your leave total(s), after payroll has process for the month of the leave request.



To cancel or edit a request:

a. Open the request that is “In Progress”, “Pending”, or “Approved”

b. Select Cancel Request to cancel or select Recall Leave Request to edit



Note: If editing a request, make sure to re-submit the request after changes are made.