

Employee Dashboard – Requesting time off via *Leave Request*

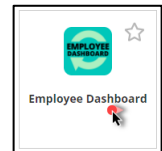
Classified, Confidential, and Management employees will use the Request Time Off option from the Employee Dashboard when requesting time off for a future month/pay period.

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

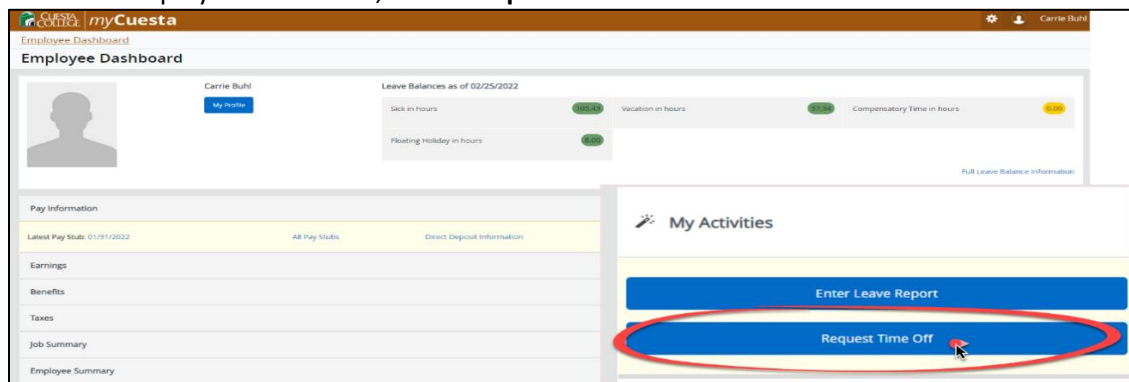
- Enter the time off in your current month leave report, then save (but do not submit)
- Email your manager and request the time off; they will reply with their decision
- After the month has closed, submit your leave report for approval

Request Time Off

1. Log into [myCuesta](https://myCuesta.edu). Then, select the Employee Dashboard icon. Contact ITsupport@cuesta.edu if you need any assistance with logging in.



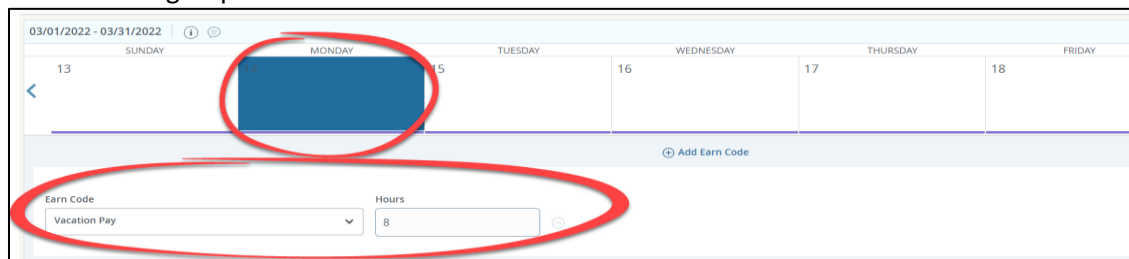
2. From the Employee Dashboard, select **Request Time Off**.



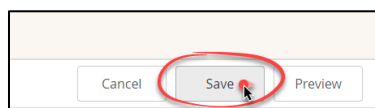
3. In the row for the month/pay period you need to request time off for, select **Start Leave Request**.



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*.

03/01/2022 - 03/31/2022	8.00 Hours	In Progress	
04/01/2022 - 04/30/2022		Not Started	Start Leave Request
05/01/2022 - 05/31/2022		Not Started	Start Leave Request
06/01/2022 - 06/30/2022		Not Started	Start Leave Request

To **Submit** the request for approval:

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

The screenshot shows a leave request form with a calendar view. The calendar highlights the dates from Sunday, 2/27 to Saturday, 2/28. The status of the request is 'In Progress' and the submit by date is '02/28/2022, 11:00 PM'. At the bottom right, the 'Preview' button is circled in red. A notification banner at the top right says 'Leave Request successfully created.' with a green checkmark.

- 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.

The screenshot shows the leave request form after submission. The status is now 'Pending' and the submit by date is '02/25/2022'. A notification banner at the top right says 'The leave request has been successfully submitted.' with a green checkmark. The 'Pending' status is circled in red.

To cancel or edit a request:

- Open the request that is “In Progress”, “Pending”, or “Approved”
- Select **Cancel Request** to cancel or select **Recall Leave Request** to edit

The screenshot shows the leave request form with the status 'Pending' and 'Submitted On 02/25/2022, 08:51 AM'. At the top right, the 'Cancel Request' button is circled in red. At the bottom right, the 'Recall Leave Request' button is circled in red.

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