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General Info
Log in to GEMS Self Service and click Self Service, then Leave Information.

Menu
Search:

- My Favorites
- Effort Report System
- USF Menu Items
  - Self Service
    - Leave Information
    - Personal Information
    - Payroll and Compensation

Figure 1 - Self Service - Main Menu

Note that Leave Information has two sub headings.
- Leave Approval for supervisors to approve or deny leave requests
- Leave Request for employees to request leave. (NOTE: The Leave Approval link will only retrieve employee information if you are a supervisor.)

1. Click on Leave Request. The Leave Request page opens. To view more of the page, collapse the left hand menu by clicking on the minus sign.

   Leave Procedures=detailed steps. Leave Summary = summary of leave balances.

   Status Explanations
   - Pending = request is waiting approval
   - Approved or Denied = request has been approved or denied.
   - Cancelled = request has been cancelled
   - Posted = hours have been finalized

Figure 2 – Leave Request Page
Employee Leave Requests

To Request Sick Leave
1. Be sure you are on the Sick Leave Request page.
2. Click Add to add a row.
3. Use the magnifying glass to look up the type of sick leave and choose Sick Leave Used.
4. Click in the Start Date field and type the start date of your leave request.
5. Click in the End Date field and type the end date of your leave request.
6. Click in the Hours field and enter the number of hours you are requesting.
7. Click Save

A dialog box opens informing you that GEMS is sending an email to your supervisor with details of the leave request. Click OK to send the email.

That's all there is! The leave will remain in Pending status until the employee's supervisor approves or denies the leave.

Note that your Hours Available has changed.

To Request Annual (Vacation) Leave
1. Click the right arrow in the Leave Type header bar to go to Vacation.
2. Click Add to add a row.
3. Use the magnifying glass to look up the type of leave and choose Annual Leave Used.
4. Click in the Start Date field and type the start date of your leave request.
5. Click in the End Date field and type the end date of your leave request.
6. Click in the Hours field and enter the number of hours you are requesting.
7. Click Save

A dialog box opens informing you that GEMS is sending an email to your supervisor with details of the leave request. Click OK to send the email.

NOTE: If a leave request spans two pay periods, it should be split into two rows so each row reflects leave taken during one pay period. Contact your Departmental Leave Coordinator if you need help with Pay Period Dates. Why do we enter two rows for one week? To ensure the most accurate reporting on Leave Audits. By splitting the leave into two rows, leave taken during each pay period will post after the pay period ends.
Supervisors – Approving Leave Requests

You will receive an email notification that there is a Pending Leave Request for one of your employees. To approve or deny leave, log in to GEMS Self Service.

How Do I Approve a Leave Request?

1. From the GEMS Self Service Main Menu, click Self Service.
2. Click Leave Approval
   a. The Leave Approval search page allows you to search by employee ID, approval status or name.
   b. A good practice is to leave the EmplID and Name fields blank and search for Pending requests by clicking on Pending in the drop down box. This allows you to see all pending requests for employees reporting to you.
3. Click Search
4. Employees with Pending requests will appear. Note that each leave request is one row.

5. Click anywhere on the row for the employee you wish to approve.
6. Click the drop down for the first row Status box and click Approved

7. Continue to approve or deny any other Pending requests.
8. Click **Save** after approving the leave requests. For each row of leave approved or denied, a separate email is sent to your employee notifying them of the approval or denial of their request.

9. If there other employees with Pending requests, the **Next in List** button is active. Click **Next in List** to go to the next employee’s pending request.

**How Do I Deny a Request?**

If the leave request creates a scheduling or other problem, you can **deny it**. Follow steps 1-5 of the Approval instructions above.

6. Click the drop down and choose **Denied**.

7. You've denied the request; you must now enter a reason.

8. Click the **Approval** tab.

9. Click the drop down in the Reason column to choose a reason for the denial.

![Leave Request Page Approval Tab Showing Drop Down Denial Reasons](image)

10. Choose the best reason and click **Save**

11. Notice that this time, the notification message shows a status of **Denied** and the reason you chose.

12. Click **OK**

**Resources**

- Contact your Departmental Leave Coordinator.
- For general information, visit the HR site: [www.usf.edu/hr](http://www.usf.edu/hr)
- Contact the University Leave Coordinator, Beverly Jerry at bjerry@admin.usf.edu