

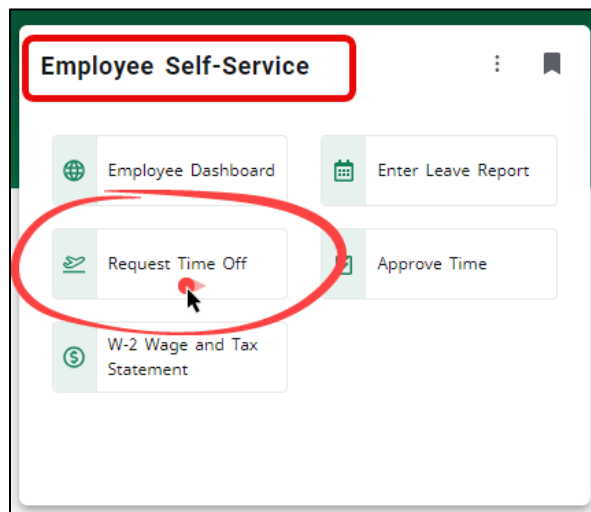
## Employee Dashboard – Requesting Leave Time

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

*Notifications are NOT sent to managers/supervisors through the system, please notify your manager/supervisor separately when you submit your leave request.*

### Request Time Off

1. Log into [myCuesta](#). Then, select the Request Time Off link on the Employee Self-Service card.  
Contact [ITsupport@cuesta.edu](mailto:ITsupport@cuesta.edu) if you need any assistance with logging in.



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

03/01/2022 - 03/31/2022	Not Started	<b>Start Leave Request</b>
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

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

A screenshot of the calendar and leave request form. The calendar at the top shows the week of March 13th to 18th, 2022. Monday, March 14th is selected and highlighted in blue. Below the calendar, there is a form with two fields: 'Earn Code' and 'Hours'. The 'Earn Code' dropdown menu is set to 'Vacation Pay'. The 'Hours' input field contains the number '8'. Both the calendar and the form fields are circled in red.

4. Select **SAVE**.

A screenshot of the bottom of the form, showing three buttons: 'Cancel', 'Save', and 'Preview'. The 'Save' button is circled in red, and a mouse cursor is pointing at it.

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 the top navigation bar with a notification: "Leave Request successfully created." Below this, a table lists leave requests. The first request, for the period 03/01/2022 - 03/31/2022 with 8.00 hours, is highlighted in blue and has a status of "In Progress". To its right, a "Submit By" date of 02/28/2022, 11:00 PM is shown. Below the table is a calendar view for the month of February 2022, with the 2nd of the month highlighted in blue. At the bottom of the interface, there are buttons for "Cancel", "Save", and "Preview". The "Preview" button is circled in red.

- Select **Submit**.

*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 top navigation bar with a notification: "The leave request has been successfully submitted." Below this, a table lists leave requests. The first request, for the period 03/01/2022 - 03/31/2022 with 8.00 hours, is highlighted in blue and has a status of "Pending". To its right, a "Submitted On" date of 02/25/2022 is shown. Below the table is a calendar view for the month of February 2022, with the 2nd of the month highlighted in blue. At the bottom of the interface, there are buttons for "Cancel", "Save", and "Preview". The "Preview" button 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 top navigation bar with a notification: "The leave request has been successfully submitted." Below this, a table lists leave requests. The first request, for the period 03/01/2022 - 03/31/2022 with 8.00 hours, is highlighted in blue and has a status of "Pending". To its right, a "Submitted On" date of 02/25/2022, 08:51 AM is shown. Below the table is a calendar view for the month of February 2022, with the 2nd of the month highlighted in blue. At the bottom of the interface, there are buttons for "Cancel", "Save", and "Preview". 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.*

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