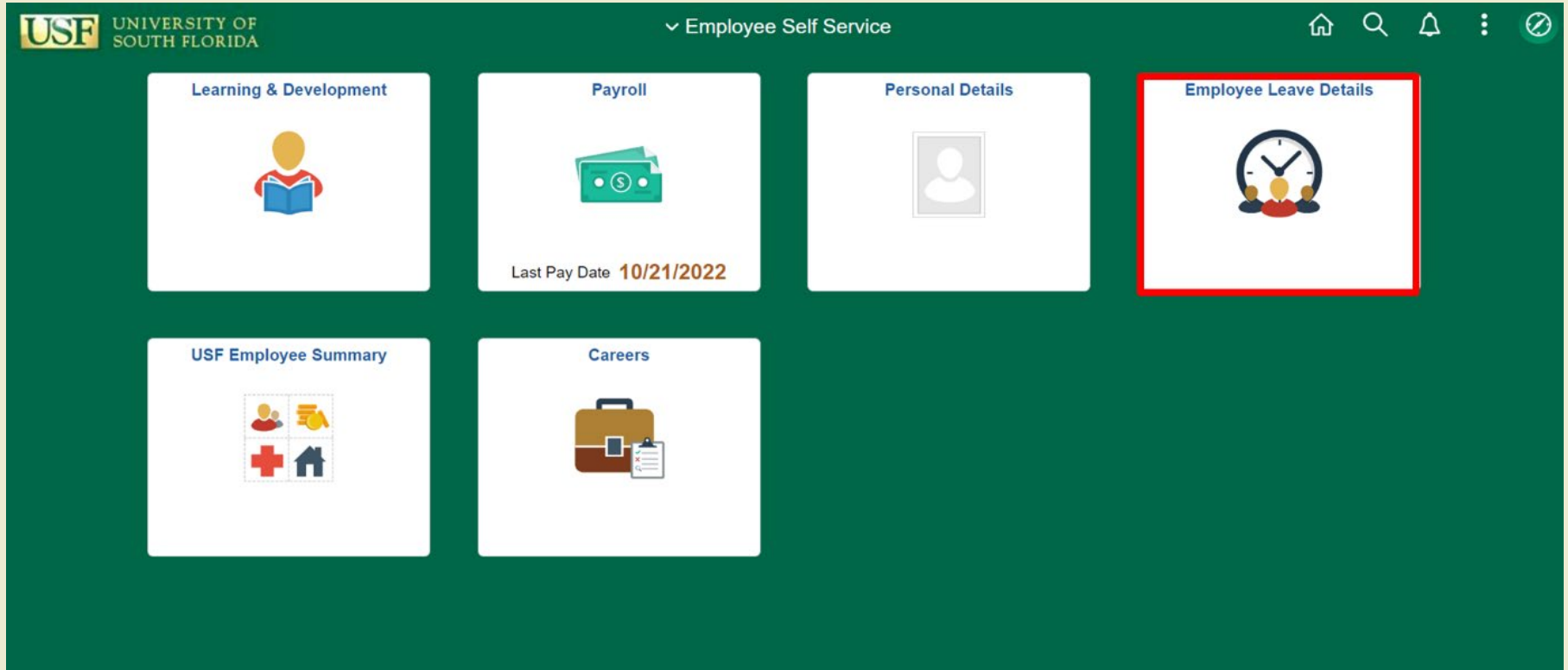


USF Employee Quick Guide

How to Request Annual and Sick Leave



For all Leave Requests, use the “Employee Leave Details” tile in GEMS under the “Employee Self Service” menu.



Employee Self Service USF Employee Leave

Leave Request

Rocky D. Bull

Leave Type Find **View 11** First 1-4 of 4 Last

Leave Type: Sick View Leave Procedures View Leave Summary

Leave Hours

Hours Balance: 86.700000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 0.000 Hours Available: 86.700000

Leave Request Find View All 1-4 of 19

Request	Approval	Miscellaneous							
*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
SIC	Sick Leave Used	08/19/2022	8:00AM	08/19/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
SIC	Sick Leave Used	08/16/2022	8:00AM	08/16/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
SIC	Sick Leave Used	11/22/2021	8:00AM	11/22/2021	10:00AM	Rocky D. Bull	2.00	Posted	Comments
SIC	Sick Leave Used	10/21/2021	8:00AM	10/21/2021	1:00PM	Rocky D. Bull	5.00	Posted	Comments

Add

Leave Type: Vacation View Leave Procedures View Leave Summary

Leave Hours

Hours Balance: 68.990000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 28.000 Hours Available: 40.990000

Leave Request Find View All 1-4 of 38

Request	Approval	Miscellaneous							
*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
ANL	Annual Leave Used	10/06/2022	1:00PM	10/06/2022	5:00PM	Rocky D. Bull	4.00	Pending	Comments
ANL	Annual Leave Used	10/03/2022	8:00AM	10/05/2022	5:00PM	Rocky D. Bull	24.00	Pending	Comments
ANL	Annual Leave Used	09/21/2022	8:00AM	09/22/2022	5:00PM	Rocky D. Bull	16.00	Posted	Comments
ANL	Annual Leave Used	09/15/2022	8:00AM	09/15/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments

Add

Select "View all" to display Sick and Annual (vacation) leave panels.



Employee Self Service USF Employee Leave

Leave Request

Rocky D. Bull

Sick Leave

Leave Type: Sick View Leave Procedures View Leave Summary

Hours Balance: 86.700000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 0.000 Hours Available: 86.700000

Leave Request Find | View All | 1-4 of 19

*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
SIC	Sick Leave Used	08/19/2022	8:00AM	08/19/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
SIC	Sick Leave Used	08/16/2022	8:00AM	08/16/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
SIC	Sick Leave Used	11/22/2021	8:00AM	11/22/2021	10:00AM	Rocky D. Bull	2.00	Posted	Comments
SIC	Sick Leave Used	10/21/2021	8:00AM	10/21/2021	1:00PM	Rocky D. Bull	5.00	Posted	Comments

Add

Vacation

Leave Type: Vacation View Leave Procedures View Leave Summary

Hours Balance: 68.990000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 28.000 Hours Available: 40.990000

Leave Request Find | View All | 1-4 of 38

*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
ANL	Annual Leave Used	10/06/2022	1:00PM	10/06/2022	5:00PM	Rocky D. Bull	4.00	Pending	Comments
ANL	Annual Leave Used	10/03/2022	8:00AM	10/05/2022	5:00PM	Rocky D. Bull	24.00	Pending	Comments
ANL	Annual Leave Used	09/21/2022	8:00AM	09/22/2022	5:00PM	Rocky D. Bull	16.00	Posted	Comments
ANL	Annual Leave Used	09/15/2022	8:00AM	09/15/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments

Add

To add a new request, select the “add” button for the type of leave you are requesting.



Leave Type Find | View All First 2 of 4 Last

Leave Type: Vacation View Leave Procedures View Leave Summary

Leave Hours

Hours Balance: 68.990000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 28.000 Hours Available: 40.990000

Leave Request Find | View All | 6-9 of 39

Request Approval Miscellaneous

*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
ANL	Annual Leave Used	08/02/2022	8:00AM	08/02/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
ANL	Annual Leave Used	08/01/2022	8:00AM	08/01/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
ANL	Annual Leave Used	07/15/2022	8:00AM	07/15/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments

an 8:00AM 5:00PM 0.00 Pending Comments

Earnings Code Description

ANL	Annual Leave Used
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Save Notify Add

Complete the following fields to enter an Annual (vacation) leave request. "ANL" will be the earning code used to complete the Type of leave field.



Leave Type Find | View 1 First 1-4 of 4 Last

Leave Type: Sick View Leave Procedures View Leave Summary

Leave Hours

Hours Balance: 86.700000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 0.000 Hours Available: 86.700000

Leave Request Find | View All | 2-5 of 20

Request Approval Miscellaneous

*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
SIC	Sick Leave Used	08/16/2022	8:00AM	08/16/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
SIC	Sick Leave Used	11/22/2021	8:00AM	11/22/2021	10:00AM	Rocky D. Bull	2.00	Posted	Comments
SIC	Sick Leave Used	10/21/2021	8:00AM	10/21/2021	1:00PM	Rocky D. Bull	5.00	Posted	Comments
<input type="text" value="s"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="8:00AM"/>	<input type="text" value=""/>	<input type="text" value="5:00PM"/>		<input type="text" value="0.00"/>	<input type="text" value="Pending"/>	Comments

Earnings Code Description

SIC	Sick Leave Used
-----	-----------------

Add

Complete the following fields to enter a sick leave request. "SIC" will be the earning code used to complete the Type of leave field.

The date(s) and the number of hours must be filled to accurately reflect the time off.



Leave Type

Find | View All First 1 of 4 Last

Leave Type: Sick

[View Leave Procedures](#) [View Leave Summary](#)

Leave Hours

Hours Balance: 86.700000 Hours Adjusted: 0.000 Balance as of: 10/13/2022
Hours Requested: 8.000 Hours Available: 78.700000

Leave Request

Find | View All | 2-5 of 20

Request Approval Miscellaneous

*Type	Description	*Start Date	Start Time	*End Date	End Time	Requested By	Hours	*Status	Comments
SIC	Sick Leave Used	08/16/2022	8:00AM	08/16/2022	5:00PM	Rocky D. Bull	8.00	Posted	Comments
SIC	Sick Leave Used	11/22/2021	8:00AM	11/22/2021	10:00AM	Rocky D. Bull	2.00	Posted	Comments
SIC	Sick Leave Used	10/21/2021	8:00AM	10/21/2021	1:00PM	Rocky D. Bull	5.00	Posted	Comments
SIC	Sick Leave Used	10/25/2022	8:00AM	10/25/2022	5:00PM	Rocky D. Bull	8.00	Pending	Comments

Add

Save

Notify

Select "Save."



Leave Request

Leave Type
Leave Type: Sick

Leave Hours
Hours Balance: 86.7
Hours Requested: 8.00

Leave Request

Request	Approval
*Type	Description *S
SIC	Sick Leave Used 08
SIC	Sick Leave Used 11
SIC	Sick Leave Used 10
SIC	Sick Leave Used 10/25/2022 8:00 AM 10/25/2022 5:00 PM Alexmungen, Alexis 8.00 Pending

Save Notify

View All First 1 of 4 Last

View All 2-5 of 20

rs *Status Comments

8.00	Posted	Comments
2.00	Posted	Comments
5.00	Posted	Comments
8.00	Pending	Comments

Add

An email message has been sent regarding the leave activity below:

Message was sent to: Supervisor@usf.edu ;

Regarding Employee: Rocky D. Bull

Leave Type: Sick

Leave Begin and End: 10/25/2022 to 10/25/2022

Hours: 8

Current Status: Pending

Reason, if leave is denied or adjusted:

Absence type, if this is administrative leave:

Recipient, if this is a sick leave donation: (0,0)

OK

A notification will be sent to the employee's supervisor for approval.