

eLAS Time Off Requests

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Logging In:

www.uab.edu/elas

- Enter Blazer ID and Password
- Employee Time Off Screen will open

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eLAS
Electronic Leave Accrual System

Blazer ID

Password

* Notice: By accessing the Employee Accrual system you are agreeing to comply with the UAB Policy to not disclose your password to anyone and to update data only as officially authorized.

eLAS Employee Time Off Screen



eLAS

Electronic Leave Accrual System

Logout

Current Month Balances

Current Month Available Balances

Vac/Sick/PH displayed in days are based on work hours

	Days
Vac	19.85
Sick	20.15
PH	0

	Hours
Vac	158.8
Sick	161.21
PH	0

Navigation Task Tabs

System Alert Messages

Select an Employee: Wilson, Charlotte D - CPWILSON

Organization	Work Hours	Employee Name	Employee Number	Alternative Work Schedule	Service Date
HRM Organizational Learning & Development	8	Wilson, Charlotte D	1034115	N/A	18-JUN-2006

Vacation Rate	Sick Rate	PH Days/Rate	FTE
1.67	.83	3	1

Time Off

Search: Go Rows: 15 Actions Create Time Off Request FAQs

Current Year Request History

Request #	Leave Type	From Date	To Date	# of Days	# of Hours	Comment	Status	Last Approved Level	Submit Date	Approval History
511530	Personal Holiday	12-OCT-2012	12-OCT-2012	1	8	School Field Trip	Approved	1	28-AUG-2012	Approval History
518909	Vacation	07-SEP-2012	07-SEP-2012	1	8	Funeral	Approved	0	11-SEP-2012	Approval History
506148	Personal Holiday	20-AUG-2012	20-AUG-2012	1	8	First Day of School	Approved	0	16-AUG-2012	Approval History
498871	Personal Holiday	03-AUG-2012	03-AUG-2012	1	8	-	Approved	0	02-AUG-2012	Approval History
496557	Sick	23-JUL-2012	23-JUL-2012	.5	4	-	Approved	0	25-JUL-2012	Approval History
481800	Vacation	02-JUL-2012	02-JUL-2012	1	8	-	Approved	1	20-JUN-2012	Approval History
473636	Sick	01-JUN-2012	01-JUN-2012	1	8	-	Approved	0	04-JUN-2012	Approval History
473635	Sick	25-MAY-2012	31-MAY-2012	4	32	-	Approved	0	04-JUN-2012	Approval History
462596	Bereavement	27-APR-2012	30-APR-2012	2	16	Sister In Law Passed	Approved	0	25-APR-2012	Approval History
462595	Sick	17-APR-2012	17-APR-2012	.5	4	-	Approved	0	25-APR-2012	Approval History
445049	Vacation	06-APR-2012	06-APR-2012	1	8	-	Approved	1	02-APR-2012	Approval History
418701	Vacation	21-MAR-2012	23-MAR-2012	3	24	Spring Break (children)	Approved	1	06-MAR-2012	Approval History
419162	Sick	01-MAR-2012	02-MAR-2012	2	16	-	Approved	1	07-MAR-2012	Approval History

Employee Demographics

Jan1st Balances

	Days
Vac	10.82
Sick	20.65
PH	.422

Links

- Calendar
- 12 Month View
- Designated Holidays
- Leave Policies
- Approvers/Admins
- Contacts

Approval History

Click Approval History Link

Time Off Request Process




```
graph LR; A[Create a New Time Off Request] --> B[Submit Time Off Request for Approval]; B --> C[Email Receipt of Approval/Rejection];
```

**Create a New
Time Off
Request**

**Submit Time
Off Request
for Approval**

**Email Receipt of
Approval/
Rejection**

1. Click on the Create Time Off Request button




The screenshot shows a user interface for managing time off requests. At the top, there is a dark green header with the text "Time Off". Below the header, there is a search bar with a magnifying glass icon on the left. To the right of the search bar is a "Rows" dropdown menu currently set to "15", followed by a "Go" button and a gear icon for settings. Further to the right is a prominent green button labeled "Create Time Off Request" with a blue circular help icon containing a question mark.

Please Note:

1. All time off requests must begin and end in the same month
2. There is a six month entry limit for time off requests

2. Complete Time Off Request Form



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eLAS
Electronic Leave Accrual System

[Employee TimeOff Admin](#) | [Employee TimeOff - Admin Group Setup](#) | [Organization Setup - Admin Group Appr/Agent Setup](#) | [Organization Setup Employee Setup](#) | [Organization Setup Group Setup](#) | [Adjustments - Admin Utilities](#) | [Organization Certification](#) | [Reports](#) | [History](#)

Current Month Available Balances ?

Vac/Sick/PH displayed in days are based on work hours

	Days
Vac	19.85
Sick	20.15
PH	0

	Hours
Vac	158.8
Sick	161.21
PH	0

PH displayed in days only

CY Approved to EOM

	Days
Vac	6
Sick	8
PH	3

Create/ Edit Time Off Request Close Submit

Request # New Request
Status New

Leave Type

From Date

To Date

of Days

Comment

*Minimum value for days off is .5 days

[Approvers and Org Admins](#) | [Calendar](#) | [12 Month View](#) | [Leave Types](#)

1. Select Leave Type from Drop Down
2. Enter From and To Date
3. Enter # of Days
4. Enter Comments if applicable
5. Click Submit
6. Request is sent into the approval path.

Please Note: Other links can be accessed from the request form

3. Request # displays on the Employee Time Off task tab

Time Off

Go Rows 15 Actions [Create Time Off Request ?](#)

Request #	Leave Type	From Date	To Date	# of Days	# of Hours	Comment	Status	Last Approved Level	Submit Date	Approval History
511530	Personal Holiday	12-OCT-2012	12-OCT-2012	1	8	School Field Trip	Approved	1	28-AUG-2012	Approval History
518909	Vacation	07-SEP-2012	07-SEP-2012	1	8	Funeral	Approved	0	11-SEP-2012	Approval History
506148	Personal Holiday	20-AUG-2012	20-AUG-2012	1	8	First Day of School	Approved	0	16-AUG-2012	Approval History
498871	Personal Holiday	03-AUG-2012	03-AUG-2012	1	8	-	Approved	0	02-AUG-2012	Approval History
496557	Sick	23-JUL-2012	23-JUL-2012	.5	4	-	Approved	0	25-JUL-2012	Approval History
									20-JUN-2012	Approval History
									04-JUN-2012	Approval History
									04-JUN-2012	Approval History
									25-APR-2012	Approval History
									25-APR-2012	Approval History
									02-APR-2012	Approval History
									06-MAR-2012	Approval History
									07-MAR-2012	Approval History

Approval Statuses

Pending: New created time off request is pending approval

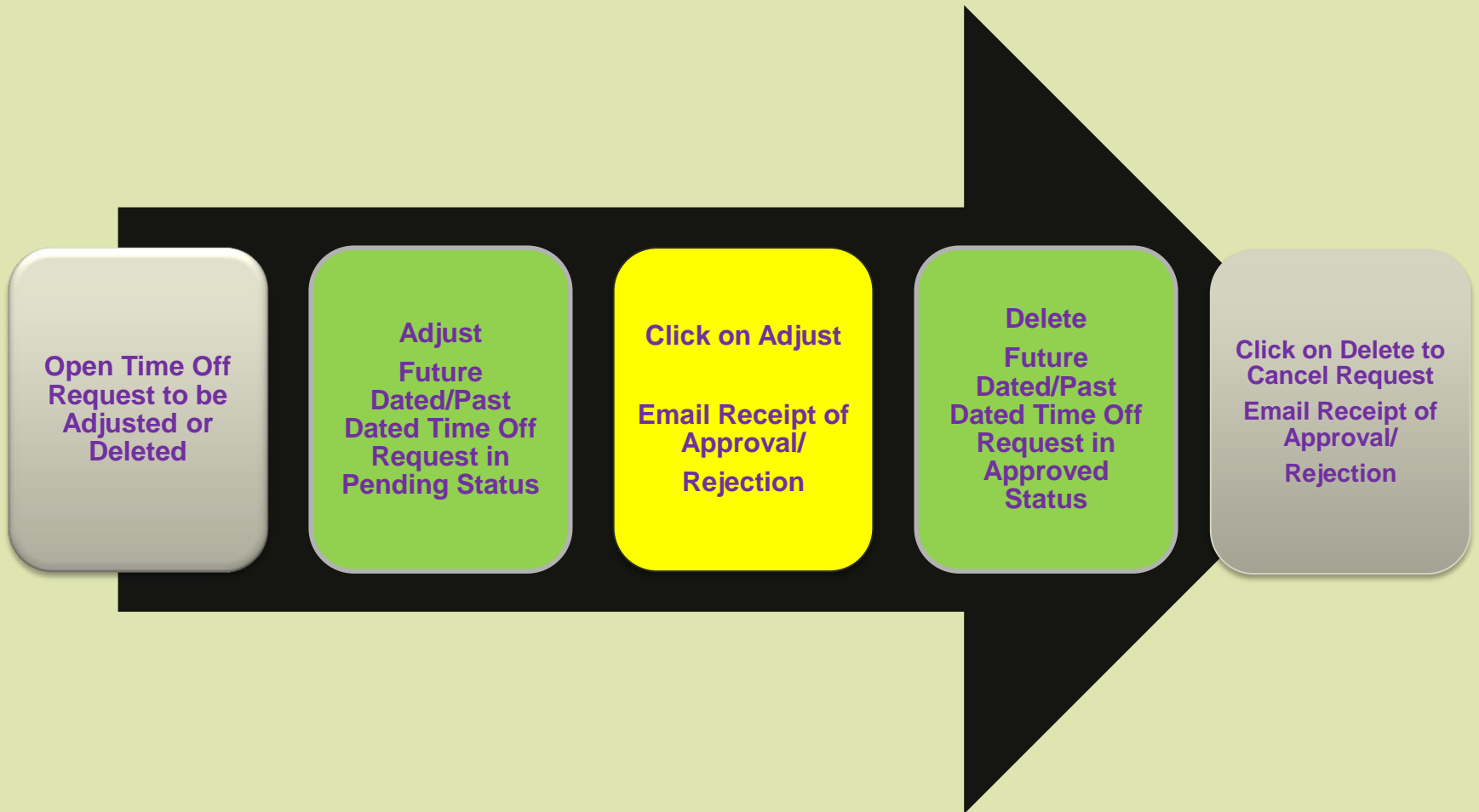
Approved: Time off request has been completely approved

Rejected: Time off request has been rejected in the approval path and request is canceled

Adj Pending: A future dated, previously approved time off request is being adjusted or deleted and is pending approval

1 - 13













Adjust/Delete Time Off Request



1. Click on Time Off Request Edit Icon

Time Off

Rows

	<u>Request #</u>	<u>Leave Type</u>	<u>From Date</u>	<u>To Date</u>	<u># of Days</u>	<u># of Hours</u>	<u>Comment</u>	<u>Status</u>	<u>Last Approved Level</u>	<u>Submit Date</u>	<u>Approval History</u>
	511530	Personal Holiday	12-OCT-2012	12-OCT-2012	1	8	School Field Trip	Approved	1	28-AUG-2012	Approval History
	518909	Vacation	07-SEP-2012	07-SEP-2012	1	8	Funeral	Approved	0	11-SEP-2012	Approval History
	506148	Personal Holiday	20-AUG-2012	20-AUG-2012	1	8	First Day of School	Approved	0	16-AUG-2012	Approval History
	498871	Personal Holiday	03-AUG-2012	03-AUG-2012	1	8	-	Approved	0	02-AUG-2012	Approval History
	496557	Sick	23-JUL-2012	23-JUL-2012	.5	4	-	Approved	0	25-JUL-2012	Approval History
	481800	Vacation	02-JUL-2012	02-JUL-2012	1	8	-	Approved	1	20-JUN-2012	Approval History
	473636	Sick	01-JUN-2012	01-JUN-2012	1	8	-	Approved	0	04-JUN-2012	Approval History
	473635	Sick	25-MAY-2012	31-MAY-2012	4	32	-	Approved	0	04-JUN-2012	Approval History
	462596	Bereavement	27-APR-2012	30-APR-2012	2	16	Sister In Law Passed	Approved	0	25-APR-2012	Approval History
	462595	Sick	17-APR-2012	17-APR-2012	.5	4	-	Approved	0	25-APR-2012	Approval History
	445049	Vacation	06-APR-2012	06-APR-2012	1	8	-	Approved	1	02-APR-2012	Approval History
	418701	Vacation	21-MAR-2012	23-MAR-2012	3	24	Spring Break (children)	Approved	1	06-MAR-2012	Approval History

2. Adjust/Delete Time Off Request

Create/ Edit Time Off Request

Undo Close Delete Adjust

Request # 665772
Status Approved

Leave Type Vacation

From Date 01-AUG-2013
To Date 02-AUG-2013

of Days 2

Comment

Future Dated Approved Time Off Request

To modify this request simply alter the changed values and click on Adjust.
To cancel this request click on Delete.
*Minimum value for days off is .5 days

Create/ Edit Time Off Request

Close Delete

Request # 662187
Status Approved

Leave Type Vacation

From Date 20-JUN-2013
To Date 20-JUN-2013

of Days 1

Comment

Past Dated Approved Time Off Request

To cancel this request click on Delete.
*Minimum value for days off is .5 days

Create/ Edit Time Off Request

Close Delete Save

Request # 665951
Status Pending

Leave Type Personal Holiday

From Date 03-JUL-2013
To Date 03-JUL-2013

of Days 1

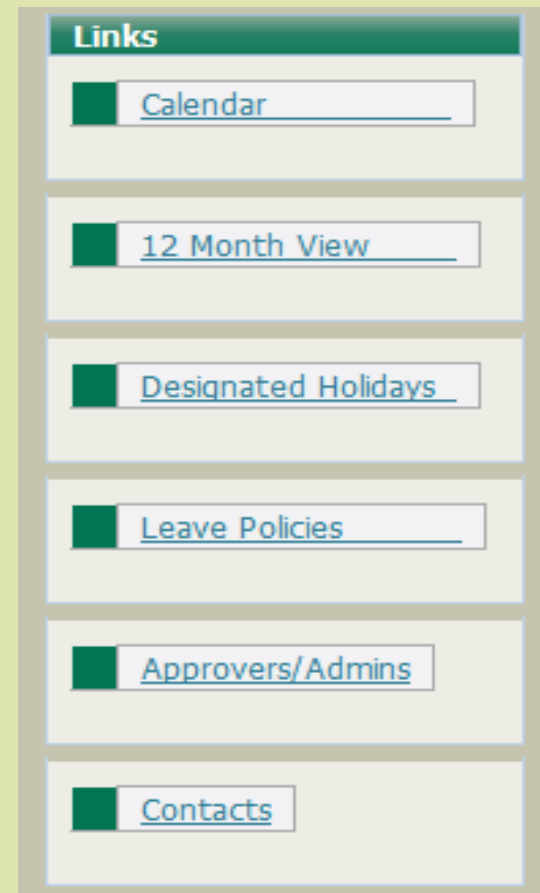
Comment

Pending Time Off Request

To modify this request simply alter the changed values and click on Save.
To cancel this request click on Delete.
*Minimum value for days off is .5 days

12 Month View and Informational Links

- **Calendar:** displays requests that have been created and submitted for approval within your organization.
- **12-Month View:** offers a projected view through to the end of the current year.
- **Designated Holidays:** displays a list of the official UAB Designated Holidays for the current calendar year.
- **Leave Policies:** directs you to the **UAB You and UAB Handbook**.
- **Approvers/Admins:** displays approver(s) and Organization Administrator(s)
- **Contacts:** displays who to contact if you experience issue with the eLAS system.



Email Approval Notification

- **eLAS** Approvers receive ***email*** notifications on a nightly basis when ***Pending*** or ***Adj Pending*** Time Off Request appear in their ***eLAS Approver Worklist***
- Go to **www.uab.edu/elas** to access your ***eLAS Approver Worklist***

To Access your Approver Worklist

Click on the **Approver Worklist** Task Tab

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Logout

eLAS

Electronic Leave Accrual System

[Employee TimeOff](#) **[Approver Worklist](#)** [Reports](#) [Request History](#)

ALERT MESSAGE: Certification Deadline is January 15, 2011.

Employee Name	Organization	Alternative Work Schedule	Service Date	FTE
Approver 1 S1	Training	N/A	12-AUG-2003	1.00

Vacation Rate	Sick Rate	PH Days/Rate
1.67	.83	3

Current Month Available Balances

Vacation	0
Sick	0
PH	3

Balances are in days

CY Approved to EOM

Vacation	0
Sick	0
PH	0

Balances are in days

Time Off

Rows: 15

No data found.

Approver Worklist Screen

1. Time Off Request Edit Icon
2. Employee Time Off Request Information
3. Time Off Request Approval Status
4. Level of prior approval
5. Show History (Click on to view request approval history)

The screenshot shows the 'Approver Worklist' screen in the eLAS system. The header includes the University of Alabama at Birmingham logo and the system name 'eLAS Electronic Leave Accrual System'. A navigation bar contains links for 'Employee TimeOff', 'Approver Worklist', 'Reports', and 'Request History'. The main table lists a single request with the following data:

Request #	Employee Name	Blazerid	Organization	Leave Type	From Date	To Date	# of Days	Status Type	Last Approved Level	Accrual Probation	Histor
1685	eLAS Student 1	ST1	999998001	Vacation	18-JAN-2011	18-JAN-2011	1	Pending	1		Show History

Numbered callouts on the screen indicate: 1. Edit icon, 2. Request information, 3. Status type, 4. Last approved level, and 5. Show history link. A red double-headed arrow spans from callout 1 to callout 3. A yellow box provides a legend for status types: Pending = New Request, and Adj Pending = Adjusted Request.

Status Types
Pending = New Request
Adj Pending = Adjusted Request

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1. Select and Open Time Off Request to be approved

Click on the **Edit Icon** next to the request to be approved




Approver Worklist Record Opens

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM Logout

eLAS
Electronic Leave Accrual System

[Employee TimeOff](#) | [Approver Worklist](#) | [Reports](#) | [Request History](#)

Approver Worklist

	Request #	Employee Name	Blazerid	Organization	Leave Type	From Date	To Date	# of Days	Status Type	Last Approved Level	Accrual Probation	Histor
	1685	eLAS Student 1	ST1	999998001	Vacation	18-JAN-2011	18-JAN-2011	1	Pending	1		Show History

1-1

History

Click Show History Link

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2. Approve or Reject Request

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[Employee TimeOff](#) | [Approver Worklist](#) | [Reports](#) | [Request History](#)

Approver Worklist Record Undo Close Submit

Name eLAS Student 1
Leave Type Vacation
From Date 18-JAN-2011
To Date 18-JAN-2011
of Days 1

Status Approved Rejected

Comment

Last Approved Level 1

[Calendar](#) | [12 Month View](#)

Approved : Either advances request to next approval level or into **Approved** status. Email notification sent to employee when request reaches **Approved** status.

Rejected : Cancels request; employee receives email notification of action.

To access a calendar view of employee's Time Off Request and status, click on the **Calendar** link

To access a "projected" 12 Month View of the employee's Monthly Accrual Balances, click on the **12 Month View** link

Click in the **Approved** or **Rejected** radio button

Enter comments, if applicable, in the **Comment** field

Click Submit

Approver Worklist Screen

Time Off Request once **Approved** or **Rejected** no longer display in the **Approver Worklist**.

Click on the **Employee Time Off** Task Tab to return to the **Employee Time Off** screen.

The screenshot displays the eLAS (Electronic Leave Accrual System) interface. At the top left is the UVB logo (The University of Alabama at Birmingham). The main header area contains the text 'eLAS Electronic Leave Accrual System'. A navigation bar below the header includes four tabs: 'Employee TimeOff', 'Approver Worklist', 'Reports', and 'Request History'. The 'Employee TimeOff' tab is highlighted with a red rectangular box. Below the navigation bar, a yellow notification banner displays the message 'Email notification sent to employee.' with a close button (X). Underneath the notification, there are two sections: 'Approver Worklist' and 'History'. The 'Approver Worklist' section shows the message 'You have no requests in your worklist'. The 'History' section includes a button labeled 'Click Show History Link'.

Logging Out

The screenshot shows the header of the eLAS system. On the left is the UAB logo and the text 'THE UNIVERSITY OF ALABAMA AT BIRMINGHAM'. In the center, the text reads 'eLAS' and 'Electronic Leave Accrual System'. On the right, a 'Logout' button is highlighted with a red box, and a red arrow points to it from the left. Below the main header is a navigation menu with the following items: [Employee TimeOff](#), [Employee TimeOff - Admin](#), [Organization Setup - Admin](#), [Organization Setup](#), [Group Setup - Admin](#), [Group Setup](#), [Group Appr/Aqent Setup](#), [Employee Setup](#), [Adjustments - Admin](#), [Utilities](#), [Organization Certification](#), [Reports](#), and [History](#).