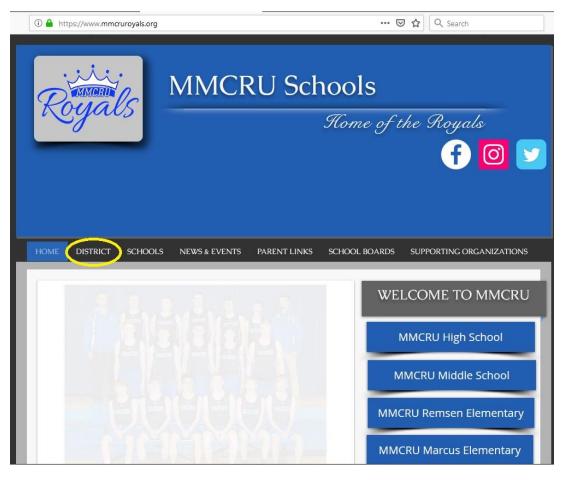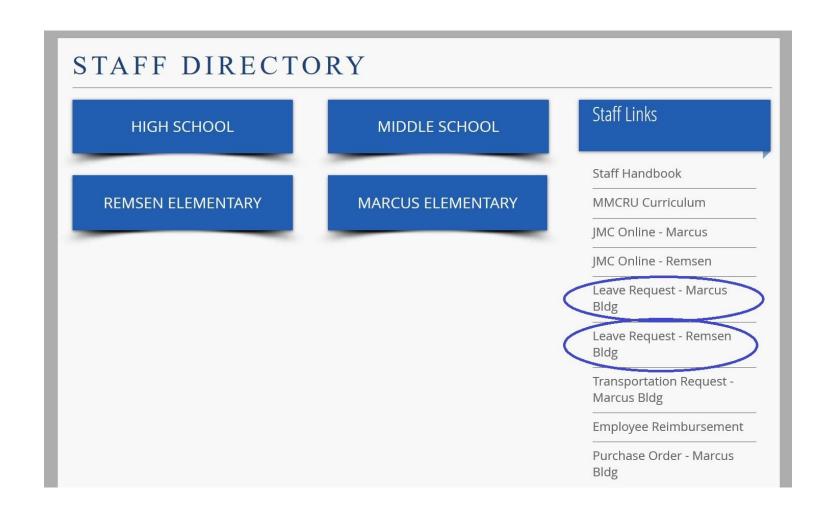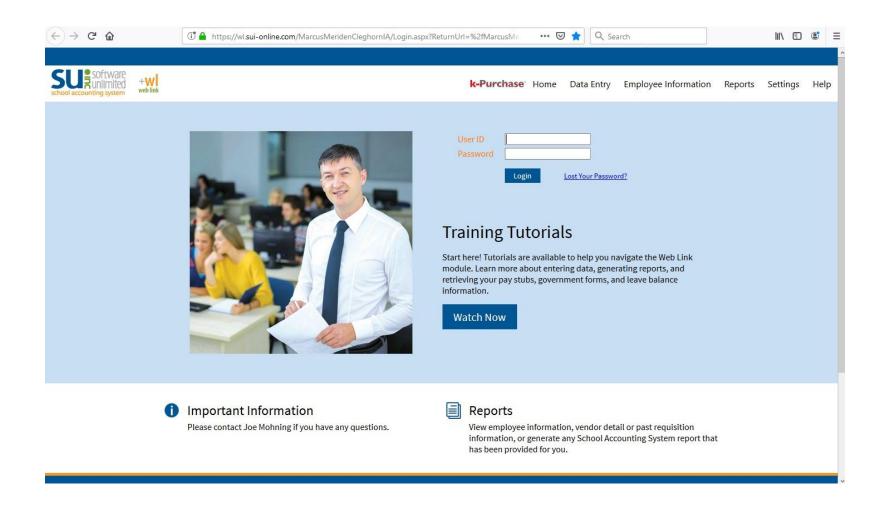# Leave Request Process

MMCRU Website

Select the Leave Request for your building
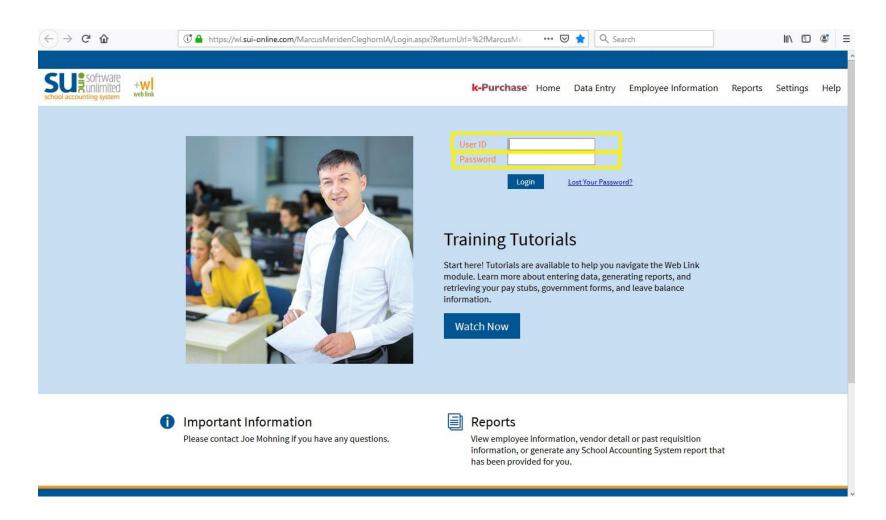
Leave Request Homepage

Logging in to your personal leave page

- Your user ID will be the first 6 letters of your last name and the first 4 letters of your first name in CAPS, ie (Joseph Mohning would be MOHNINJOSE)

- Your password will be your last 4 numbers of your social security number. You can change this password to something you want or you can leave it

- Once these have been entered you can click Login

Personal Page

Changing your Password

If you want to change your password, go to settings and change password.

A popup screen will appear to enter the new password.

Employee Information

- This section contains several options

- If you need to have a copy of a pay stub you can select that under the check history

- If you need to reprint your W2 or 1095 for your taxes you can also do that

- Then finally you can enter a leave request

Check History – Reprint Pay Stub

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k-Purchase   Home   Data Entry   Employee Information   Settings   Help

Check History

Get ADOBE READER

| | Checks | | |
Check Number	Check Date ▼	Amount	
17506	05/24/2019		View
17413	04/26/2019		View
17320	03/27/2019		View
17227	02/27/2019		View
17135	01/25/2019		View
17041	12/27/2018		View
16952	11/27/2018		View
16868	10/26/2018		View
16786	09/27/2018		View
16734	08/27/2018		View
16687	07/27/2018		View
16606	06/27/2018		View
16521	05/25/2018		View
16436	04/27/2018		View
16349	03/27/2018		View

|◄ ◄ 1 2 ► ►| 29 items in 2 pages

For both the W2 and 1095 you will need to give consent on viewing each form.

For your check viewing, you will be taken to another screen and can click on which check you want to reprint.

Leave Request entries

Selecting your leave request – click the magnifying glass

Selecting your leave option

- The leave options will be specific to each individual

- You can either double click on the leave option you need or click once and then select the green/white checkmark

Completing your leave request

1. Select the start date of your leave, type the date in MM/DD/YYYY or click the calendar

2. The end date will automatically fill with the same date. If you are needing the request for multiple days select the last day you will be gone

3. Next, if the leave request will be for a full day click the All Day box

4. If your leave request is for a half day select the times you will be gone. Enter your start time, ie 800, then click tab to accept the time. If you hit enter, a screen will popup and just need to be closed out of.

5. Enter the end time the same way.

6. Finally enter the number of leave units needed. .5, 1, 1.5, 2, etc

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school accounting system

Leave Request Entry

Leave ID   ILL

Unit of Tracking

Cancelled   ☐

Start Date | Start Time   All Day ☐

End Date   End Time

Number of Leave Units
to Use

Leave Balances

Current Posted Balance

Unposted or Approved Entries

Pending Approval Entries

Unsubmitted Entries

Total Balance

Your Comment

Comments	User Name	Date Updated
No records to display.		

Additional Leave Request Fields

Reason for Leave

Please write a short description for this leave:

Substitute Information

Is a substitute needed for this leave?   ▼

If yes, who would you prefer to be your substitute?

		Approvals			
Approved	Rejected	Actual	Primary	Sequence ▲	Result Date
☐	☐		JASON TOENGES	1	

Completing your leave request continued

- You will need to provide a short description for your leave request

- Next click the dropdown for a substitute and select yes or no

- If you have a favorite sub that you want you can then enter their name and the office will try to get them for you

- Optional – You can write comments in the "Your Comment" box if you need to explain anything further

Submittal

Once you have all of your information entered you can submit your leave request by clicking the blue "Submit Current Leave Request"

Once submitted you will have a popup screen alerting you that the leave request was successfully submitted.

Checking your leave balances

Leave Balances – Used and Remaining

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school accounting system

k-Purchase Home   Data Entry   Employee Information   Settings   Help

Leave Balance

Leave Years to Display   [Current Year ▾]

				Leaves							
Leave Description ▲	Start Date ▾	End Date	Unit of Tracking	Beginning Balance	Posted Earned	Posted Taken	Posted Balance	Unposted or Approved	Pending Approval	Unsubmitted	Total Balance
BEREAVEMENT	07/01/2018	06/30/2019		0.00	0.00	1.50	-1.50	0.00	0.00	0.00	-1.50
FAMILY ILLNESS	07/01/2018	06/30/2019		4.00	0.00	0.00	4.00	0.00	0.00	0.00	4.00
PERSONAL	07/01/2018	06/30/2019		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL	07/01/2018	06/30/2019		0.00	0.00	2.00	-2.00	0.00	0.00	2.00	-4.00
SCHOOL BUSINESS	07/01/2018	06/30/2019		0.00	0.00	2.00	-2.00	0.00	0.00	0.00	-2.00
SERIOUS ILLNESS	07/01/2018	06/30/2019		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SICK	07/01/2018	06/30/2019		120.00	0.00	2.00	118.00	0.00	0.50	0.00	117.50
VACATION	07/01/2018	06/30/2019		28.00	0.00	4.25	23.75	0.00	0.00	0.00	23.75

		Leave Detail				
Start Date ▾	End Date		Earned	Taken	Comments	Posted	Pending Approval
08/27/2018	08/27/2018			0.50		☑	☐
08/24/2018	08/24/2018			1.00		☑	☐

Leave Inquiry – Lookup old leave requests

Click on each leave to review for accuracy

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k-Purchase   Home   Data Entry   Employee Information   Settings   Help

Leave Request Inquiry

Employee ID   MOHNINJOSE   🔍

Leave ID   [▼]

	Leave ID ▲	Start Date ▼	Start Time ▼	End Date	End Time	All Day	Units	Requested Date	Has Documents	Status	FMLA Reason
View	ILL	05/31/2019	12:30 PM	05/31/2019	04:30 PM	☐	0.50	05/30/2019	☐	Pending	
View	PRO	10/30/2018		10/31/2018		☑	2.00		☐	Unsubmitted	
View	PRO	10/30/2018		10/31/2018		☑	2.00	10/23/2018	☐	Approved	
View	VACA	10/24/2018		10/24/2018		☑	1.00	10/23/2018	☐	Approved	
View	ILL	06/04/2018	10:00 AM	06/04/2018	12:00 PM	☐	0.50	06/01/2018	☐	Approved	
View	ILL	05/08/2018	01:00 PM	05/08/2018	05:00 PM	☐	0.50	05/07/2018	☐	Approved	
View	VACA	03/15/2018		03/15/2018		☑	1.00	03/08/2018	☐	Approved	
View	VACA	01/29/2018		02/02/2018		☑	5.00	08/29/2017	☐	Approved	

Leaves Requests

|◀ ◀ **1** 2 ▶ ▶| 14 items in 2 pages

◀ ▶ Today ▼   May, 2019   Day   Week   Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 May	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Leave Request Process

- If you have any questions or need further assistance please contact Joe Mohning