NOTE: You may submit this form on behalf of yourself or someone else.

1 NAVIGATE TO THE HUMAN RESOURCES PAGE

a. To fill out an Employee Application for Leave, you should navigate to the Human Resources portion of the UT Tyler website: [http://www.uttyler.edu/human-resources](http://www.uttyler.edu/human-resources)

b. Select Forms from the left-side column > Employee Application For Leave

2 ACCESSING THE FORM FROM ON OR OFF CAMPUS

- If you are accessing the form from ON campus, no sign in will be required.
- If you are accessing the form from OFF campus, you will have to sign in and authenticate with DUO.

3 FILL OUT THE FORM FOR YOURSELF OR FOR SOMEBODY ELSE

When you open the form, it will be pre-populated with your own information.

If you are filling this out for somebody else, you need to change the “Requested For” field.

Two ways to change the name:

- Type the name of the person in the Requested For field, or
- Use the magnifying glass to search for the person
4 FORM ROUTING

These forms are set to route to your (1) manager > (2) admin assistant.

You also have the option of routing this to your Budget Authority.

NOTE: If you notice any incorrect information, such as the form displaying an incorrect manager or Admin Assistant, you CAN make those changes directly on this form. That way, the document can get to the right people for their signatures.

However, if you want this fixed for the next time around, you can send a note to humanresources@uttyler.edu. They will ensure that you are filed correctly in our HR system.

5 CHANGE THE LEAVE DAYS

You will notice some default dates in the From and To fields. Click on the calendar icons to change the days and times.

Once you click on the calendar icon, you will see the following window. Make the desired changes:
From window

- Choose the day
- Change the time (by default it is set to 08:00:00, AKA 8 A.M.)

**NOTE:** YOU MUST USE MILITARY TIME (24-hour format)

**Example:** 1 P.M. would be 13, or 2 P.M. would be 14
- Click on the green check mark to accept the changes

To window

- Choose the day
- Change the time (by default it is set to 17:00:00, AKA, 5 P.M.)

**NOTE:** YOU MUST USE MILITARY TIME (24-hour format)
- Click on the green check mark to accept the changes

The hours are by default set to 8 based on the default From and To fields. However, the hours field is customizable. You can change that accordingly.

The Hours of Leave Requested is set to 8.0.

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3
6 Nature of Leave

Under NATURE OF LEAVE, Sick Leave is the default. However, you can click on the arrow and select the appropriate option. According to your selection, the Options (red box below) will change automatically.

For example, Jury Duty will let you know that you will later be prompted to submit a copy of your jury summons. Any follow-up documentation will be in the DocuSign platform.

Certain leave requests are extended emergency leave requests. These will also route to the employee's Vice President and the University President for approval.

For example, a Funeral Leave with 25 or more hours will trigger Additional Routing:
7 SUBMITTING THE FORM

Once you are satisfied with the form, click **Submit Request**. After a short time (no more than 2 minutes) the first signer will receive a link from our e-signing system (DocuSign).

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Hours of Leave Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-02-25 10:00</td>
<td>2018-02-25 17:00</td>
<td>I</td>
</tr>
</tbody>
</table>

8 **DocuSign Step**

Once you submit the form, your Supervisor will receive an email from DocuSign.

You will also be able to view your submitted form when accessing DocuSign at account.docusign.com. Login to DocuSign with your regular username and password.