



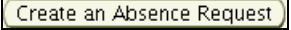


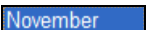


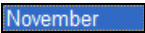





## Filling Out a Leave Request

1.	<p>Click on the STEP system's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: <b>EMPLOYEE DIRECT ACCESS &gt; LEAVE OF ABSENCE</b></p>
2.	<p>Enter the desired information into the <b>Username</b> field.</p> <p>Enter "<b>SAM01</b>".</p>
3.	<p>Enter the desired information into the <b>Password</b> field.</p> <p>Enter "<b>welcome1</b>".</p>
4.	<p>Click the <b>Login</b> button.</p> 
5.	<p>Click the <b>Employee Direct Access</b> link.</p> 
6.	<p>Click the <b>Leave of Absence</b> link.</p> 
7.	<p>Click on the <b>Triangle Button</b> to Show/Hide Accrual Balances.</p> <p>Or Click on the <b>Show Accrual Balances</b> link.</p> 
8.	<p>This <b>TIP</b> shows you the date that the balances were last updated.</p>
9.	<p>Click the <b>Create an Absence Request</b> button.</p> 
10.	<p>Absence Types are broken down by General Government and Schools.</p>
11.	<p>Click the <b>Absence Type</b> list.</p> 
12.	<p>Click on the <b>Start Date</b> button.</p> 
13.	<p>Click the <b>November</b> list item.</p> 
14.	<p>Click the <b>24</b> link.</p> 
15.	<p>Click the <b>End Date</b> button.</p> 

16.	<p>The Calendar window will pop-up. Begin by clicking on the Month Drop down arrow and make a choice.</p> <p>For this example, we will choose <b>November</b> list item again.</p>
17.	<p>Click the <b>November</b> list item.</p> 
18.	<p>Click on the <b>26</b> link.</p>
19.	<p>Enter the total requested hours into the <b>Hours</b> field.</p> <p>Enter <b>"24"</b>.</p>
20.	<p>Review the Information at the bottom of the page for Options such as <b>"Save for Later"</b> and <b>"My Workflow"</b>.</p>
21.	<p>You are able to type in <b>Comments to the Approver</b> if needed.</p> <p>Click the <b>Next</b> button.</p> 
22.	<p>This is the Leave of Absence Request Review Page.</p> <p>Scroll down the page as needed to review more details.</p>
23.	<p>You have the choice to Save for Later, Print, Go Back, or Submit Your Request.</p> <p>Click the <b>Submit</b> button.</p> 
24.	<p>Review your Confirmation Page.</p> <p>Click on the <b>Home</b> link.</p>
25.	<p>Click the <b>Logout</b> link.</p> 
26.	<p><b>Congratulations!</b></p> <p>You have successfully filled out a Leave of Absence Request Form using the STEP system.</p>