


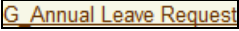





Review Status of a Leave Request

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| 1. | <p>Click on the STEP system's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > LEAVE OF ABSENCE</p> |
| 2. | <p>Enter the desired information into the Username field.</p> <p>Enter "SAM01".</p> |
| 3. | <p>Enter the desired information into the Password field.</p> <p>Enter "welcome1".</p> |
| 4. | <p>Click the Login button.</p> <p></p> |
| 5. | <p>Click the Employee Direct Access link.</p> <p></p> |
| 6. | <p>Click the Leave of Absence link.</p> <p></p> |
| 7. | <p>Status of Leave Requests can be found here.</p> <p>Click on the item in the Absence Type Column for more information.</p> <p>Click the G_Annual Leave Request link.</p> <p></p> |
| 8. | <p>Review the status on the View Absence Request page. In this case, the first request is still Pending Approval.</p> <p>Click the Back button.</p> <p></p> |
| 9. | <p>Click the Home link.</p> <p></p> |
| 10. | <p>Click the Logout link.</p> <p></p> |
| 11. | <p>Congratulations!</p> <p>You have successfully checked on the STATUS of a LEAVE Request in the STEP system.</p> |