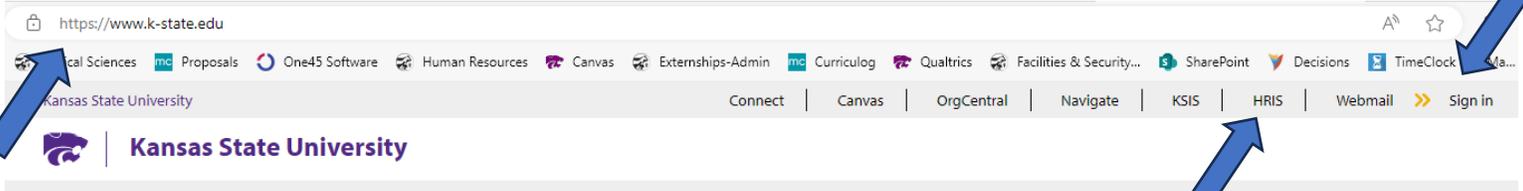


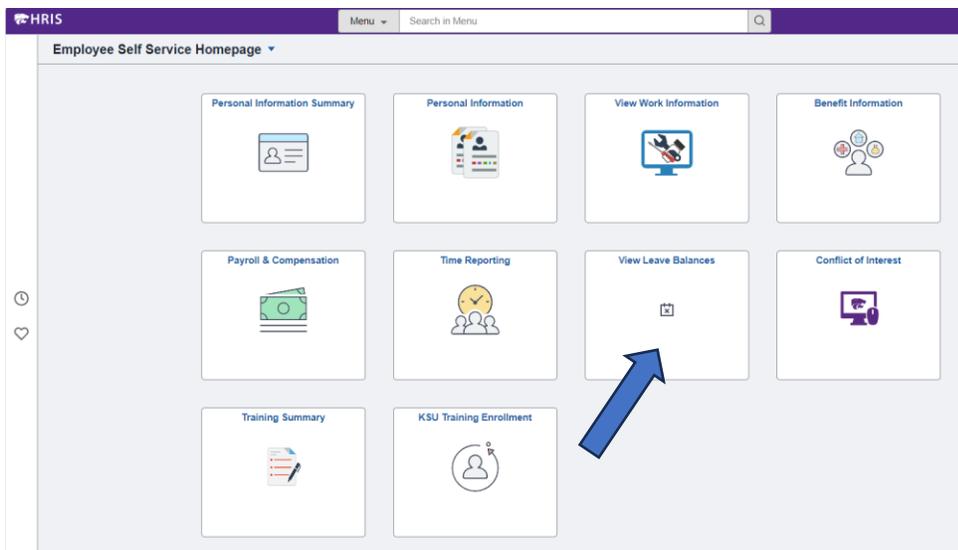
Entering Leave into HRIS System

1. Go to www.ksu.edu in the top left corner click on “Sign-in” and then click on “HRIS”

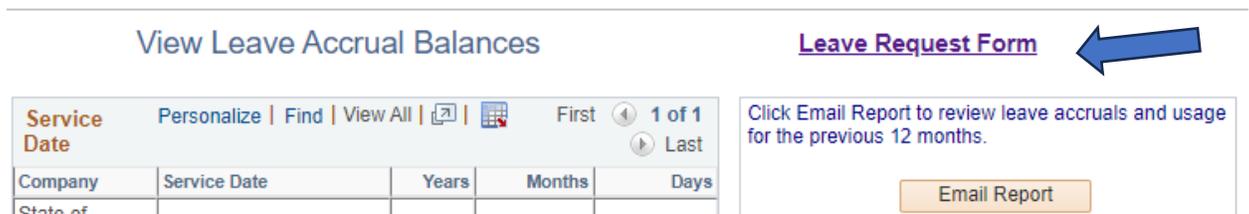


2. Log-in using your eID/Password/Duo Security Push

3. Click on View Leave Balances



4. Click on Leave Request Form



5. Complete the Leave Request for (Exempt) Faculty and Staff

Leave Request for (Exempt) Faculty and Staff

See [instructions](#) for questions about completing this form.

PERSONAL INFORMATION

Name:

E-mail Address:

DATES/HOURS OF LEAVE

Vacation and Sick Leave are recorded in 4 hour increments

From Date:

From Time:

To Date:

To Time:

Total Hours Requested

LEAVE TYPE

Choose One:

[OR Choose multiple leave types](#)

REASON

Reason for Leave / Other Absence

SUPERVISOR

Supervisor's E-Mail (Required)

Department TIMEKEEPER

Timekeeper's E-Mail (Required)

Submit Leave Request



6. Under the Supervisor section, list your supervisor/section head's email as well as Kate Drew
 - a. Example: My section head is Dr. Ken Harkin so I will type [harkin@vet.k-state](mailto:harkin@vet.k-state.edu), [krdrew@vet.k-state](mailto:krdrew@vet.k-state.edu)
7. Department Timekeeper is the CVMHR@vet.k-state.edu
 - a. You must enter this email so they can process the leave once it's approved
8. Click the Submit Leave Request button.
 - a. An email will be sent to your supervisor/section head, Kate Drew and CVMHR for processing of the leave request
 - b. Your supervisor/section head should respond back to the email with approval or a reason for declining the leave.
 - i. Supervisors, always include a reason if declining the leave request

****For official and consulting leave, the LEAVE TYPE = Other Absence* and then under REASON please list either Official or Consulting and where you are going.**

LEAVE TYPE

Choose One:

[OR Choose multiple leave types](#)

REASON

Reason for Leave / Other Absence