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

| 1 | IRIS | Menu 🚽 | Search in Menu | | Q |
|----------|------------------------------|------------------------|------------------------------------|-----------------------|----------------------|
| | Employee Self Service Homepa | nge 🔻 | | | |
| | Person | al Information Summary | Personal Information | View Work Information | Benefit Information |
| Q | Pay | roll & Compensation | Time Reporting | View Leave Balances | Conflict of Interest |
| | | Training Summary | KSU Training Enrollment | | |

4. Click on Leave Request Form

| | View Leave Accrua | al Balai | Leave Request Form | | |
|-----------------|--|----------|--------------------|---|--------------|
| Service Date | Personalize Find View All 🔄 🌉 First 🕢 1 of 1 🕑 Last | | | Click Email Report to review leave accruals and usage for the previous 12 months. | |
| Company | Service Date | Years | Months | Days | Email Report |
| State of | | | | | Emaintoport |

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) kharkin@vet.k-state.edu, krdrew@vet.k-s | | | | | |
| Department TIMEKEEPER | | | | | |
| Timekeeper's E-Mail (Required) CVMHR@vet.k-state.edu | | | | | |
| | | | | | |

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 <u>harkin@vet.k-state</u>, <u>krdrew@vet.k-state</u>
- 7. Department Timekeeper is the <u>CVMHR@vet.k-state.edu</u>
 - 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: | Other Absence* | • | | | |
| | OR Choose multiple leave types | | | | | |
| | | | | | | |
| REASON | | | | | | |
| | Reason for Le | ave / Other Absence Official - Atte | ending AAVMC Annual Confer | | | |