How to Edit a Leave Request

1. **Locate the leave request** by logging into eLeave. It will most likely be under “My Recent Requests” at the bottom of the Home page.

   ![My Recent Requests Table]

<table>
<thead>
<tr>
<th>Status</th>
<th>Date Created</th>
<th>Hours-Designation</th>
<th>Starting Date</th>
<th>Ending Date</th>
<th>Working Title</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Jun 06 2011</td>
<td>4-VCT</td>
<td>04/23/2011</td>
<td></td>
<td>Office Admin Assoc</td>
<td>View Leave</td>
</tr>
<tr>
<td>Approved</td>
<td>Jan 31 2011</td>
<td>6-SLT</td>
<td>05/20/2011</td>
<td>05/23/2011</td>
<td>Office Admin Assoc</td>
<td>View Leave</td>
</tr>
<tr>
<td>Approved</td>
<td>May 31 2011</td>
<td>5.5-SLT</td>
<td>06/23/2011</td>
<td>06/23/2011</td>
<td>Office Admin Assoc</td>
<td>View Leave</td>
</tr>
</tbody>
</table>

You can also locate all leave you have submitted by using “Search” and your employee ID as a parameter.

2. **Select the leave request** that needs to be edited by clicking on “View Leave” from “My Recent Requests”.

If you used the search feature, you can select the leave request by clicking on your name from the search list.

3. **Check the leave request** to make sure you have the correct one open by looking at the “Leave Details”.

   ![Leave Details]

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Leave Type</th>
<th>TRC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu-06/23/2011</td>
<td>6.0</td>
<td>Sick, Illness/Injury (Self)</td>
<td>SLT</td>
</tr>
</tbody>
</table>

   Total Hours Leave: 6.0

4. **Edit the leave request** by scrolling to the bottom and clicking “Edit”. The tool will warn you that you need to get approval again if you edit your leave.

   ![Actions]

   - Save For Later
   - Edit
   - Return To Home
   - Send Notification
5 Correct the leave request with the new details. Please note that if you pick a different Leave Designation, you will need to reenter Leave Details.

In rare cases the tool will not let you change or delete a row. To correct for this, enter zero hours for the date in question and add a new line to make your change.

6 Enter a comment if you need to communicate with your leave approver. Please note that comments are public record. They cannot be deleted and can be viewed by anyone.

7 Read and Acknowledge the statement at the bottom when you have completed your editing.

8 Click “Submit For Approval” when you are ready.