

eRMS - Enterprise Resource Management System  
System Employee Leave Reports Window  
erm41010 - Leave Management Restricted Information v21b

Employee Information  
Employee ID: 00000000 Finance #: 10-5110 HR BUSINESS SYSTEMS PORTFOLIO  
Employee Name: TARMTEST26, TARMTEST26 Pay Location: 018 DEFAULT  
Level: 01 Step: Type: FTR EOD Date: 1980-05-1

Calendar: November 2006 - December 2006

Legend: Scheduled (blue), Unscheduled (red), SDG (green), Holiday (yellow), FMLA (light green), Short Leave (dark green), D - Denied (grey), \* - Admin Action (white)

Employee Information | Leave Summary | Leave Request

Leave Summary

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date/Time	Entered By	Confirm Number
1	056-00 SICK LEAVE - REGULAR	8.00		11/13/2006	23.00	11/14/2006	7.00	11/13/2006 22.00	TARM18	8157165

Denied Leave is Shown in Red

Buttons: Clear, Find, Chg View, PS3972, Add, Edit, Deny, Remove, Lv Details, Print 3971, Close

Figure 17 – Leave Management Leave Summary Tab

The **Leave Request** Tab allows users to Respond to an open leave request. Users may Approve, Deny, or Remove a leave request from this tab. The Confirmation Number issued to an employee during a call-in and FMLA case number associated with the leave request are displayed on the Leave Request Tab.

eRMS - Enterprise Resource Management System  
System Employee Leave Reports Window  
erm41010 - Leave Management Restricted Information v21b

Employee Information  
Employee ID: 00000000 Finance #: 10-5110 HR BUSINESS SYSTEMS PORTFOLIO  
Employee Name: TARMTEST26, TARMTEST26 Pay Location: 018 DEFAULT  
Level: 01 Step: Type: FTR EOD Date: 1980-05-1

Calendar: November 2006 - December 2006

Legend: Scheduled (blue), Unscheduled (red), SDG (green), Holiday (yellow), FMLA (light green), Short Leave (dark green), D - Denied (grey), \* - Admin Action (white)

Employee Information | Leave Summary | Leave Request

Leave Approval

Sort	Leave Type	Total Hours	Sch	Begin Date	Begin Time	End Date	End Time	Confirmation #	FMLA Case Id
1	056-00 SICK LEAVE - REGULAR	8.00		08/16/2006	22.00	08/17/2006	23.59	8156571	

Buttons: Clear, Find, Chg View, PS3972, Approve, Deny, Remove, Lv Details, Print 3971, Close

Figure 18 – Leave Management Leave Request Tab