



# HR PORTAL UPDATE *(effective 11-14-07)*

## ADDED NEW LEAVE REQUEST ROUTINGS

When submitting a leave request you will select either your department or your building location.

List of departments:

- Administrator Leave Request
- Custodian Leave Request
- Food Service Leave Request
- Maintenance Leave Request
- Special Service Leave Request *(Central Office Staff Only)*

If your department is not listed please select your building location. List of buildings:

- CO Leave Request
- HH Leave Request
- HM Leave Request
- PCEC Leave Request
- PKV Leave Request
- SC Leave Request
- SKY Leave Request
- SMS Leave Request
- WASH Leave Request
- WHIT Leave Request

The screenshot shows the 'SISFIN Web Portal Leave Request' form in a Windows Internet Explorer browser window. The address bar shows the URL 'http://10.1.20.35/LeaveRequest.aspx'. The page title is 'SISFIN Web Portal Leave Request'. The user is logged in as 'Lisa A Hammerly'. The form has a 'Home' button and a 'Welcome, Lisa A Hammerly' message. The main form is titled 'Submit Leave Request \* = required entry'. It contains fields for 'Name' (Lisa A Hammerly), 'From Date\*', 'To Date\*', 'Duration\*', 'Type of Leave\*' (with a dropdown menu), 'Leave Request Routing\*' (with a dropdown menu), 'Substitute Required', and 'Comments'. A red arrow points to the 'Leave Request Routing\*' dropdown menu, which is open and showing a list of departments and building locations. The list includes: Custodian Leave Request, HH Leave Request, Food Service Leave Request, Maintenance Leave Request, PKV Leave Request, HM Leave Request, SKY Leave Request, WASH Leave Request, SC Leave Request, PCEC Leave Request, Special Service Leave Request, Whitier HS Leave Request, Central Office Leave Request, and Administrator Leave Request. The 'Submit' button is at the bottom left of the form.