

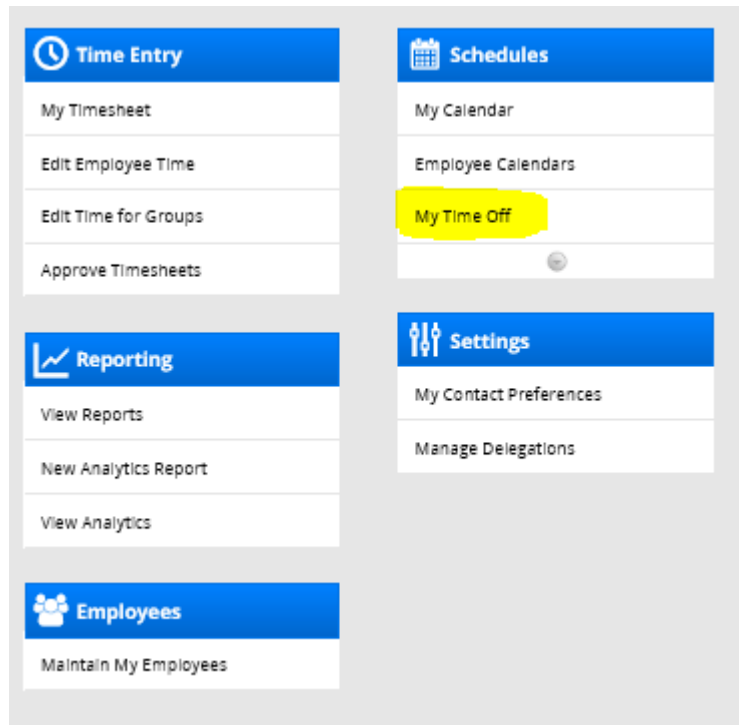
Job Aid 31: How to enter Educational Leave using LMEX: Leave for Competing in Exams

In order receive Educational Leave you must receive approval from DHSS Training. **Without approval you are not authorized to pay to Educational Leave.**

1. Once Educational Leave has been approved and the Manger is notified, the employee must submit a Time off Request using LVMX on the day they use Educational Leave.

Employee:

Log into eSTAR on your dashboard select **My Time OFF**.



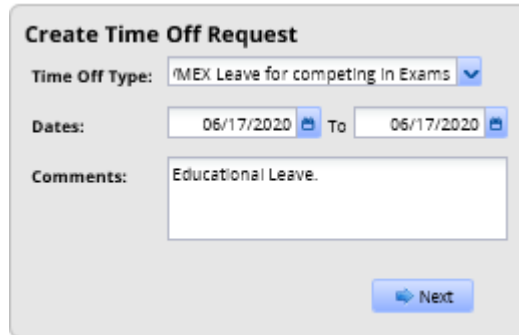
2. Select Create New Request, Time off for Sick, Vacation and Other.

The parameters of leave should be:

Time Off Type LMEM Leave for Competing in Exams

Date(s)

Comments Educational Leave



Create Time Off Request

Time Off Type: LMEM Leave for competing In Exams

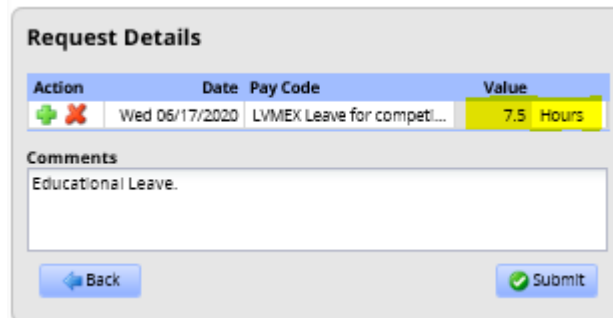
Dates: 06/17/2020 To 06/17/2020

Comments: Educational Leave.



Next

Request Details

You may need to change the hours of leave used that day.



Request Details

Action	Date	Pay Code	Value
 	Wed 06/17/2020	LVMEX Leave for competi...	7.5 Hours

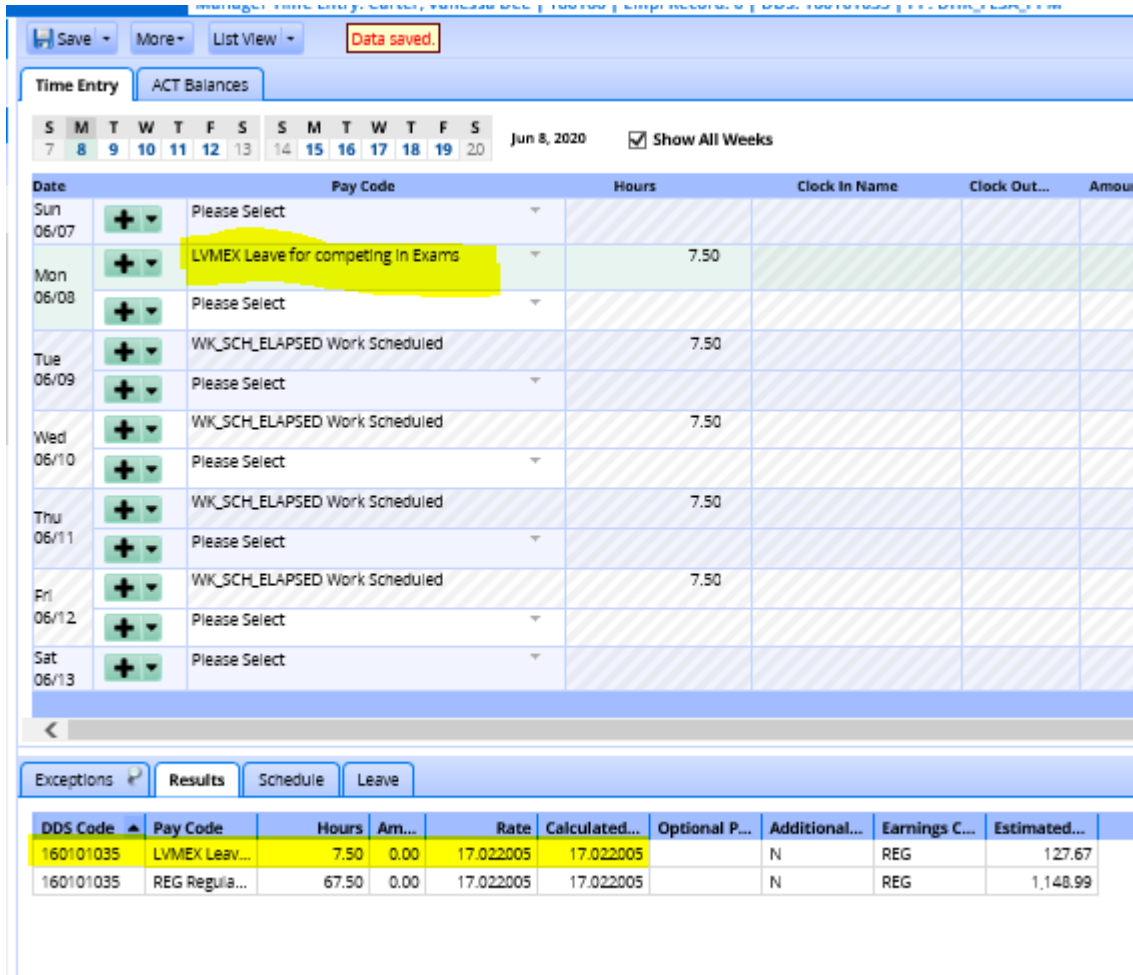
Comments: Educational Leave.

Back Submit

Submit the Request.

3. Manager
Approve the Time off Request.

Once the Time off Request has been approved this will write to the timesheet.



The screenshot shows the 'Time Entry' interface with a 'Data saved.' notification. The main table displays the following data:

Date	Pay Code	Hours	Clock In Name	Clock Out...	Amount
Sun 06/07	Please Select				
Mon 06/08	LVMEEX Leave for competing in Exams	7.50			
Tue 06/09	WK_SCH_ELAPSED Work Scheduled	7.50			
Wed 06/10	WK_SCH_ELAPSED Work Scheduled	7.50			
Thu 06/11	WK_SCH_ELAPSED Work Scheduled	7.50			
Fri 06/12	WK_SCH_ELAPSED Work Scheduled	7.50			
Sat 06/13	Please Select				

Below the main table, the 'Results' tab is active, showing a summary table:

DDS Code	Pay Code	Hours	Am...	Rate	Calculated...	Optional P...	Additional...	Earnings C...	Estimated...
160101035	LVMEEX Leav...	7.50	0.00	17.022005	17.022005		N	REG	127.67
160101035	REG Regula...	67.50	0.00	17.022005	17.022005		N	REG	1,148.99

4. Approve the timesheet.