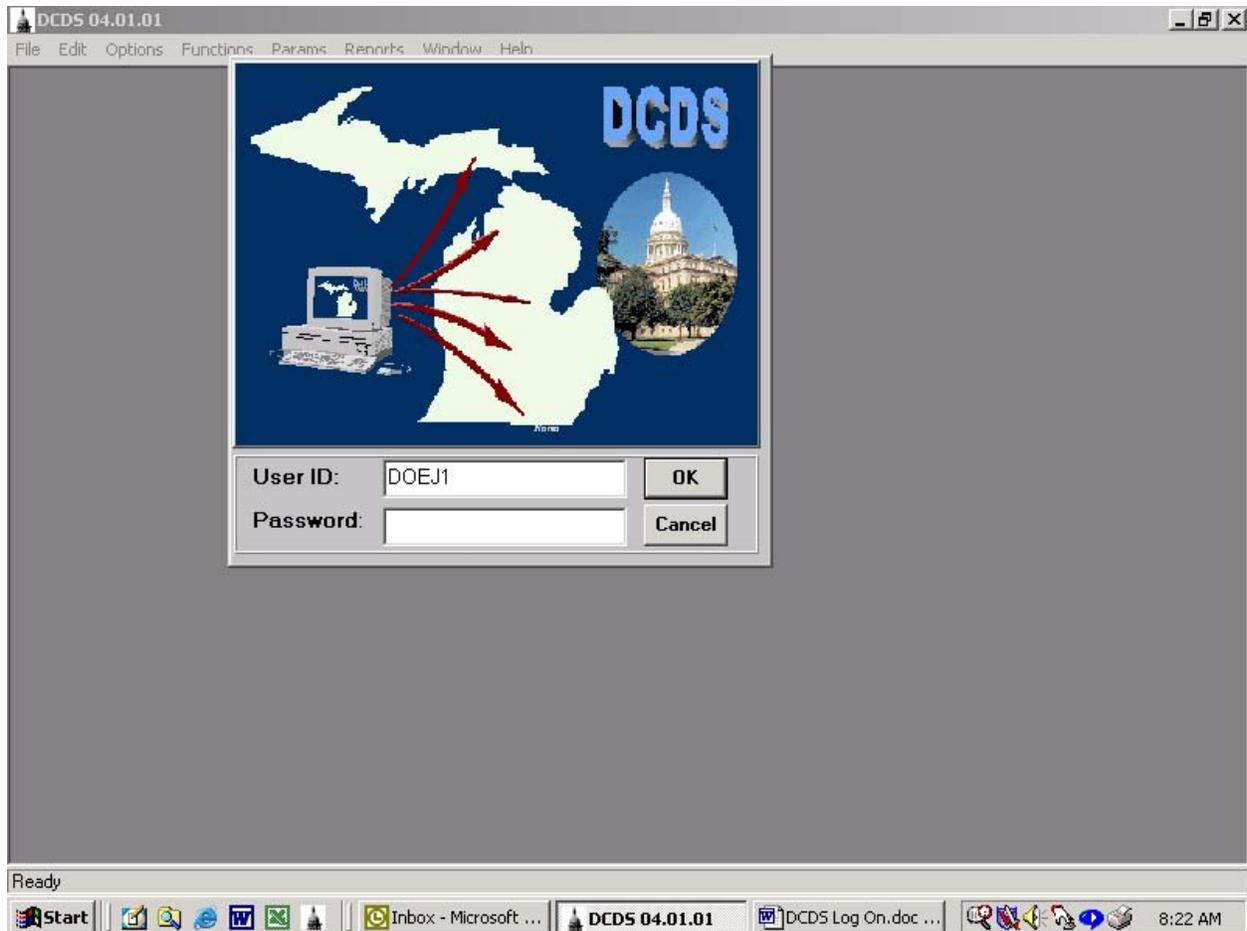


REQUESTING LEAVE

DCDS LOG ON



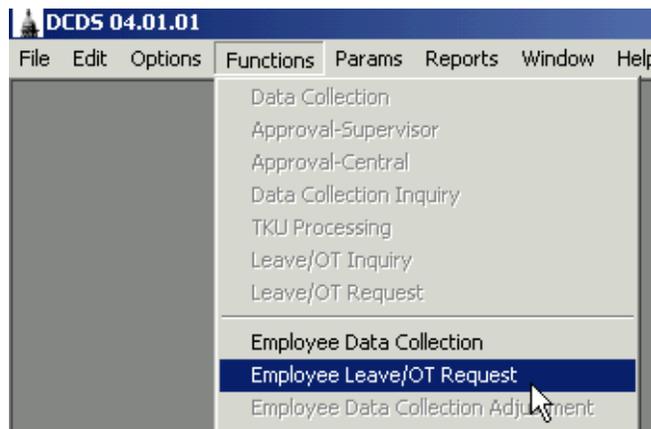
User ID --- is preset for you and is always your last name and first initial, unless there is more than one individual in State Government with your last name and first initial; then it would be your last name and first initial and a number. Examples: DOEJ or DOEJ1

Password --- The first time you log on to DCDS your password will be MAINDCDS. This password will only allow you to log in to DCDS once, so the first thing you will do in DCDS is to change your password to one of your choice. The password must contain a least 6 but no more than 20 characters. It can be either alpha or numeric, but must start with an alpha character. Passwords expire every 45 days.

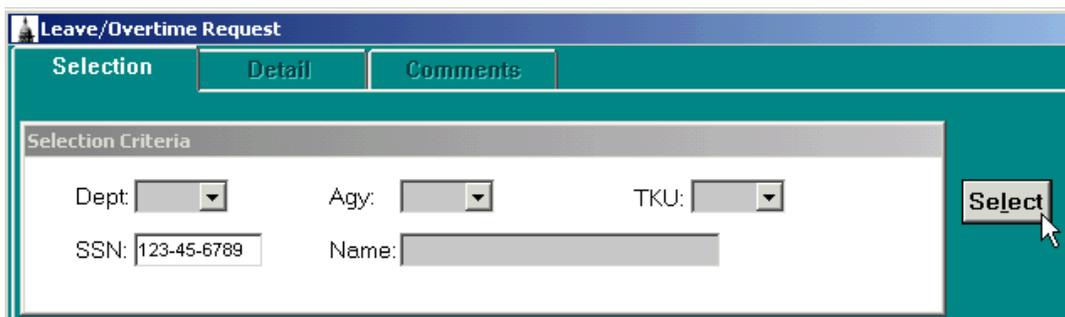
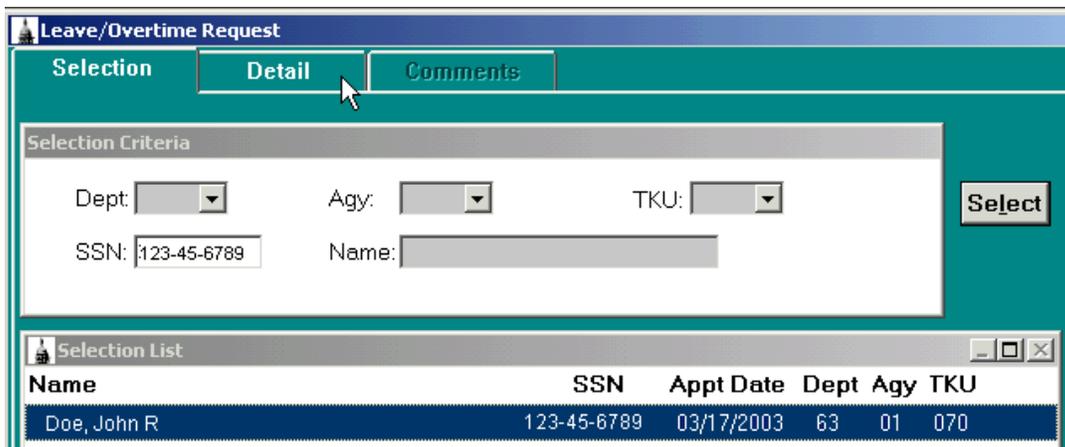
If you have attempted to log on at least 3 times unsuccessfully, please contact OHR at (517) 373-1850 immediately to get your password reset. Do not attempt to log on more than 3 times as doing so may lock you out of the system completely.

REQUESTING LEAVE

1. On main menu: click on **Functions**, and click on **Employee Leave Request**.



2. The Employee Leave Request screen will display your Social Security number. Click on **Select**. Your name will appear in the selection list; click on the **Detail** tab at top of screen. The top portion of the Employee Leave Request screen contains the Leave Request form and all the requests you have submitted previously, if any. The bottom portion of the screen contains your current leave balances.



Leave/Overtime Request

Selection Detail Comments

Dept: 63 Agy: 01 TKU: 070
 Name: Doe, John R SSN: 123-45-6789

For Pay Period	Hours Type	Available Balance	Balance Last Updated
05/11/2003 - 05/24/2003	ANLV	94.8	05/16/200
	SKLV	190.0	05/16/200

<= => Submit **New** Delete Save Close

- Click on **New**, select hours type and pay period end date. Enter leave hours requested for specific days. Click on **Save** or if you are finished with your request click on **Submit**. If requesting use of multiple hours types (i.e., annual, deferred, comp, school) you must enter and Submit a new request for each hours type. **Note:** If you wish to add comments to any request, click on the **Comments** tab and enter your start and end times and your comment.

Leave/Overtime Request

Selection Detail Comments

Dept: 63 Agy: 01 TKU: 070
 Name: Doe, John R SSN: 123-45-6789

Hours Type	PP End Date	Approved By	Date Submitted	Status
ANLV	5/24/2003		00/00/00 00:00	

May

11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
												8.0		8.0

For Pay Period	Hours Type	Available Balance	Balance Last Updated
05/11/2003 - 05/24/2003	ANLV	94.8	05/16/200
	SKLV	190.0	05/16/200

<= => Submit **New** Delete Save Close

Leave/Overtime Request

Selection **Detail** Comments

Dept: 63 Agy: 01 TKU: 070
 Name: Doe, John R SSN: 123-45-6789

Hours Type	Day	Date	Start Time	End Time	Comments
ANLV	Fri	May 23	8:00	5:00	Long weekend at the Lake

<= => Submit New Delete Save Close

You may check the status of your request by clicking on **Functions, Employee Leave Request**. Click on **Select** and then click on the **Detail** tab. The status is located in the top right corner on the each submitted request. It will be one of the following: SUBM = Submitted, APPR = Approved, or RJCT = Rejected.

Leave/Overtime Request

Selection Detail **Comments**

Dept: 63 Agy: 01 TKU: 070
 Name: Doe, John R SSN: 123-45-6789

Hours Type	PP End Date	Approved By	Date Submitted	Status
ANLV	5/24/2003	SmithJ	05/22/03 02:32	APPR

May														Total
11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
												8		8.0

For Pay Period	Hours Type	Available Balance	Balance Last Updated
05/11/2003 - 05/24/2003	ANLV	94.8	05/16/200
	SKLV	190.0	05/16/200

<= => Submit New Delete Save Close

Note: The Employee Leave Request screen is not used to request sick leave as prior approval for sick leave is not required.