Data Service Center

Absence Request System Approval Process QuickTips

The Data Service Center's Absence Request application allows users to submit requests for time off. Users may also view their attendance history, including vacation and sick leave balances.

Log into DSC Web Applications

www.dataservice.org

Type your username and password
Click the down arrow for your District

Click Login

Click Absence Request (Vacation,Personal,PD)

Step 1

Once logged in, click on desired option

Approve Vacation/Personal Day Requests

Requests Needing Approval	
Vacation	1
Personal	1
Sick	0
Travel	0
Other	0

Absence Request System- Main Menu

Entry
1. Submit Vacation Request
2. Submit Personal Day Request
3. Submit Other Absence Request
4. Submit Professional Leave Request
5. Submit Sick/Religious Holiday Request
6. QuickTip Instructions

Reports
1. History of Requests
2. Absence Calendar by Month

Admin Reports
1. Absence Calendar by Month
2. Absence Calendar By Workflow
3. Absence List by Date
4. Unapproved Absences by Date
5. List of Employees Present By Date
6. Approved Requests By Funding Source

Admin
1. Approve Vacation/Personal Day Request
2. Approve Professional Leave Requests
3. Search Requests
4. Search Users
5. Substitute/Email Assignment

Questions or Comments

Step 2

Check the Select box for desired employee

Note: To select all employees, click the Check All on this page box

Vacation/Personal/Sick/Other Days to Approve

All Workflow Groups

☐ Check All on this page

**** - request has multiple days with different percentages

Select	Employee	Request Type	Date Start	Date End	% Day	Leave Begin Time	Leave End Time	Req Days	Req Total	Abs YTD	Vac Bal	Sick Bal	Staff Approvals	Workflow	Approval Level	Email	Approver Comments
☐		Vacation	06/13/14 (Fri)		3.75	12:00 PM	Not Returning	1	3.75 (0.50 days)		129.5 (17.27 days)	180.75 (24.10 days)	0	Exceptional Children Resources	1	✉	
☐		Jury Duty	06/17/14 (Tue)		7.50			1	7.5 (1.00 days)		129.5 (17.27 days)	180.75 (24.10 days)	0	Exceptional Children Resources	1	✉	

Total: 2

Approve Selected   Deny Selected   Denied Reason:

Step 3

Links on the Approve Request screen	
Click on:	**Result:**
Employee name	View the request history for the employee
Request Type or Conference	View the detail for the request
Comment icon	View the employee's comment (mouse over)
Email (employee's name)	Send an email message to the employee
Column Headings	To sort the list of requests by selected column

To approve requests, perform the following:

- Enter Approver Comments which can be viewed by higher approval levels (optional)

- Click the Approve Selected button

To deny requests, perform the following:

- Type the denied reason in the text box (optional)

- Click the Deny Selected button

Step 4

Absence Request System Substitute Assignments
QuickTips

DSC Data Service Center

Log into DSC Web Applications

Once logged in, click
Absence Request (Vacation,Personal,PD)

Click the option
Substitute/Email Assignment

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Requests Needing Approval	
Vacation	1
Personal	1
Sick	0
Travel	0
Other	0

Questions or Comments

As an Approver, you have the option to receive email notifications when requests are submitted for your approval.

To turn the email option off, perform the following steps:
- Click on Substitute/Email Assignment
- Uncheck the Send Email box
- Click the Update button

Workflows

Workflow	Approval Level	Send Email	Substitute	Starting Date	Ending Date		
Exceptional Children Resources	1	☑				Add Substitute	Edit Substitute
Exceptional Children Resources (Mieczkowski/Paras)	1	☑				Add Substitute	Edit Substitute

Update

As an Approver, you have the option to assign a Substitute to approve any requests in your absence.

To assign a substitute, perform the following steps:
- Click on Add/Edit Substitute

Workflow: Exceptional Children Resources

Substitute: -- Select an Employee--
Start Date:
End Date:
Send Email:
Apply To All Workflows
Add Substitute For This Workflow (Only)

- Click the down arrow to select an employee
- Enter the start date for coverage
- Enter the end date for coverage
- Leave the box checked for the substitute to receive email notifications when requests are submitted
- Click Apply To All Workflows or Add Substitute For This Workflow (Only)

DSC Data Service Center
HELP!
Have a question?
Call the DSC Help Desk
at: (302) 504-7222

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Click Absence Request (Vacation,Personal,PD)

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Select Search Requests in the Admin bubble

- In the Search Absence
- Requests screen that appears, enter the last name, first name or employee ID in the Search Criteria
- Select the Absence Date range
- Press Search

Questions or Comments

Step 2

Search Absence Requests

Work Location:
Search Criteria: _____ (Last Name, First Name, or Employee ID)
Absence Date: 6/1/2014 thru 6/30/2014
Request Type:
Workflow Approval Status: Approved
Funding Source:
Format: On Screen

[Search]

Select the Request Type to cancel

Search results:

Employee Name	Empl ID	School	Request Type	Absence Start Date	Absence End Date	Time Requested	Part Day	Total Requested Days	Approval Status
	114176	100	Vacation	06/13/14 (Fri)		3.75		3.75 (0.50 days)	Approved
	114176	100	Jury Duty	06/17/14 (Tue)		7.50		7.50 (1.00 days)	Approved
Total: 2									

**** - request has multiple days with different percentages

Step 3

Data Service Center

To cancel a date or dates, perform the following steps:
- Click on Cancel on the appropriate row to cancel a date
- Click on Cancel All Days to cancel all days listed

Request Details

Request Type:	Vacation
Workflow Approval Status:	Approved
Absence Begin Date:	6/13/2014
Absence End Date:	6/13/2014
Total Time:	3.75 (0.50 days)
Submit Date/Time:	6/12/2014 10:17 AM
Comment:	

Days in Request

Request Date	Day of Week	Time Requested	Start Time	End Time	Absence Type	Vacation Charged Time	Sick Charged Time		Cancel
6/13/2014	Friday	3.75	12:00 PM	Not Returning	Vacation	3.75			Cancel
Total: 1									

Cancel All Days

Approvals	Approval Level	Comments
Approved by	1	

Step 4

Windows Internet Explorer

Are you sure you want to CANCEL this day?

OK   Cancel

Select OK to complete the cancellation or Cancel to return to the Request View

Data Service Center

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