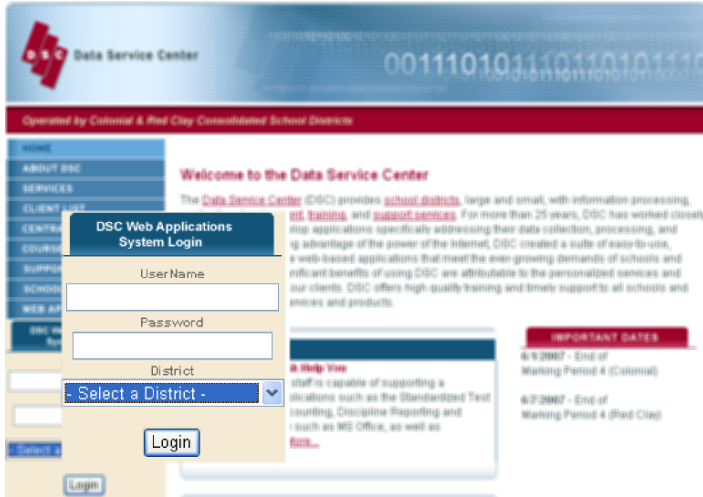


Absence Request (Vacation, Personal, PD) QuickTips

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.

Important: Depending on your District/Charter School policy, Time Requested may be entered in either percent of day or hours.



Log into DSC Web Applications

www.dataservice.org

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

Click Login

DSC Web Applications » Main Menu

Web Application Bulletins

Welcome to the DSC web accessible applications. Any questions about the system should be directed to the Helpdesk@dataservice.org.

Select an Application

- Absence Request (Vacation, Personal, PD)
- DPAS & Walkthrough
- I-Tracker Pro
- Online Test Scoring
- Professional Development
- RAP - Referral Action Profile
- Standardized Test Reporting
- Change Preferences/Password
- Log-Off System

Once logged into the DSC, click **Absence Request (Vacation, Personal, PD)**

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

Select the type of leave Request you would like to submit from the Entry Menu.

[Questions or Comments](#)



Submitting Requests



Vacation Request

Employee Name:
 Employee ID:
 Email:

I hereby request approval for vacation for the following date(s):

Start Date:* **End Date:**

Time Requested:*

Begin Time: **Late Arrival** **Return Time:** **Not Returning**

Comment:

| | | | |
|---------|---------|---------|---------|
| 5:00am | 5:15am | 5:30am | 5:45am |
| 6:00am | 6:15am | 6:30am | 6:45am |
| 7:00am | 7:15am | 7:30am | 7:45am |
| 8:00am | 8:15am | 8:30am | 8:45am |
| 9:00am | 9:15am | 9:30am | 9:45am |
| 10:00am | 10:15am | 10:30am | 10:45am |
| 11:00am | 11:15am | 11:30am | 11:45am |

Request will be submitted to:
 Level 1 :

| Current Fiscal Year 2015 | | | | | |
|--------------------------|---------------|--------------|-----------------|---------------|--------------|
| Vacation | Hours | (Days) | Sick | Hours | (Days) |
| Balance: | 206.25 | 27.50 | Balance: | 696.88 | 92.92 |
| Carryover: | 41.25 | 5.50 | Carryover: | 609.38 | 81.25 |
| Entitlement: | 180.00 | 24.00 | Entitlement: | 90.00 | 12.00 |

• Enter the **Start Date**
Note: The End Date is only needed for multiple day requests.

• Enter the **Time Requested**
Note: the Time Requested will default to your standard work day which is typically 7.5 hours.

Important: Depending on your District/Charter School policy, Time Requested may be entered in either percent of day or hours.

• Click on either the field or the clock icon for **Begin Time**. Select the desired time from the drop down that appears. If the desired time is not listed, you can type the time in the field. Once the time is selected the **Return Time** will be entered automatically based on the number of hours selected in the Time Requested field. You can select a different time if needed.

Important: The times entered into the Begin Time and Return Time are informational only. They do not impact the time charged.

• Once all fields are complete, click the **Submit Request** button.

How to Use the Late Arrival and Not Returning Check Boxes.

Note: Your work day start and end times are not stored in the system. Therefore, when you select Late Arrival you will need to enter the Return Time. Or if you select Not Returning you will need to enter the Begin Time.

| When... | Then... | Example... |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Time Requested and Begin Time is entered, | <ul style="list-style-type: none"> the Return Time will automatically calculate. You may enter/change the Return Time. | I hereby request approval for vacation for the following date(s): Start Date: * <input type="text" value="7/18/2014"/> <input type="text" value="7/18/2014"/> End Date: <input type="text"/> Time Requested: * <input type="text" value="3.5 Hours"/> Begin Time: <input type="text" value="11:00am"/> <input type="checkbox"/> Late Arrival Return Time: <input type="text" value="2:30pm"/> <input type="checkbox"/> Not Returning Comment: <input type="text"/> |
| <ul style="list-style-type: none"> The Begin Time is the work day start time, | <ul style="list-style-type: none"> check the box for Late Arrival. <i>Note: Enter either the Begin Time or check the box for Late Arrival</i> | I hereby request approval for vacation for the following date(s): Start Date: * <input type="text" value="7/18/2014"/> <input type="text" value="7/18/2014"/> End Date: <input type="text"/> Time Requested: * <input type="text" value="3.5 Hours"/> Begin Time: <input type="text"/> <input checked="" type="checkbox"/> Late Arrival Return Time: <input type="text" value="11:30am"/> <input type="checkbox"/> Not Returning Comment: <input type="text"/> |
| <ul style="list-style-type: none"> The Return Time is the work day end time, | <ul style="list-style-type: none"> check the box for Not Returning <i>Note: Enter either the Return Time or check the box for Not Returning</i> | I hereby request approval for vacation for the following date(s): Start Date: * <input type="text" value="7/18/2014"/> <input type="text" value="7/18/2014"/> End Date: <input type="text"/> Time Requested: * <input type="text" value="3.5 Hours"/> Begin Time: <input type="text" value="12:30pm"/> <input type="checkbox"/> Late Arrival Return Time: <input type="text"/> <input checked="" type="checkbox"/> Not Returning Comment: <input type="text"/> |

Submitting Requests (continued)

Personal Day Request

Employee Name:
Employee ID:
Email:

Section 1318(f), Title 14, DELAWARE CODE provides that "An employee may be absent without loss of pay no more than three (3) days per fiscal year for personal reasons of the employee. Such absences shall be included in the sick leave of the employee. Such absences must be approved by the Chief School Officers."

Request for such absence(s) must be submitted to your immediate supervisor for approval prior to the absence except in case of an emergency.

DO NOT MAKE PLANS OR ARRANGEMENTS PRIOR TO RECEIVING ALL APPROVALS.

I hereby request approval to take a personal day(s) on the following date(s):

| Date(s) | Time Requested | Leave Begin Time | Leave Return Time | Comments |
|-------------|----------------|-----------------------------------------------|----------------------------------------------------------------------------|----------|
| * 7/17/2014 | 5.0 Hours | 11:00am <input type="checkbox"/> Late Arrival | <input type="checkbox"/> <input checked="" type="checkbox"/> Not Returning | |
| | 7.5 Hours | | | |
| | 7.5 Hours | | | |

Enter **Date** for Personal Day Request.

Note: Up to 3 personal days may be entered.

Other Absence Request

Employee Name:
Employee ID:
Email:

I am requesting approval to be absent from work on the following date(s):

Start Date: * 7/17/2014 **End Date:** *

Absence Reason: * Jury Duty

Time Requested: * 7.5 Hours

Comment:

For Other Absence Requests, select the **Absence Reason** from the drop down menu.

Note: Other Absence Request reasons are district specific and can include: Jury Duty, Death, Funeral, Military Duty, etc

Sick Day Request

Employee Name:
Employee ID:
Email:

I hereby request approval for a sick day for the following date(s):

Start Date: * 7/17/2014 **End Date:** *

Absence Reason: * Personal Illness

Time Requested: * 2.5 Hours

Begin Time: 9:00am Late Arrival **Return Time:** 11:30am Not Returning

Comment:

For each form, once all fields are complete, click the **Submit Request** button.

Confirming Requests

Vacation Request

Employee Name:
 Employee ID:
 Email:

Please click **Confirm Request** to complete your request

After submitting the request, click the **Confirm Request** button to complete request, or click the **Make Changes** button to edit your request.

Total days requested: 1

| Absence Date | Day of Week | Time Requested | Leave Begin Time | Leave Return Time |
|--------------|-------------|----------------|-----------------------------------------------|----------------------------------------|
| 7/17/2014 | Thursday | 3.5 Hours | 12:30pm <input type="checkbox"/> Late Arrival | <input type="checkbox"/> Not Returning |

Note: The Time Requested will be deducted from your totals after final approval.

Request History

Request History

Employee Name:
 Employee ID:
 Email:

From the Main Menu, click on **History of Requests** on the Report menu.

Status of Requests Awaiting Approval

| | Approval Status | Request Type | Begin Date | End Date | Requested Time | Submit Date | |
|----------------------|-------------------|--------------|-----------------|----------|------------------|-------------|--------------------------------|
| View | Request Submitted | Vacation | 7/17/2014 (Thu) | | 3.50 (0.47 days) | 7/17/2014 | Cancel Request |

To Cancel a Request Awaiting Approval, click on the **Cancel Request** link.

Fiscal Year: 2015

Request Summary - Approved

| Request Type | Total Approved Time |
|---------------|---------------------|
| Other Absence | 11.00 (1.47 days) |
| Sick | 2.50 (0.33 days) |
| Vacation | 15.00 (2.00 days) |

To view the details for a request, click on the **View** link

| Current Fiscal Year 2015 | | | | | |
|--------------------------|---------------|--------------|-----------------|---------------|--------------|
| Vacation | Hours | (Days) | Sick | Hours | (Days) |
| Balance: | 206.25 | 27.50 | Balance: | 696.88 | 92.92 |
| Carryover: | 41.25 | 5.50 | Carryover: | 609.38 | 81.25 |
| Entitlement: | 180.00 | 24.00 | Entitlement: | 90.00 | 12.00 |

| | Requested Date | Absence Date | Request Status | Request Type | Absence Type | Requested Time | Vacation Charged Time | Sick Charged Time |
|----------------------|-----------------|-----------------|----------------|------------------|------------------|----------------|--------------------------|-------------------------|
| View | 8/1/2014 (Fri) | 8/1/2014 (Fri) | Approved | Vacation | Vacation | 7.50 | 7.50 | |
| View | 7/31/2014 (Thu) | 7/31/2014 (Thu) | Approved | Vacation | Vacation | 7.50 | 7.50 | |
| View | 7/17/2014 (Thu) | 7/17/2014 (Thu) | Approved | Personal Illness | Personal Illness | 2.50 | | 2.50 |
| View | 7/14/2014 (Mon) | 7/14/2014 (Mon) | Approved | Vacation | Vacation | 2.00 | | |
| View | 7/14/2014 (Mon) | 7/14/2014 (Mon) | Approved | Vacation | Vacation | 2.50 | | |
| | | 7/10/2014 (Thu) | | | Vacation | | | |
| View | 7/8/2014 (Tue) | 7/8/2014 (Tue) | Approved | Vacation | Vacation | 3.00 | | |
| View | 7/8/2014 (Tue) | 7/8/2014 (Tue) | Approved | Vacation | Vacation | 3.50 | | |
| | | | | | | | Total: 15.00 (2.00 days) | Total: 2.50 (0.33 days) |

Adjustment History

There are no adjustments for the selected fiscal year

Employee Workflows

| Request Type | Workflow | Workflow |
|----------------|----------|--------------------------------|
| Travel | | View Approvers |
| Vacation | | View Approvers |
| Personal Leave | | View Approvers |
| Other Absence | | View Approvers |
| Sick | | View Approvers |