



Leave of Absence (LOA) - How to Submit a Pending Case


WCPS APPLICATION DEVELOPMENT TEAM

Note: You must be connected to the WCPS school network to use this application.

To submit a pending LOA Request case, follow the steps below.

Windows Users



Click on the  shortcut that is located on your desktop.

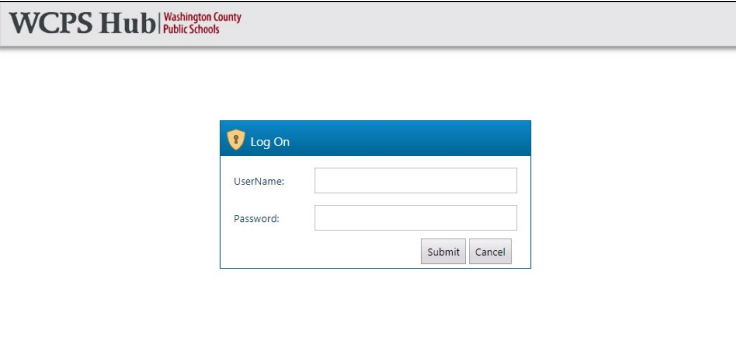
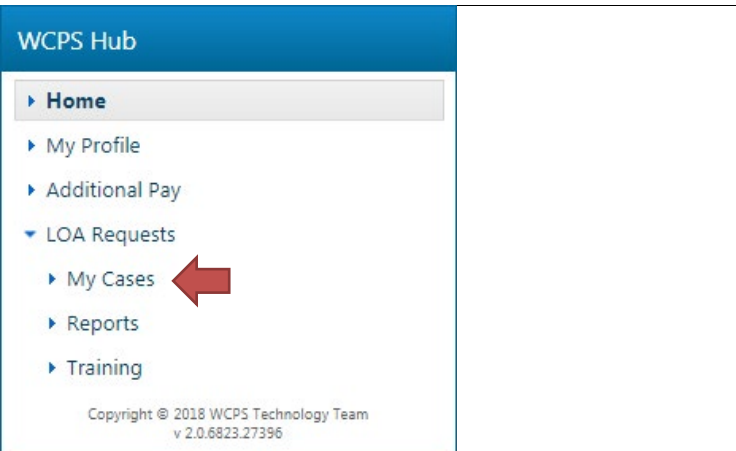
Apple MacBook Users



Go to Self-Service > Bookmarks and click on the  icon.

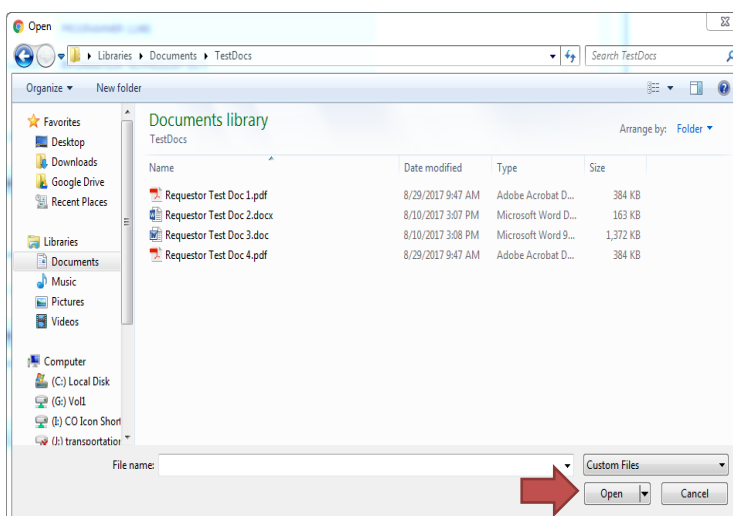
Chromebook Users

Launch the Chrome web browser, open bookmark folder “wcps.k12.md.us bookmarks” and select WCPS Hub.

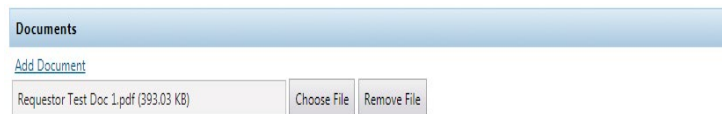
<p>1. Log in using your 5/3 and associated password.</p>	 <p>The screenshot shows the WCPS Hub login page. At the top, it says 'WCPS Hub' and 'Washington County Public Schools'. Below that is a 'Log On' form with fields for 'UserName:' and 'Password:', and 'Submit' and 'Cancel' buttons.</p>
<p>2. Go to LOA Requests > My Cases</p>	 <p>The screenshot shows the WCPS Hub navigation menu. The menu items are: Home, My Profile, Additional Pay, LOA Requests (expanded), My Cases (highlighted with a red arrow), Reports, and Training. At the bottom, it says 'Copyright © 2018 WCPS Technology Team v 2.0.6823.27396'.</p>

<p>3. Locate the case in questions and click on the case id hyperlink.</p>	
<p>4. Update the Leave Type if not selected already.</p>	
<p>5. Update the expected Start and Return dates if not set already.</p>	
<p>6. Attach any documentation to the request by clicking on Add Document.</p> <p>Note: Steps 6-9 are optional.</p>	
<p>7. Click the Choose File button to select the document you wish to upload.</p>	

8. Navigate to the directory where the file is located. Select the file and click **Open**.



The selected file should now be shown as below.



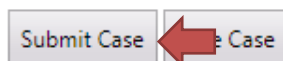
Note: To add additional documents, repeat steps 6-8 as needed.

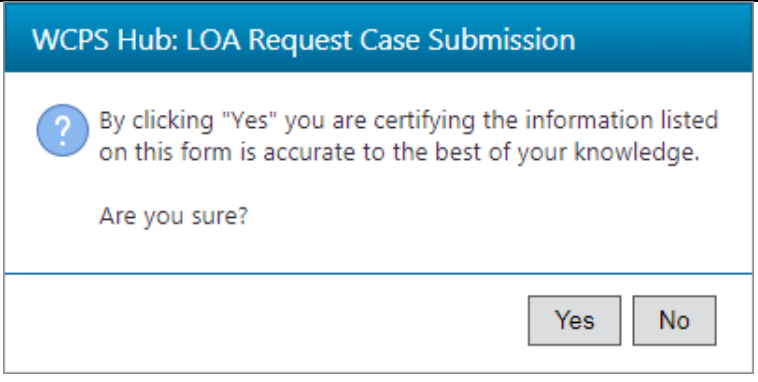

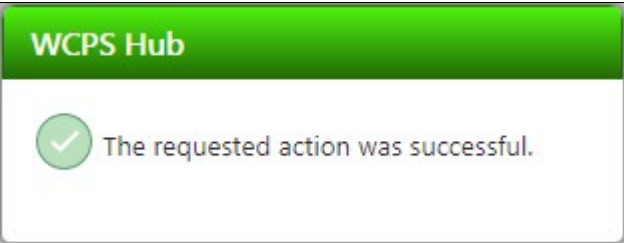

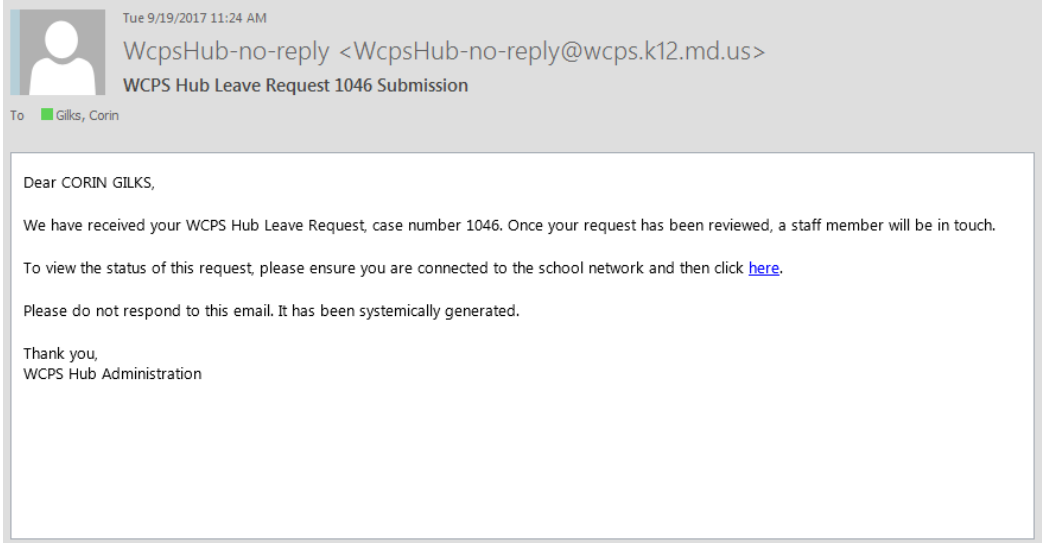
Note: To remove a document, select the “Remove File” button.

9. Add any additional information pertaining to your case in the field provided.



10. Submit Case



<p>11. Select Yes to continue or No to cancel.</p>	 <p>WCPS Hub: LOA Request Case Submission</p> <p> By clicking "Yes" you are certifying the information listed on this form is accurate to the best of your knowledge.</p> <p>Are you sure?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>
<p>12. The Successful dialog will appear and disappear automatically.</p>	 <p>WCPS Hub</p> <p> The requested action was successful.</p>
<p>After submission, you will receive an email with your case number and any additional pertinent information.</p>  <p>WCPS Hub Leave Request 1046 Submission</p> <p>Dear CORIN GILKS,</p> <p>We have received your WCPS Hub Leave Request, case number 1046. Once your request has been reviewed, a staff member will be in touch.</p> <p>To view the status of this request, please ensure you are connected to the school network and then click here.</p> <p>Please do not respond to this email. It has been systemically generated.</p> <p>Thank you, WCPS Hub Administration</p>	