



Leave of Absence (LOA) Request User Guide

WCPS APPLICATION DEVELOPMENT TEAM

The purpose of this user guide is to instruct you on the use of the LOA Request application.

The LOA Request application takes the current process for FMLA and Personal Leave requests and automates it within a web environment. Once final approval is obtained, the information is systemically sent to Payroll for processing.

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

Version Control

Version Number	Version Updates	Performed By	Date Performed
1.7	Updated images of “Successful” dialog message.	Corin Gilks	7/10/2019
1.6	Added directions for location WCPS Hub bookmark from Chromebook.	Corin Gilks	6/24/2019
1.5	Updated user guide for v2 of WCPS Hub	Corin Gilks	9/7/2018
1.4	Updated screen shot	Corin Gilks	2/7/2018
1.3	Added “Locating the WCPS Hub Shortcut” section with more detail for each computer type.	Corin Gilks	1/8/2018
1.2	Updated Report Viewer Control	Corin Gilks	1/4/2018
1.1	Report list update	Corin Gilks	12/7/2017
1.0	Initial creation	Corin Gilks	9/8/2017

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
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Locating the WCPS Hub Shortcut

To access the WCPS Hub application, follow the steps below.

Note: You must be connected to the Washington County Public School network in order to access this application.


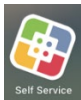

Windows Users

- Click on the  shortcut that is located on the desktop of your computer

Or

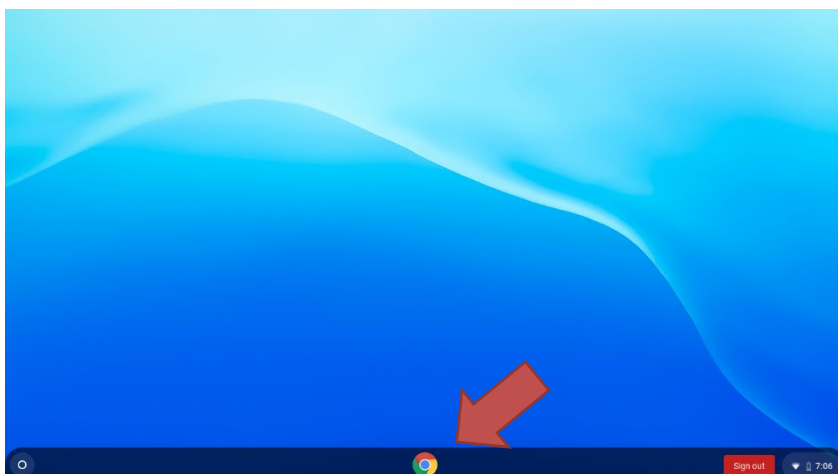
- Click on the desktop shortcut "I – Icon Shortcuts" , locate the  shortcut and click on it.

Apple Users

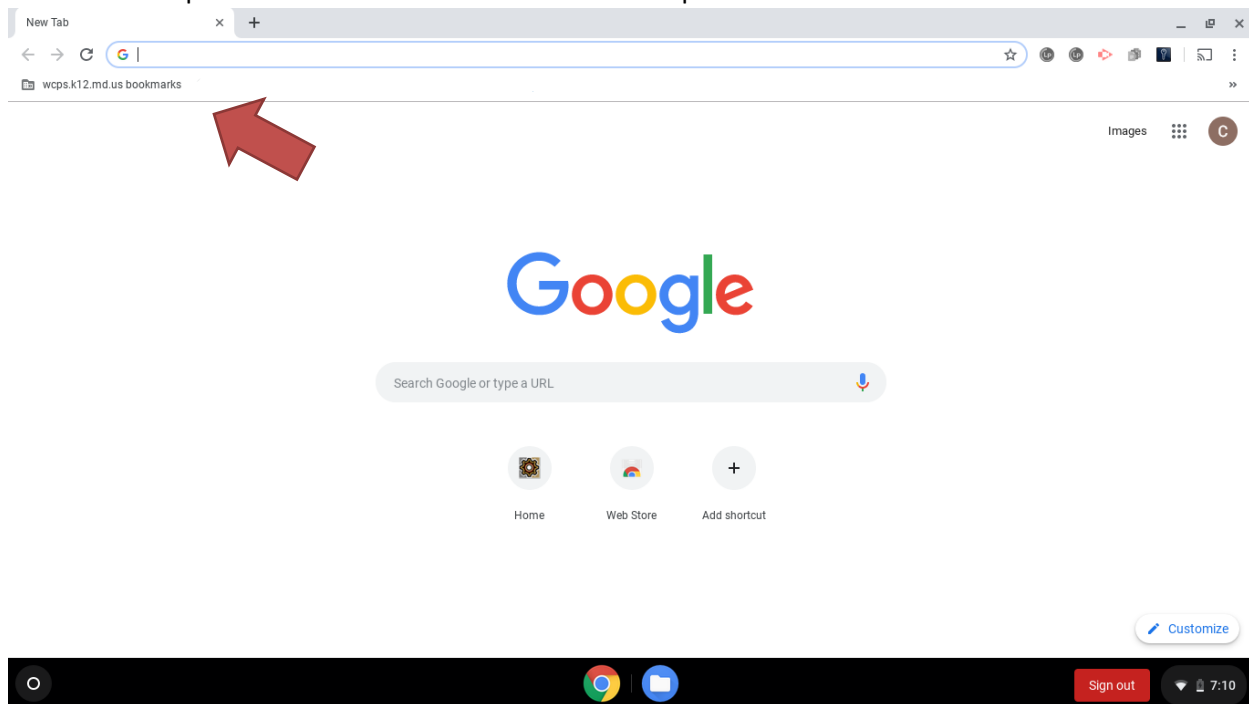
- Locate and click on the Launchpad icon, 
- Locate the Self Service icon and click on it, 
- Once the application loads, select Bookmarks on the left side of application window, and click on the  icon.

Chromebook Users

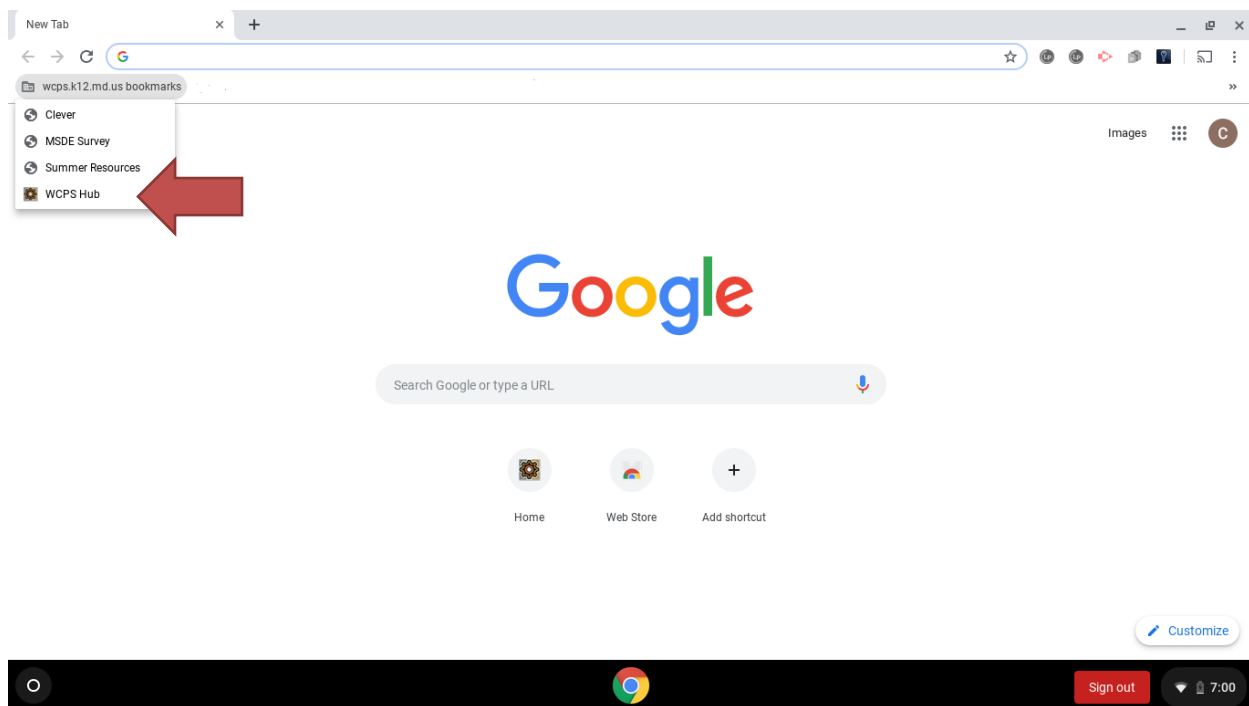
- Locate the Chrome web browser icon on your desktop and click it to launch the application.



2. Locate the “wcps.k12.md.us bookmarks” folder at the top of the browser window.



3. Click on the folder and select “WCPS Hub”.

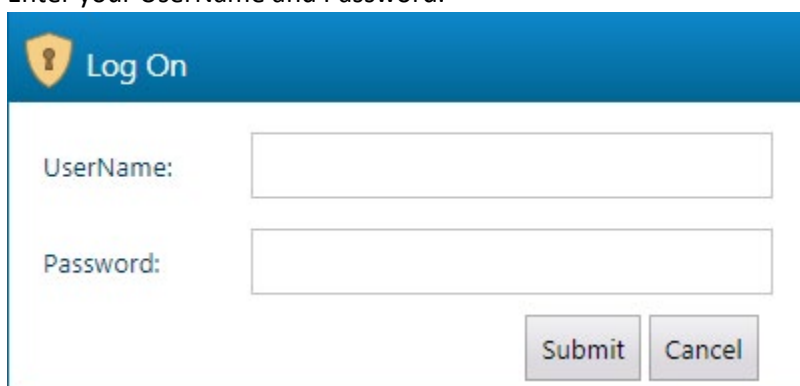


Logging into the WCPS Hub

To log into the application, follow the steps below.

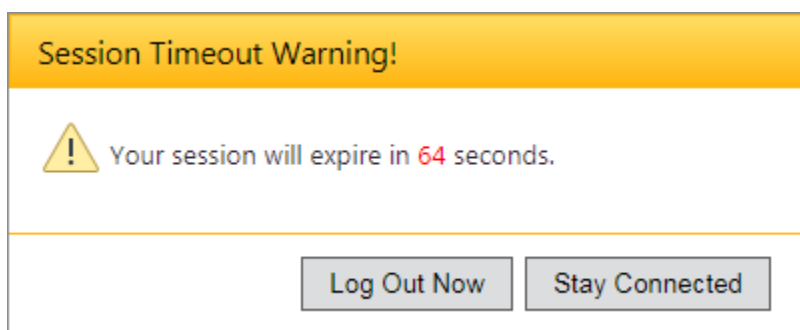
Note: You must be connected to the Washington County Public School network in order to access this application.

1. Enter your Username and Password.

A screenshot of a 'Log On' form. It has a blue header with a yellow shield icon and the text 'Log On'. Below the header, there are two input fields: 'UserName:' and 'Password:'. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

- a. **UserName:** Your 5/3 username or the same one used to log into your computer
 - b. **Password:** The password associated with your 5/3 username
2. Click the **Submit** button.

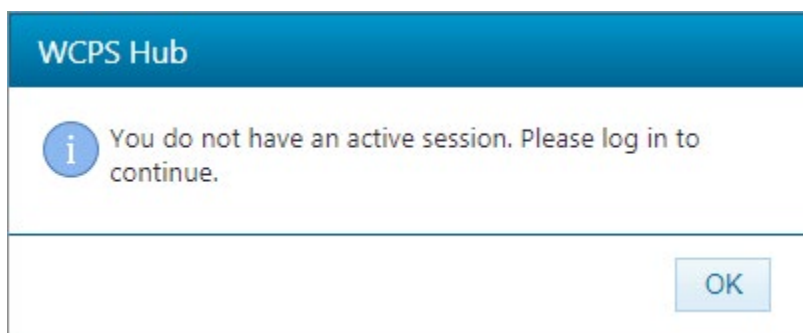
Once you have successfully logged in, if you are inactive for 18 minutes you will be presented with the warning message as shown below.

A screenshot of a 'Session Timeout Warning!' dialog box. It has a yellow header with the text 'Session Timeout Warning!'. Below the header, there is a yellow warning triangle icon and the text 'Your session will expire in 64 seconds.'. At the bottom, there are two buttons: 'Log Out Now' and 'Stay Connected'.

This warning will begin counting down the final seconds of your active session. You have two options to select from.

1. **Log Out Now**
 - a. This option will immediately log you out of the application. Whatever you may have been working on will **NOT** be saved.
2. **Stay Connected**
 - a. This option will reset your security token for another 20 minutes. Whatever you may have been working on will still be present.

If no action is taken during the final count down, you will be logged out, returned to login page and be presented with the following message.



Note: If the above occurs, anything you may have been working on will **NOT** be saved.

My Cases

This is the area of the application where a user would go to view an existing case and/or submit a new case.

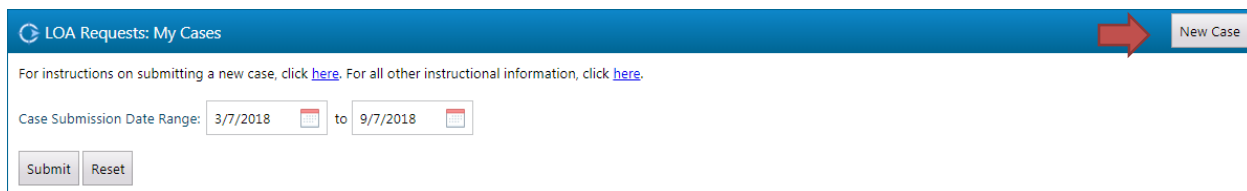
1. Select LOA Requests > My Cases




Submit New Case

To submit a new LOA Request, follow the steps below.

1. Click on the **New Case** button.



Personal and Employment Information

This information is prepopulated and cannot be changed here. Clicking on the  icon will provide detail of when the information is collected and stored.

Personal Information **A**

Full Name:	LEIGH BEARDEN
Employee Id:	333333
Email Address:	BeardLei@wcps.k12.md.us
Home Address:	789 EAST STREET, SOMETOWN, PA, 17456
Home Phone:	123-456-7890

Employment Information **B**

Job Title:	APPLICATIONS ADMINISTRATOR (1235)
Department/Location:	INFORMATION TECHNOLOGY (517)
Supervisor:	ROBERT ALTON
Original Hire Date:	4/10/2017
Permanent Hire Date:	4/10/2017

A

Personal Information
Below is an explanation of when the information for each field is obtained.
Leave Request case submission Full Name Employee Id
Munis User record as of previous evening Email Address Home Address Home Phone
Close

B

Employment Information
Below is an explanation of when the information for each field is obtained.
Leave Request case submission Job Title Department/Location Supervisor
Munis User record as of previous evening Original Hire Date Permanent Hire Date
Close

Leave Details

Leave Details

Leave Type:

Leave Dates: to

2. Select the Leave Type, Start Date and Return Date.


a. Leave Type

i. Select from the available list of leave types.

Select...

- Child/Parent/Spouse Illness
- Educational
- Employee Illness
- Military
- Other

b. Leave Dates

i. Select the expected start and return dates for your leave by clicking on the calendar  icon.

3. If not known at time of case creation, you can save the case until this information is known.

Note: In order to submit your case for processing, the dates must be completed.

Documents

4. Attach any documentation to the request by clicking on **Add Document**.


Documents

[Add Document](#) 

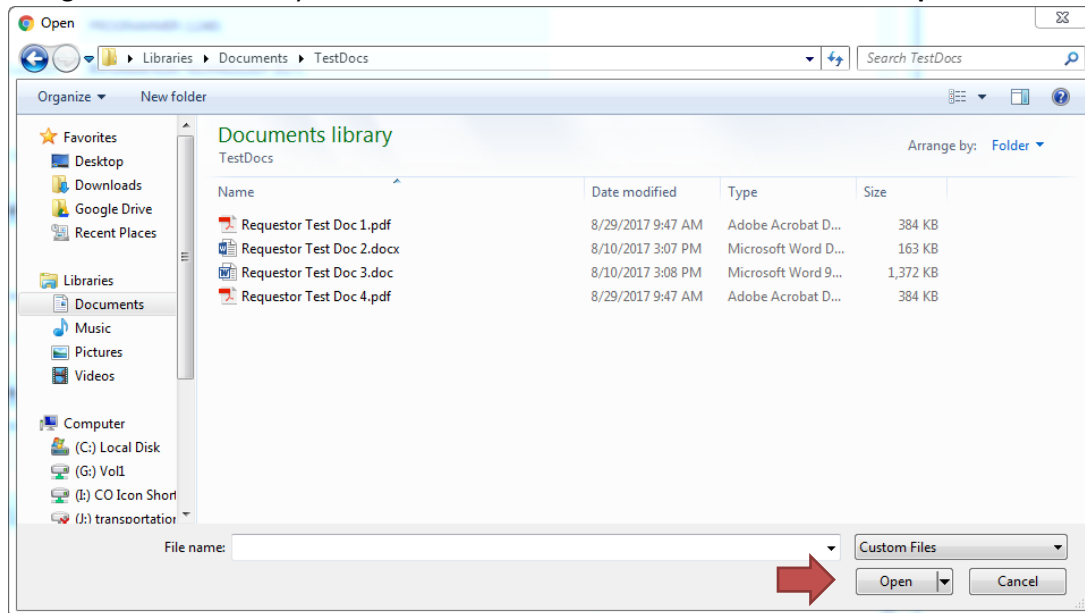
a. Click the **Choose File** button to select the document you wish to upload.

Documents

[Add Document](#)



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



- c. The selected file should now be shown as below.



Note: To add additional documents, repeat steps 4a-4c as needed.

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

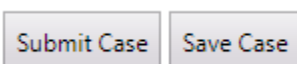
Add Note

Add Note

Characters that will be replaced: < >

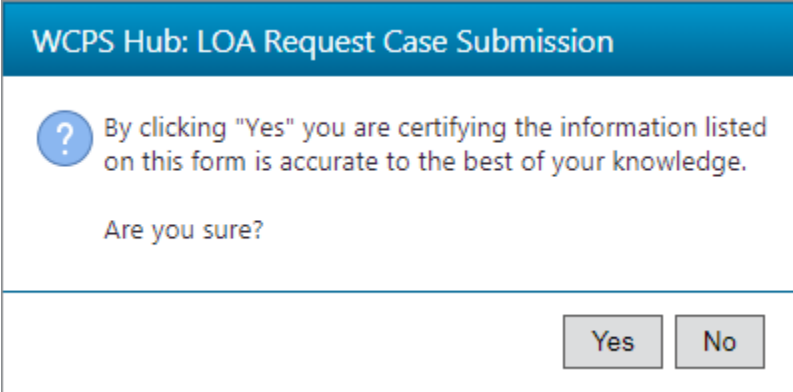
Characters remaining: 300

5. Add any additional information pertaining to your case in the field provided.
6. Click the appropriate button as needed.



- a. **Submit Case**

- i. Selecting this option will send your request to Benefits to start the process. Upon submission, the Leave Type and Start/Return Dates cannot be changed.
- ii. Select **Yes** to continue or **No** to cancel.

A confirmation dialog box with a blue header bar containing the text "WCPS Hub: LOA Request Case Submission". Below the header, there is a blue circular icon with a white question mark. To the right of the icon, the text reads: "By clicking 'Yes' you are certifying the information listed on this form is accurate to the best of your knowledge." Below this text, it asks "Are you sure?". At the bottom right of the dialog, there are two buttons: "Yes" and "No".

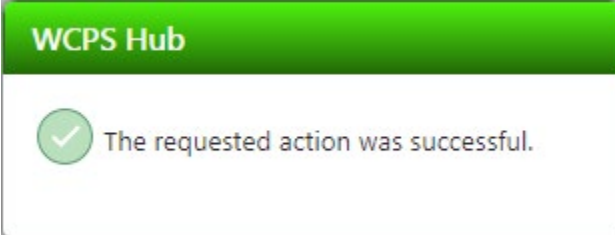
WCPS Hub: LOA Request Case Submission

By clicking "Yes" you are certifying the information listed on this form is accurate to the best of your knowledge.

Are you sure?

Yes No

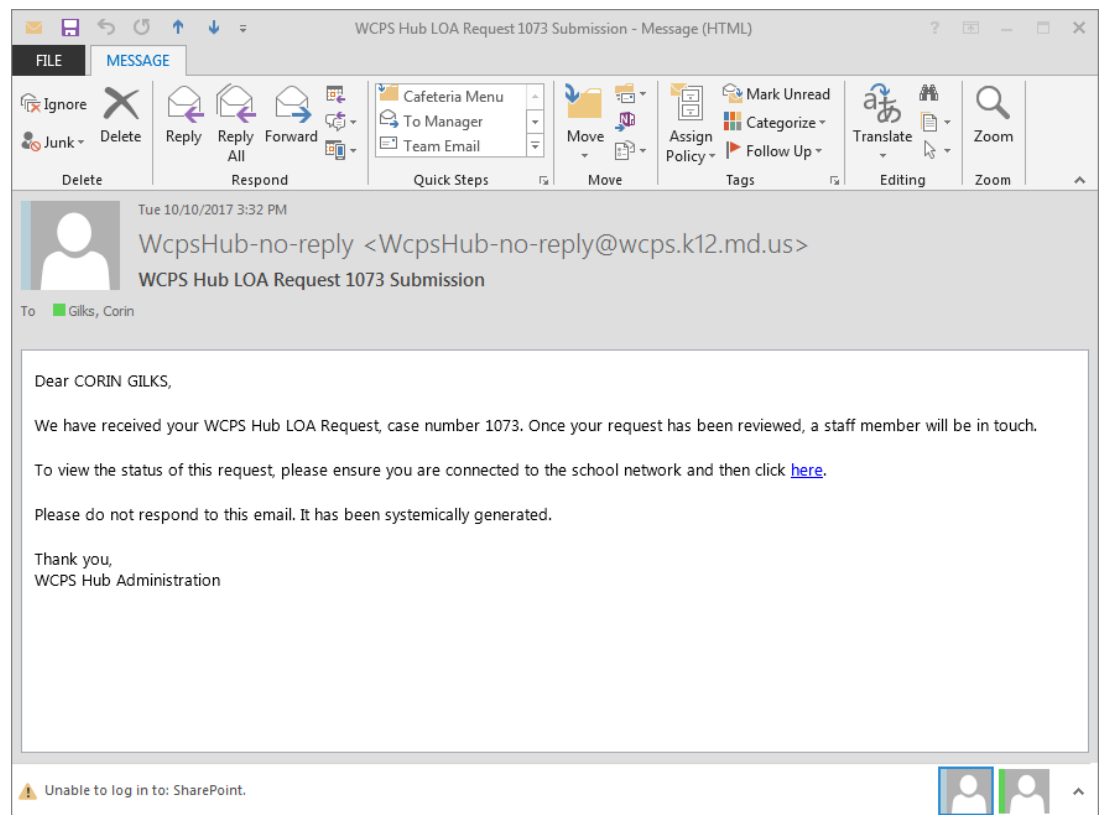
- iii. The Successful dialog will appear and disappear automatically.

A successful action dialog box with a green header bar containing the text "WCPS Hub". Below the header, there is a green circular icon with a white checkmark. To the right of the icon, the text reads: "The requested action was successful.".

WCPS Hub

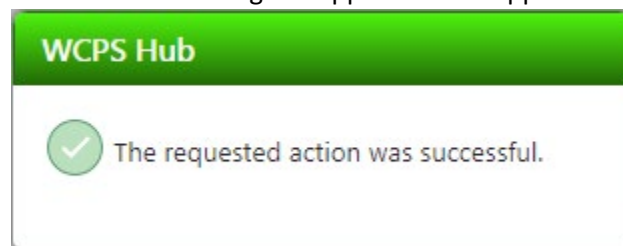
The requested action was successful.

After submission, you will receive an email from the application with your case number and any additional pertinent information.



b. Save Case

- i. Selecting this option will place your case in a pending submission state. You can update the Leave Type and Start/Return dates as needed as well as add/change any documents until the case has been submitted for processing.
- ii. The Successful dialog will appear and disappear automatically.



Submit a Saved Case

To submit a saved case, follow the steps below.

1. Go to LOA Requests > My Cases.



2. Locate the case you wish to submit and select the Case Id hyperlink.

LOA Requests: My Cases New Case

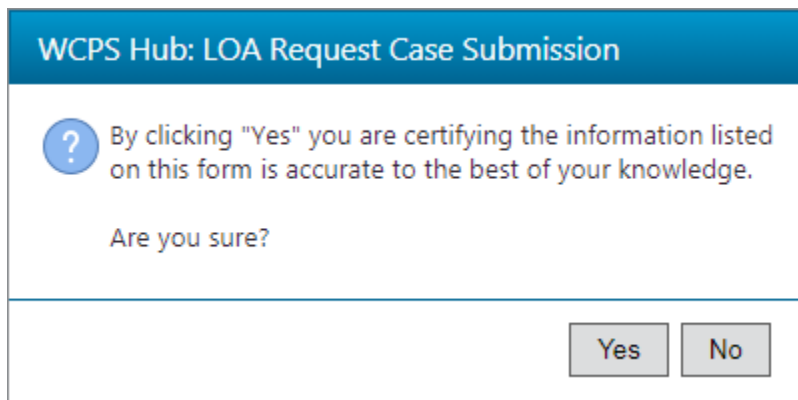
For instructions on submitting a new case, click [here](#). For all other instructional information, click [here](#).

Case Submission Date Range: to

Case Id	Case Status	Date Submitted	Last Updated
84 ←	Pending - New		
79	Submitted - In Review	8/30/2018 3:14 PM	YOUNG, LISA 9/6/2018 4:25 PM

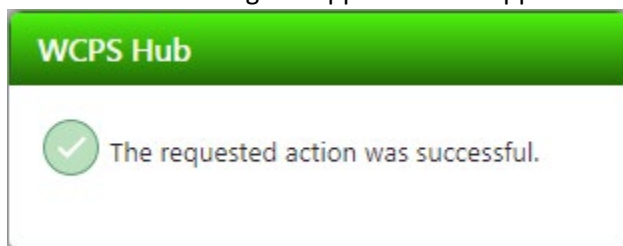
3. Select the **Submit Case** button

4. Select **Yes** to continue or **No** to cancel.



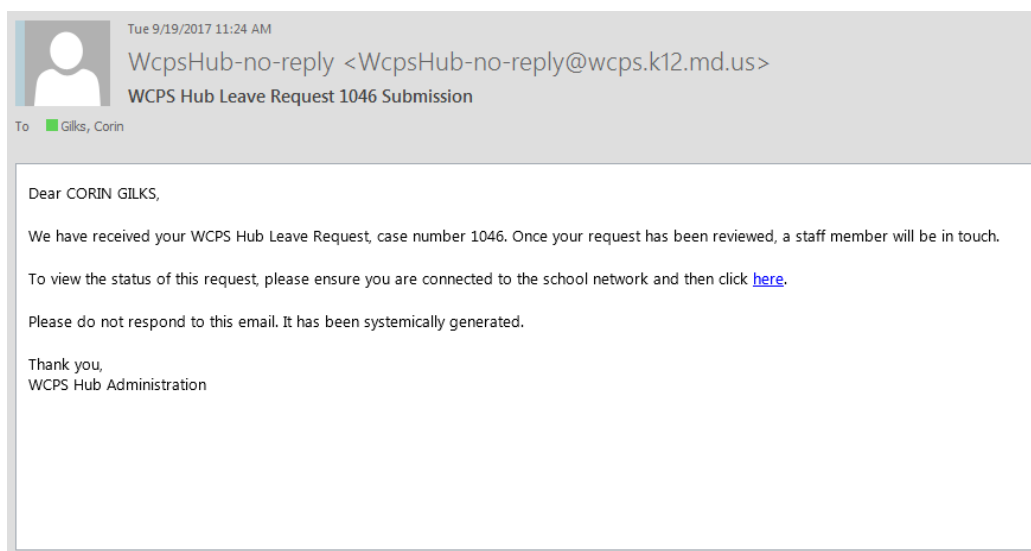
The dialog box has a blue header bar with the text "WCPS Hub: LOA Request Case Submission". Below the header, there is a question mark icon in a blue circle followed by the text: "By clicking 'Yes' you are certifying the information listed on this form is accurate to the best of your knowledge." Below this, it asks "Are you sure?". At the bottom right, there are two buttons: "Yes" and "No".

5. The Successful dialog will appear and disappear automatically.



The dialog box has a green header bar with the text "WCPS Hub". Below the header, there is a green checkmark icon in a circle followed by the text: "The requested action was successful."

After submission, you will receive an email from the application with your case number and any additional pertinent information.



View/Update Existing Cases

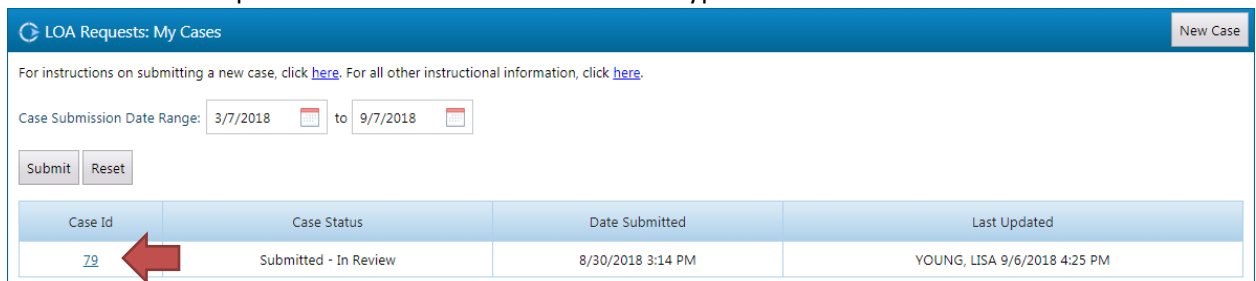
To update/view an existing case, follow the steps below.

Note: Once a case has been submitted for processing, only the actions below can be completed:

- a. Replace existing document you uploaded
 - b. Delete an existing document you uploaded
 - c. Upload a new document
 - d. Add a note
1. Go to LOA Requests > My Cases.



2. Locate the case in question and select the case number hyperlink.




Replace Existing Document

To replace an existing document, follow the steps below.


Note: The ability to replace a document is only available while the case is being processed and you are the original document uploader.

1. Select **Replace** next to the document you wish to replace.

Documents		
Document Name	Uploaded By	Commands
Requestor Test Doc 1.pdf (383.82 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	 <input type="button" value="Replace"/> <input type="button" value="Delete"/>
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<input type="button" value="Replace"/> <input type="button" value="Delete"/>

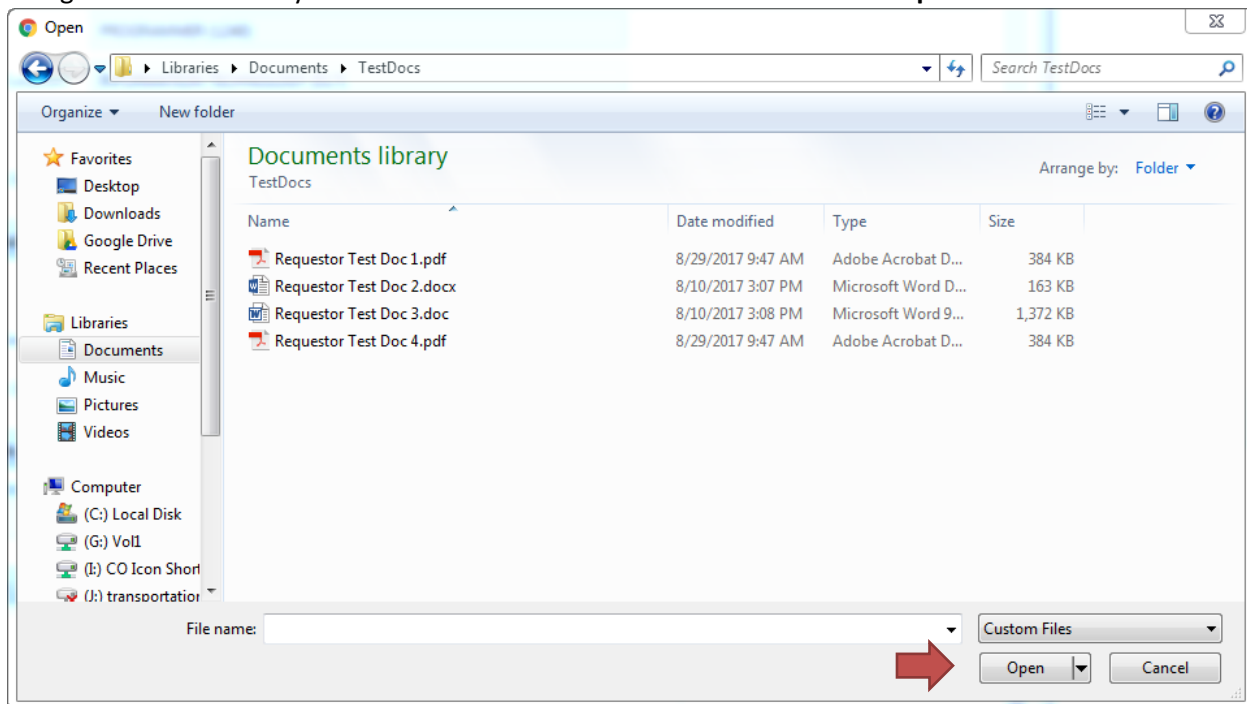
[Add Document](#)

2. Select the **Choose File** button

Documents		
Document Name	Uploaded By	Commands
<input type="text"/>  <input type="button" value="Choose File"/>	CORIN GILKS 10/10/2017 3:37:50 PM	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<input type="button" value="Replace"/> <input type="button" value="Delete"/>

[Add Document](#)

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

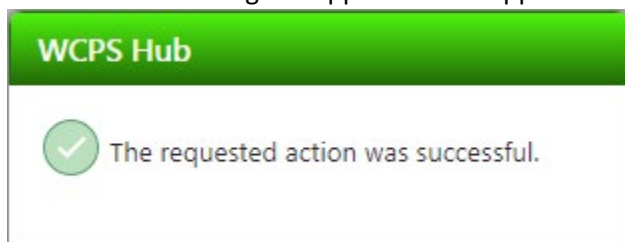


4. Select **Update** to continue or **Cancel** to exit the change.

Documents		
Document Name	Uploaded By	Commands
Requestor Test Doc 1.pdf (393.03 KB) Choose File	CORIN GILKS 10/10/2017 3:37:50 PM	Update Cancel
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	Replace Delete

[Add Document](#)

5. The Successful dialog will appear and disappear automatically.



Delete Existing Document

To delete an existing document, follow the steps below.

Note: The ability to delete a document is only available while the case is being processed and you are the original document uploader.


1. Select **Delete** next to the document you wish to replace.

Documents		
Document Name	Uploaded By	Commands
Requestor Test Doc 1.pdf (383.82 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	Replace Delete
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	Replace Delete

[Add Document](#)

2. Select **Yes** to continue or **No** to cancel.

WCPS Hub



You are about to delete the document **Requestor Test Doc 1.pdf (383.82 KB)**.


Are you sure?

Yes

No

3. The Successful dialog will appear and disappear automatically.

WCPS Hub



The requested action was successful.

Add Document

To add another document to an existing case, follow the steps below.

Note: The ability to add a document is only available while the case is being processed.

1. Attach any documentation to the request by clicking on **Add Document**.

Documents		
Document Name	Uploaded By	Commands
Requestor Test Doc 1.pdf (383.82 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<button>Replace</button> <button>Delete</button>
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<button>Replace</button> <button>Delete</button>

[Add Document](#)

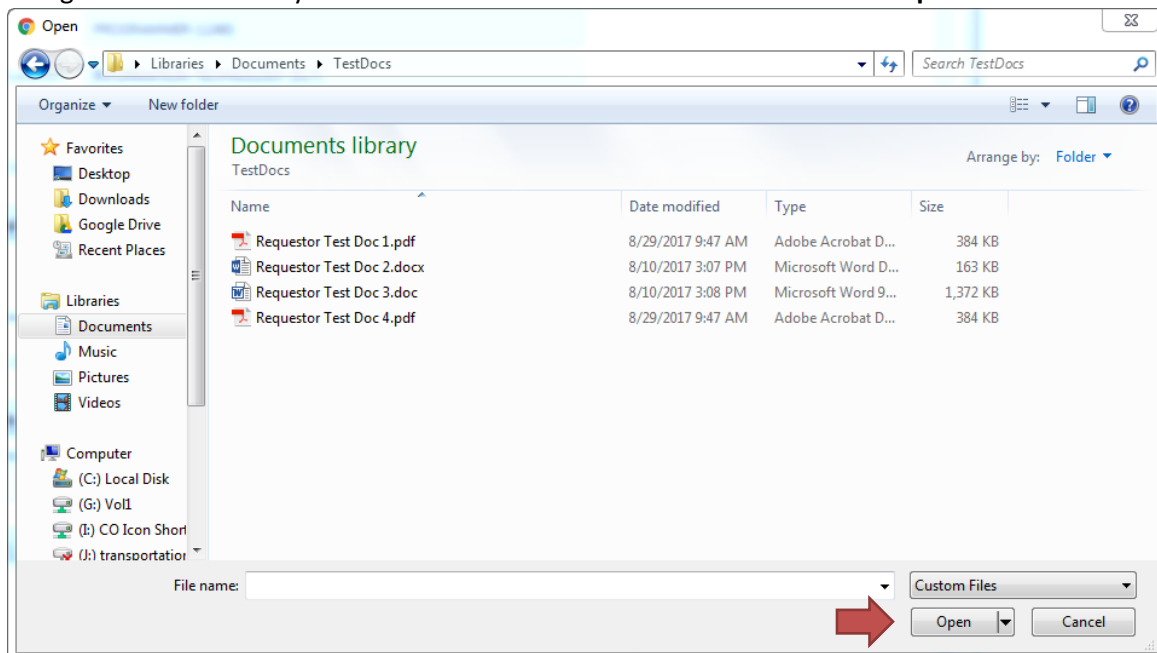


2. Click the **Choose File** button to select the document you wish to upload.

Documents		
Document Name	Uploaded By	Commands
Requestor Test Doc 1.pdf (383.82 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<button>Replace</button> <button>Delete</button>
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<button>Replace</button> <button>Delete</button>

[Add Document](#)

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



4. The selected file should now be shown as below.

Documents		
Document Name	Uploaded By	Commands
Requestor Test Doc 1.pdf (383.82 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<button>Replace</button> <button>Delete</button>
Requestor Test Doc 2.docx (162.94 KB)	CORIN GILKS 10/10/2017 3:37:50 PM	<button>Replace</button> <button>Delete</button>
Add Document		
<input type="text" value="Requestor Test Doc 3.doc (1.4 MB)"/>	<button>Choose File</button>	<button>Remove File</button>

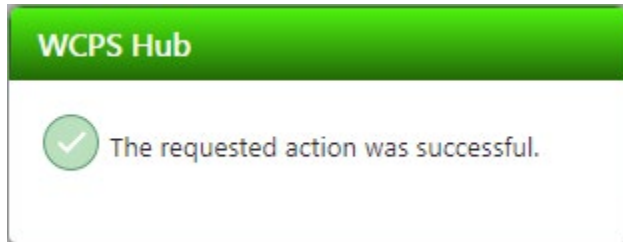
Note: To add additional documents, repeat steps 1-4 as needed.

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

5. Select **Save Case** to save the changes.



6. The Successful dialog will appear and disappear automatically.



Add a Note

To add a note to an existing case, follow the steps below.

Begin typing your note in the space provided.

Add Note

Characters that will be replaced: < > Characters remaining: 300

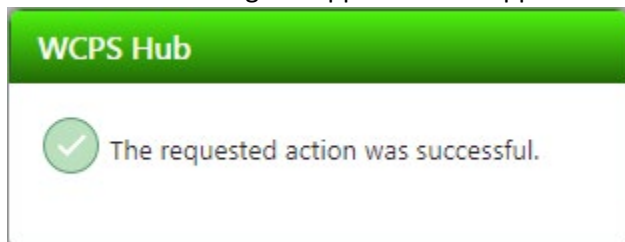
Once you are finished with your changes, select the **Save Case** button to save the changes.

Submit Case

Delete Case

Save Case

The Successful dialog will appear and disappear automatically.



Historical Notes

This section provides a view into any past notes or messages pertaining to your case.

Historical Notes

9/6/2018 4:25 PM (YOUNG, LISA): [Email sent to employee](#)

8/30/2018 3:14 PM (FORSYTH, KRISTA): Proxy Request created by FORSYTH, KRISTA

Delete a Saved Case

To delete a saved pending case, follow the steps below.

1. Locate the case in question and select the case number hyperlink.

LOA Requests: My Cases New Case

For instructions on submitting a new case, click [here](#). For all other instructional information, click [here](#).

Case Submission Date Range: 3/7/2018 to 9/7/2018

Submit Reset

Case Id	Case Status	Date Submitted	Last Updated
84	Pending - New		
79	Submitted - In Review	8/30/2018 3:14 PM	YOUNG, LISA 9/6/2018 4:25 PM

2. Scroll to bottom of page and select **Delete Case**.

Submit Case Delete Case Save Case

3. Select **Yes** to continue or **No** to cancel.

WCPS Hub

? You are about to delete this case.
Are you sure?

Yes No

4. The Successful dialog will appear and disappear automatically.

WCPS Hub

✓ The requested action was successful.

Reports

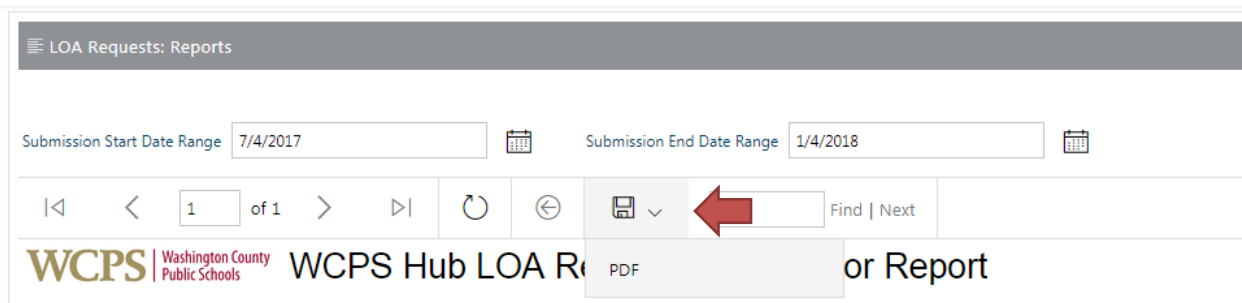
All reports for the Leave Request application will be made available for viewing/exporting under the LOA Request > Reports menu item.



Select a report from the list of available reports in the drop down list shown below.

Name	Description	Export Types
Requestor	This report will provide a list of LOA Requests that you have submitted.	- PDF

To export a report, select the  icon as shown below. Then select from the available file types.




Requestor

This report will display all the requests you submitted within the last six months. You may change the date range as necessary to expand/narrow the results.

LOA Requests: Reports
[Back To Report List](#)

Submission Start Date Range: 7/4/2017
Submission End Date Range: 1/4/2018
[View Report](#)

1 of 1
Find | Next


WCPS Hub LOA Request - Requestor Report

Case ID	Leave Type	Date Submitted	Requested Leave Dates	Case Status	Actual Leave Dates	Request Notes
62	FMLA - TBD	1/2/2018 4:11 PM	1/2/2018 - 1/24/2018	Submitted - New		CORIN GILKS (1/3/2018 4:09 PM): test CORIN GILKS (1/2/2018 4:11 PM): no o_h_d

WCPS Hub LOA Request - Requestor Report 1/4/2018 3:50:36 PM
Page 1 of 1

Training

The LOA Request User Guide will be available for download under the LOA Request > Training menu item.



Click on the name of the document to download it.

LOA Requests: Training		
Type	Name	Description
Document	How to delete a pending case	This guide will provide step-by-step instructions for deleting a pending case.
Document	How to save a case	This guide provides step-by-step instructions for creating a request placeholder for later submission.
Document	How to submit a case	This guide provides step-by-step instructions for submitting a new Leave Of Absence request.
Document	How to submit a pending case	This guide will provide step-by-step instructions for submitting a pending case.
Document	How to update a submitted case	This guide provides step-by-step instructions on how to replace, delete and/or upload a document on a submitted Leave Of Absence request.
Document	LOA Request User Guide	This is the LOA Request User Guide.