

GOVERNOR MIFFLIN SCHOOL DISTRICT



Employee Service Portal (ESP)

Requesting Leaves

STEP 1 – Leaves

The screenshot displays the Governor Mifflin Employee Service Portal (ESP) interface. At the top, there is a dark red navigation bar with a logo on the left and a search bar on the right. Below the navigation bar is a yellow horizontal menu with the following items: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site. The 'Leaves' option is highlighted with a red box, and a red arrow points to it from a larger red box labeled 'Click 'Leaves''.

Below the navigation bar, the main content area is divided into several sections:

- My Current Information:** This section contains two tabs: 'My Personal Card' and 'My Business Card'. Below the tabs, there is a list of fields: Primary Location, Orig Hire Date, Hire Date, Job, Approval Dept, Work, and E-mail. A large black redaction box covers the values for these fields.
- System Messages:** This section contains a message: 'Welcome to the Governor Mifflin Employee Portal'.
- Quick Links:** This section contains a link: 'Governor Mifflin School District Web Site'.

A 'Request Changes' link is visible to the right of the 'My Current Information' section.

STEP 2 – Request Leave Change

Leave Summary

Click 'Request Leave Changes'

Request Leave Changes

Leave Type: All

Leave Type	Hours / Days	Beginning Balance	Earned FTD	Taken FTD	Ending Balance	Pending
BEREAVEMENT	DAILY					
DEDUCT	DAILY					
EMERGENCY	DAILY					
ILLNESS	DAILY					
JURY DUTY	DAILY					
VACATION	DAILY					

Legend: ILLNESS, BEREAVEMENT, VACATION, JURY DUTY, DEDUCT, EMERGENCY, Multiple Leave Types

Leave Calendar - Click highlighted date to view details

Today Year: 2016

January 2016 February 2016 March 2016 April 2016

STEP 3 – New Request

Leaves Requests

Click 'New Request'

New Request | Request History

Leave Type: All Status: All

Request Date	Leave Type	Leave Dates	Status	Next Approver
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STEP 4 – Complete Leave Information

The screenshot shows a web application interface for leave requests. At the top, there is a navigation bar with a logo on the left and a user profile 'DONNA SCHLOUCH' on the right. Below the navigation bar is a menu with items: Home, Benefits & Deductions, Certificates, Dependents, Leaves, Payroll, Employee Directory, Employer Forms, and Governor Mifflin School District Web Site.

The main content area is divided into several sections:

- Leave Statistics:** A yellow header section containing fields for Leave Available, Unposted Leave, Leave Balance, Request Lead Days, Request Historic Days, and Minimum Duration. To the right, there are instructions: 'Instructions: Note: Select a Leave Type to begin.'
- Current Leaves:** A red header section with the text 'There are no records to display.'
- Leave Request:** A yellow header section containing the main form. It includes:
 - Leave Type:** A dropdown menu with a callout box labeled '1' and the text 'Select Type of Leave'.
 - Start Date:** A date picker with a callout box labeled '2' and the text 'Select Dates'.
 - End Date:** A date picker.
 - Partial Day:** A checkbox.
 - Start Time:** A time picker with a callout box labeled '4' and the text 'Enter explanation or reason for leave in comments when needed'.
 - Duration in Hours:** A text input field with a callout box labeled '3' and the text 'Enter Duration Full day or .5 day intervals'.
 - End Time:** A time picker.
 - Comments:** A large text area with a callout box labeled '5' and the text 'Click \'Submit\''.
- Request Attachments:** A red header section with the text 'There are no records to display.' and an '+ Add' button.

At the bottom of the form, there are three radio button options for email notifications:

- E-mail me each step of the approval process.
- E-mail me only on the final step of the approval process.
- Do not e-mail me about this request.

At the bottom right of the form, there are 'Submit' and 'Close' buttons.

