



LoLA Access Instructions for Entering Leave Requests

- 1) Login to LoLA by entering your User Name and Password, then click the "SIGN IN" button.

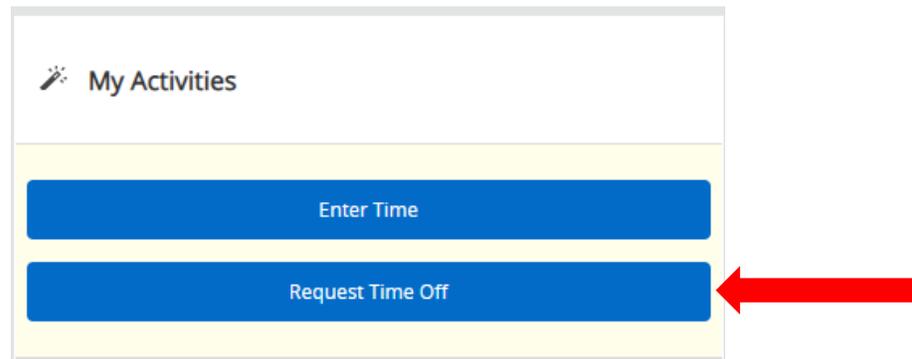
- 2) You will be logged into the LoLA portal.

- 3) Your “home page” may have different options, based on your job, and access. All employees have the section in the top middle “Self Service Banner (Banner 9)”, as well as the “Home”, “Employee”, and “Training” tabs at the top left on the page. Click on “Employee”.

Self Service Banner (Banner 9)

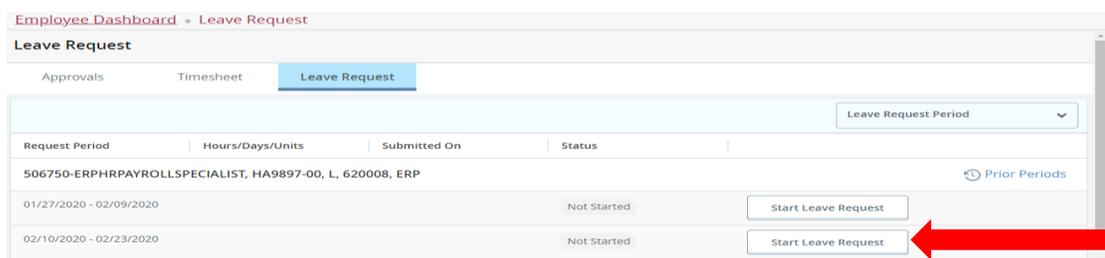


- 4) To access your leave request sheet, go to the “My Activities” section on the right side of the page.

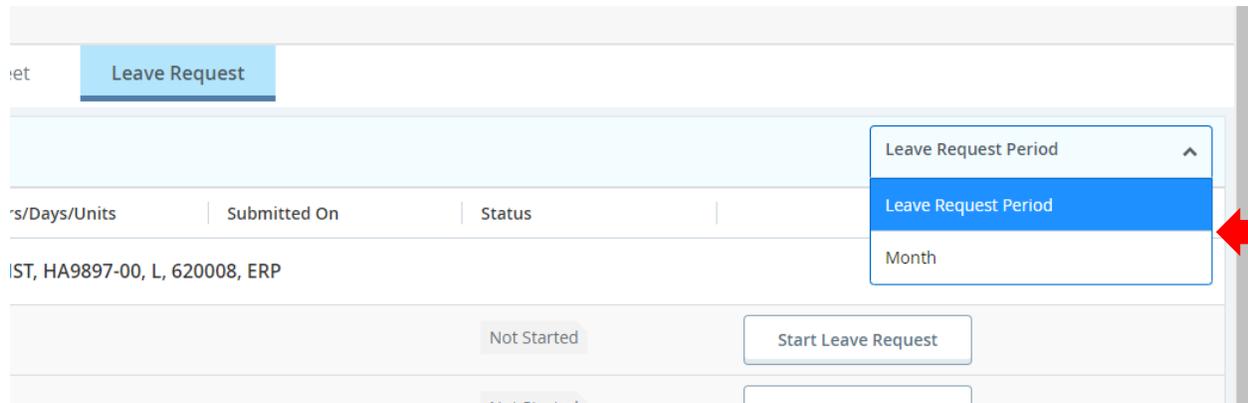


- 5) Click on “Request Time Off”
- 6) After you click on that link, a pay period view will display. This will show all pay periods that you’re eligible to request leave. Currently, 26 pay periods ahead of the current pay period are viewable.

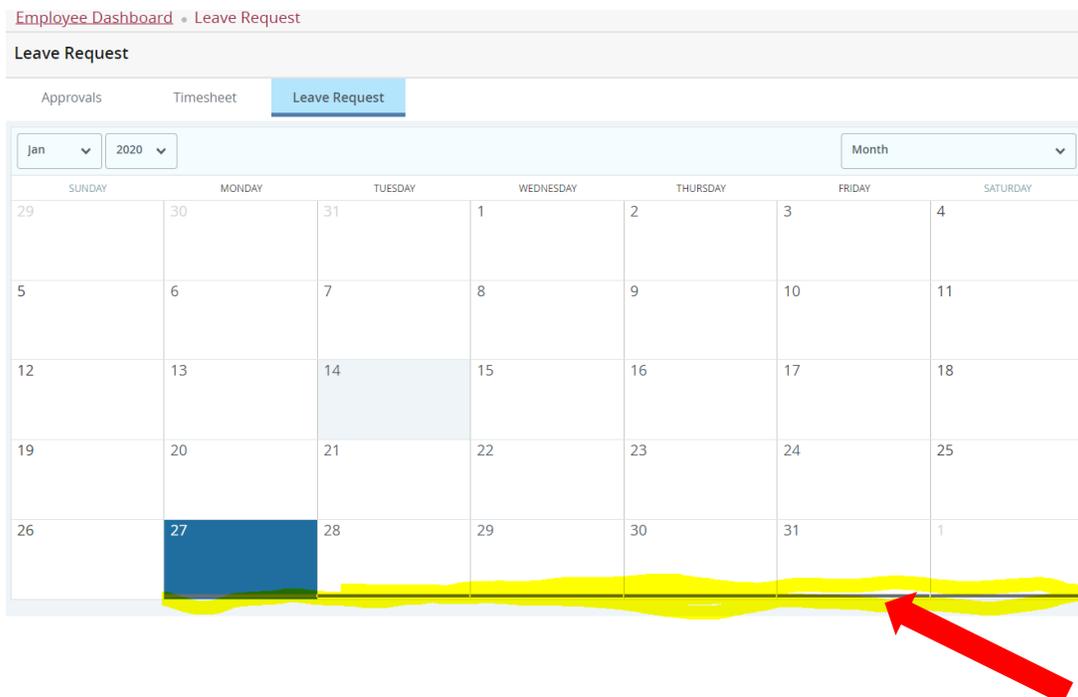
Click the Start Leave Request button next to the appropriate pay period line to begin your leave request.



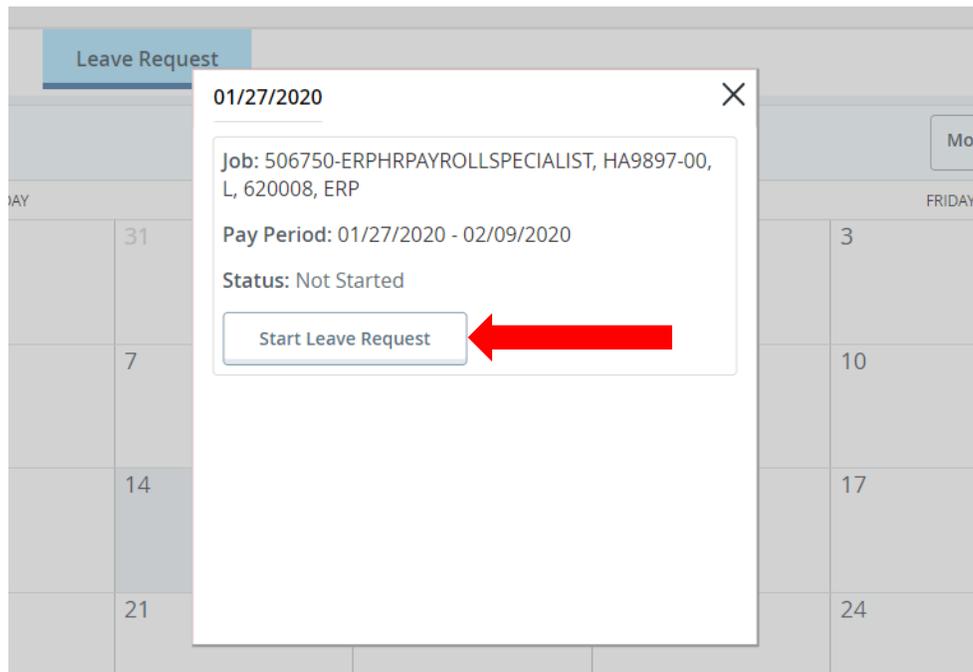
Note: Instead of having to look through a list of pay periods, you also have the option to browse by month. Simply click the pull-down menu that currently shows Leave Request Period and select Month instead. This will change your view to the current month's calendar. At this point, you can click on a particular date on the calendar to begin your request



Once you select Month, you can choose a date to begin your request. Note that only those dates with a **bold** underline in them (such as those highlighted below) can have leave requested on them.

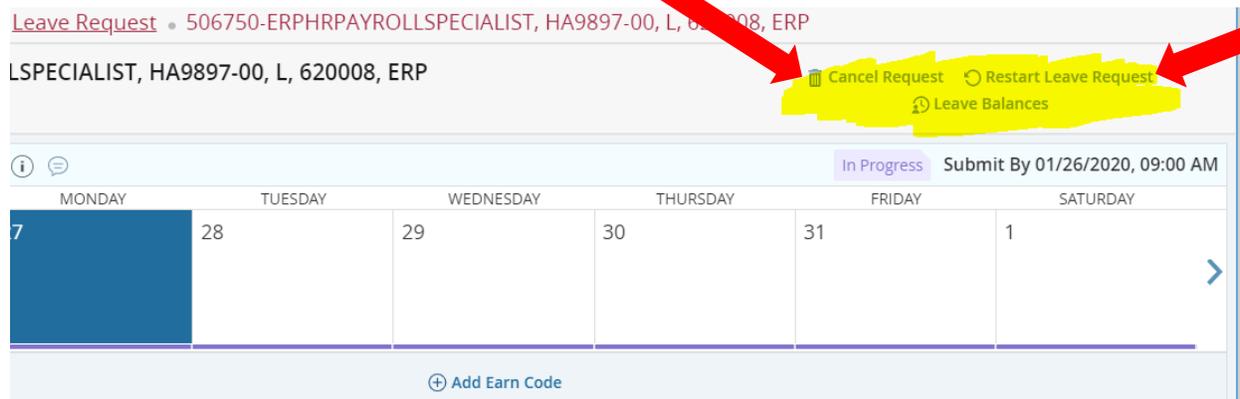


Simply click on the day then click Start Leave Request from there to open your leave request.



The rest of the steps are similar to those of entering your normal time and leave taken hours every biweekly pay period.

Note: At any time – *even after your request has been approved* – you may withdraw your request and your leave will not be deducted. It can be removed up until the payroll process is initiated.



Remember to check your available leave balance before you submit your timesheet to ensure you have the appropriate leave available.

7) Once you enter your appropriate leave and are satisfied with your request, click the Save button on the bottom right.



Employee Dashboard • Leave Request • 506750-HRSPECIALIST, HA9724-00, L, 630010, Human Resources

Leave Request data successfully saved.

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Cancel Request Restart Leave Request Leave Balances

03/23/2020 - 04/05/2020 2.50 Hours In Progress Submit By 03/22/2020, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25	26	27 2.50 Hours	28

Add Earn Code

Annual Leave Taken ROLL 2.50 Hours

Total: 2.50 Hours

Exit Page Cancel Save Preview



You will see the message “Leave Request data successfully saved” in the upper right-hand corner (in green).

Next click the Preview button in the bottom right corner.

020 40.00 Hours In Progress Submit By 01/26/2020, 09:00 AM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 8.00 Hours	28 8.00 Hours	29 8.00 Hours	30 8.00 Hours	31 8.00 Hours	1

Add Earn Code

ROLL 8.00 Hours

Total: 8.00 Hours

Cancel Save Preview



8) Review your entries. If you are ready to submit your request for approval, click Submit on the bottom right. Your supervisor will receive a notification for the request. You can track the notification of your leave request anytime you access it.

Preview ✕

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Pay Period: 03/23/2020 - 04/05/2020 | 2.50 Hours

Submit By: 03/22/2020, 09:00 AM

Earning Distribution		
Earn Code	Shift	Total
Annual Leave Taken ROLL	1	2.50
Total Hours		2.50
Total Units		0.00

Weekly Summary	
Week	Total Hours

If anything is incorrect, or you want to cancel your request, click on the Cancel button.

Once submitted, your timesheet is electronically sent to your supervisor. The supervisor will either approve, return it for correction, or delete it (which is an equivalent to declining).

Depending on your supervisor's decision, you will receive one of the following emails:

Approved leave request:

Dear Employee,

Your leave request for pay period start date 23-MAR-2020 has been approved.

Sincerely,
LCTCS HumanResources

This is an automated email, please do not reply directly to this email.

Leave request returned for correction:

Dear Employee,

Your leave request for pay period start date 23-MAR-2020 has been returned for correction by your supervisor.

Sincerely,
LCTCS HumanResources

This is an automated email, please do not reply directly to this email.

Deleted/Canceled leave request

Dear Employee,

Your leave request for pay period start date 23-MAR-2020 has been deleted. This occurs when you cancel a leave request or when your leave request is denied by your supervisor. If you have canceled your leave request, no further action is required. If you did not cancel your leave request, please contact your supervisor regarding this matter.

Sincerely,
LCTCS HumanResources

This is an automated email, please do not reply directly to this email.