



LoLA Access Instructions for Leave Request APPROVERS

When your employee has submitted a request for leave through LoLA, you (as the Timesheet Approver) will receive an email notification like the sample below:

Dear Approver,

The following employees have outstanding leave requests in the pay periods listed below.

PENDING:

27-JAN-20 Employee A
27-JAN-20 Employee B
10-FEB-20 Employee C
24-FEB-20 Employee D
24-FEB-20 Employee E
06-APR-20 Employee F

Sincerely,
LCTCS HumanResources

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

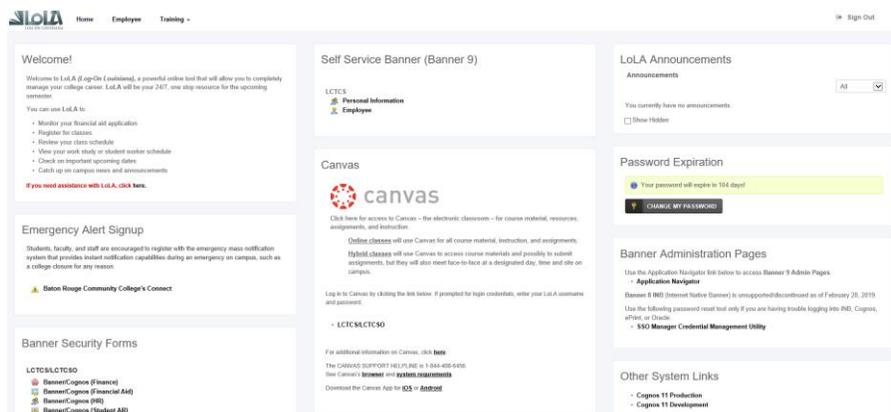
Note: Email notifications will be sent out **every Wednesday** to approvers who have leave request to approve for their employees!

To approve leave requests:

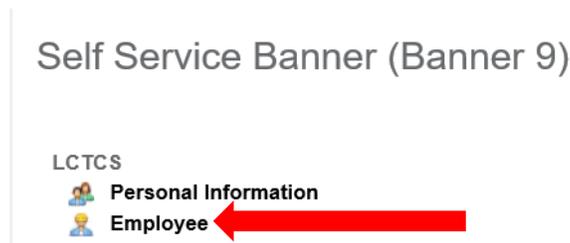
- 1) Login to LoLA by entering your User Name and Password, then click the "SIGN IN" button.

A screenshot of the LoLA (Log On Louisiana) login page. The page header shows the LoLA logo and the text "LOG ON LOUISIANA". Below the header is a login form with a "Login" title. The form contains two input fields: "Username" and "Password". Below these fields is a "Sign In" button. A red arrow points to the "Sign In" button. To the right of the form is a text box that reads: "For login and password assistance, call 1 (844) 465-2827. For all other inquiries, please contact your college."

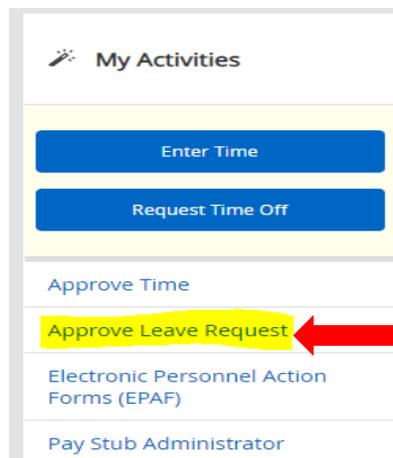
2) You will be logged into the LoLA portal.



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”.



4) To access your employee leave request(s) which need approval, go to the “My Activities” section on the right side of the page. Click on “Approve Leave Request”.



5) After you click on that link, a calendar view will display. If a leave request is pending your approval for a particular month, you will see it on the day it was requested, such as the illustration below, highlighted in yellow.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Request Proxy Super User Reports
You are acting as a Superuser for Time Entry Approvals

Approvals Timesheet Leave Request

Leave Request January 2020 L-620008-ERP

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 1 Awaiting	30	31	1

Notes:

- As you can see above, there now exist 3 tabs – Approvals, Timesheet, Leave Request. This means you can approve time, approve leave, fill out your own time, and fill out your own leave request all on the same page.
- As you can see in the pull-down menus, you can toggle between Approving Leave Requests and Approving Time on the same page as well. Simply use the pull-down menus to alternate between the two.
- Use the other pull-down menus to select the appropriate month, year, and even department to narrow down your search.

Click on the leave request you'd like to approve.

6) Once you click on the date/week you wish to approve, you will see the day of the week in which the request(s) exists and the employees who have a request for the period below. This allows you to organize and manage multiple requests in the same period seamlessly.

Approvals - Leave Request

You are acting as a Superuser for Time Entry Approvals

Approvals Timesheet Leave Request

Leave Request January 2020 L-620008-ERP All Status Enter ID/Name

Monthly View

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 Awaiting	30	31	1

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Shannon Leah Guillory 506750-ERPFINANCIALAIDSPECLST, HA9686-00	L01877011	L-620008, ERP	36.00 Hours

In Progress 0

Returned 0

Error 0

7) To open a leave request, click anywhere in the body of that record (examples of places you can click are highlighted with a yellow X)

Employee Dashboard • Time Entry Approvals

Approvals - Leave Request

Proxy Super User Reports

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Approvals Timesheet Leave Request

Leave Request January 2020 L-620008-ERP All Status Enter ID/Name

Monthly View

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 Awaiting	30	31	1

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Shannon Leah Guillory 506750-ERPFINANCIALAIDSPECLST, HA9686-00	L01877011	L-620008, ERP	36.00 Hours

In Progress 0

Returned 0

Error 0

8) Clicking on the employee's record will open a preview card for you to review. It will include leave code(s), total leave hours, a weekly summary, and even a comment field. If you need to return the request for correction, feel free to use the comment field to communicate with your employee

Preview

Employee Name and Banner ID
506750-ERPFINANCIALAIDSPECLST, HA9686-00, L, 62
0008, ERP

Pay Period: 01/27/2020 - 02/09/2020 | 36.00 Hours

Submitted On: 01/13/2020, 09:57 AM

Earning Distribution		
Earn Code	Shift	Total
Annual Leave Taken ROLL	1	36.00
Total Hours		36.00
Total Units		0.00

Weekly Summary	
Week	Total Hours

Delete
Details
Return for correction
Approve

Review the request, and select your action option:

Delete – this removes the leave request altogether. Caution: this will NOT communicate back to the employee that the request was removed. Please proceed by communicating via email/phone if an issue arises.

Return for Correction – This will return the leave request back to the employee. You will do this if the employee needs to address an issue prior to your approval. The employee will be expected to make the correction and send the request back to you.

Details – This will open up the employee’s leave request to see which dates the employee requested leave, the type of leave they requested for those dates, and the total number of hours requested for each day.

Approve – This will approve the employee’s leave request. Approving leave will allow these hours to sit on the employee’s record until the appropriate pay period arrives. When that pay period arrives, those leave hours will copy into the employee’s web timesheet without any further action needing to be taken.

- 9) You can click on the 3 “dots” to the right of the employee record to preview the leave card (you will likely not use this as clicking on the record itself is faster) and also have a shortcut to view leave balances.

Employee Dashboard • Time Entry Approvals

Approvals - Leave Request

Proxy Super User | Reports
You are acting as a Superuser for Time Entry Approvals

Approvals | Timesheet | Leave Request

Leave Request | January | 2020 | L-620008-ERP | All Status | Enter ID/Name

Monthly View

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

26 27 28 29 Awaiting 30 31 1

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
Shannon Leah Guillory 506750-ERPFINANCIALAIDSPECCLST, HA9686-00	L01877011	L-620008, ERP	36.00 Hours

In Progress 0

Returned 0

Error 0

- The lower-case “i” icon shows a history of the leave request
- The talking bubble with the yellow 1 on top of it is the comments that currently exist.

Once you have approved all employee leave requests, you can either exit or proceed to approve employee timesheets or even fill out your own timesheet/leave requests.