

This help guide is intended to walk the user through the process of creating and submitting Professional and Sick Leave Forms for both hourly staff and daily staff members. It is assumed the user has already obtained his or hers mySCView username and password and has successfully logged into his or her account. This help guide does not cover any additional user setups. If additional information is needed, please email <u>support@scview.zendesk.com</u>.

Logging in and accessing the Leave Request Form

1. Log into your mySCView database @ www.myscview.com

mySCView Login								
User ID:								
Password:								
Database:								
	Login							
All activity on this site is recorded. Your IP Address is being saved as '192.168.10.50'.								

- 2. Once logged in, navigate and click onto your <u>Tools</u> tab (up at the top)
 - a. Then click on *Leave Requests*





Entering both Professional & Sick leave into the Leave Request Form

Once in the Leave Requests screen click on the Add New button.

Se	earch	Workfl	cflow Tools 🗸		LogOut		00000		1 School Dieb Minin			
	Add New		Edit	Su	bm	it C	elete	Filter:	Current Year		-	
	Employee		Dep	partment		F	eason		Start Date	End Date		Comment

Once the Add New button has been clicked the Add Leave Request form box will populate for you to enter your need request.

- 1. Click on Reason For Leave drop down arrow to select your leave preference
- 2. You can add a comment for the leave action in the *Overall Comment* field.
- 3. Enter Yes or No (by selecting from the drop down arrow) in the *Subsitute Necessary* field.
- 4. Click Add.

Add Leave Rec	quest						23
Reason For Le	Delete Atta	Overall Comment	s Substitute Nece	ssary?	PERSONAL DAYS Balance 0.00 SICK DAYS Balance 37.875 VACATION DAYS Balance 0.00		
Date	Leave Amount	Leave Type		Comment	ts		
			No data to display				
Are there cost	ts associated?						
#	Item		Description	Amount	Account Num	VendorNo	
			No data t	to display			
Total Costs: \$	0.00						
Save Draft	Submit	Cancel					





5. Once Add has been clicked a new *Add Leave Amount* box form will populate to add in the *Date of the leave*, the *Amount Requested*, your *Position* title and any additional *Comments* that need to be added. Once complete, click *Save*.

		Balance 0.00
unt LS	Add Leave Amount	23
	Date: 08/29/2017 •	
	Amount Requested:	
> •	Position: Testing Job	
	Comments: Type any needed additional information here,	
m		
	Save	

- 6. The final section needed to be completed will be the costs associated with your leave.
 - IF there are No fees this step can be skipped
 - a. Click on the Are there costs associated? drop down arrow and select Yes or No.
 - b. If there are costs associated enter the Vendor#
 - c. Enter the Fund account numbers (you can also click on the binocular symbol to search).

Once added, click Add then Submit

Add Leave Requ	Jest						23
Reason For Lea PersonalLeave Add	Delete Attac	Dverall Comment I NEED A VACAT h No Attac	ts Substitute Nece TON Yes	essary?	PERSONAL DAYS Balance 0.00 SICK DAYS Balance 37.875 VACATION DAYS Balance 0.00		
Date	Leave Amount	Leave Type		Comment	ts		
08/29/2017	4.50	PersonalLeave	Type any needed additional in	nformation here.			
a Are there costs Yes	associated?	b Vendor #: 11 c Fund #: 0	000 # 01 - 1100 - 111 - 0000	- 000000 - 006	- 14 - 000 截 Apply to Req		
#	Item		Description -				
			Description	Amount	Account Num	VendorNo	
	RegistrationFe	HAPPY CAMP	Description	Amount 100.00	Account Num	VendorNo	





Search Work	flow Tools 🗸	LogOut									
Add New Edit Submit Delete Filter: Current Year											
Employee	Department	Reason	Start Date	End Date	Comment	Amount	Reg Amt	Submission Status	Sub	Submitted Date	
DUM000001	Admin	PersonalLeave	08/14/2017	08/14/2017		10.5 Days	\$0.00	Draft	No		
FEA000003	Admin	PersonalLeave	07/28/2017	07/28/2017	(TEST) Fix for Balance	1 Day	\$0.00	Submitted to USPS	No	07/28/2017	
KOV000001	Admin	VacationLeave	07/28/2017	07/28/2017	(TEST) Fix for Balance	1 Day	\$0.00	Submitted to USPS	No	07/28/2017	
DUM000001	Superintendent	SickLeave	07/12/2017	07/12/2017		4 Hours	\$0.00	Submitted for Approval	No	07/11/2017	
DUM000001	Superintendent	ProfessionalLeave	07/05/2017	07/06/2017		16 Hours	\$45.92	Draft	No		
DUM000001	Superintendent	SickLeave	07/03/2017	07/03/2017		8 Hours	\$0.00	Submitted for Approval	No	07/03/2017	
DUM000001	Superintendent	SickLeave	06/12/2017	06/12/2017		0 Hours	\$0.00	Submitted for Approval	Yes		
DUM000001	Superintendent	SickLeave	06/06/2017	06/06/2017		0 Hours	\$0.00	Draft	No		
DUM000001	Superintendent	SickLeave	06/05/2017	06/05/2017		0 Hours	\$0.00	Submitted for Approval	No		
DUM000001	Superintendent	SickLeave	06/04/2017	06/04/2017		0 Hours	\$0.00	Submitted for Approval	No		
DUM000001	Superintendent	PersonalLeave	06/01/2017	06/01/2017		0 Hours	\$0.00	Submitted for Approval	No		

You have now submitted your Leave Request Form!