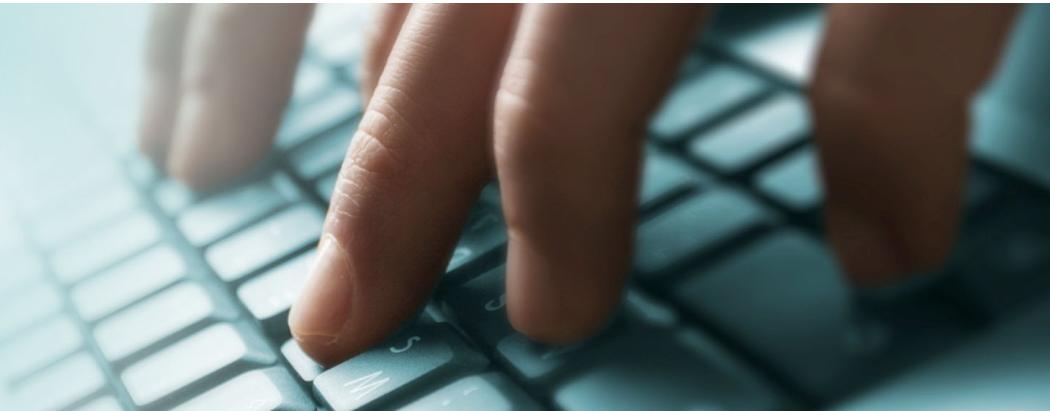




HARRIS

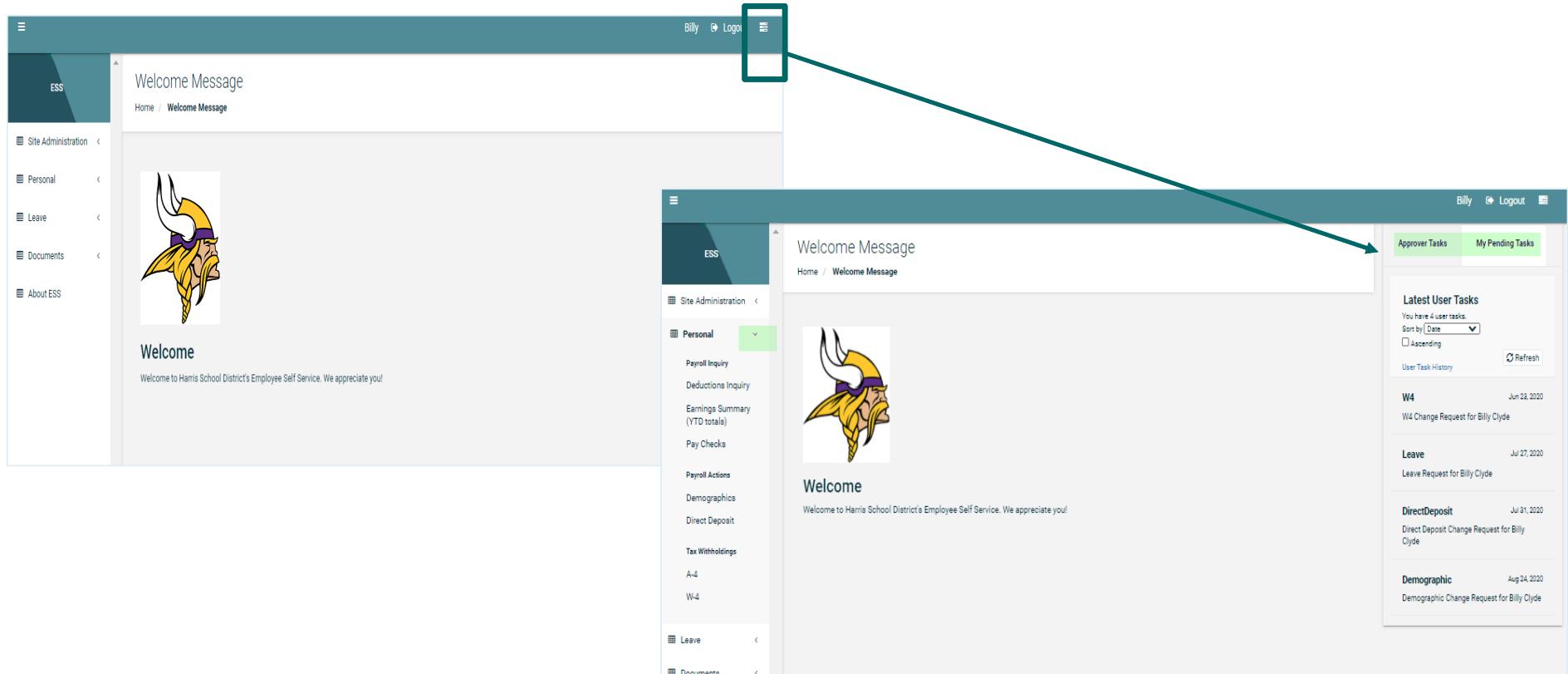


NGWeb Employee Self Service (ESS)



NGWeb Employee Self Service – Menu and Tasks

The new Welcome page and menu structure are presented below. The Sites Logo and Welcome Message will be presented on the Home page for the employee. The Menu is now a side menu that collapses and expands to hide or view menu options. The Site Administration menu option will only be available to employees that have the Administrator role on their user security. The Task option is now a slide down that can be opened to reveal the employee's 'My Pending Task'. If the employee is also in an approver role, they will see 'Approver Task'. The Tasks section can be opened and closed by selecting the slide bar icon on the header.



NGWeb Employee Self Service – Pending Tasks

The *My Pending Task* and *Approver Task* menu will toggle between pending task for the Approver and the Employee's pending task. The Approver Task menu will only show on employees who are assigned to an approval role. The Pending Task menu for both Employee and Approver can be sorted by Date or Request Type in ascending or descending order.

The screenshots illustrate the task management interface for three users: Billy, Janet, and an employee who is also an Approver.

Billy (Approver): Shows the Approver Tasks menu selected. The interface displays a list of pending tasks for Billy, sorted by Date (Ascending). The tasks include W4, Leave, DirectDeposit, and Demographic requests.

Billy (Employee): Shows the My Pending Tasks menu selected. The interface displays a list of pending tasks for Billy, sorted by Request Type (Ascending). The tasks include W4, Leave, DirectDeposit, and Demographic requests.

Janet (Employee): Shows the My Pending Tasks menu selected. The interface displays a list of pending tasks for Janet, sorted by Date (Ascending). The tasks include A4 and Demographic requests.

Employee (Approver): Shows the Approver Tasks menu selected. The interface displays a list of pending tasks for the employee, sorted by Date (Ascending). The tasks include W4, Leave, DirectDeposit, and Demographic requests. This user is also an Approver, so they see both Approver and Employee task lists.

Task menu for employee only: This label applies to the Janet and Employee screenshots, indicating that the Approver Tasks menu is not visible for them.

Task menu for employee who is an Approver also: This label applies to the Employee screenshot, indicating that both Approver and Employee task lists are visible.

NGWeb Employee Self Service – Approver Tasks

The Approver will select a task from the Approver Task menu to approve or reject. The detail of the task request changes will display once selected from the Approver Task list. The requested changes will be highlighted to quickly identify the data that is changing. The approved task will update changes to the payroll software when saved. A rejected task will not update changes to the payroll software when saved but the Approver can add notes to the task to notify the employee of the reason for the rejected task.

Demographic Change Request for Janet Jackson

Home / Demographic Change Request for Janet Jackson

Requestor: JANET Request Type: Demographic

Description: Demographic Change Request for Janet Jackson Status: Approved/Completed

Approval Notes:

Attachments:

Field	New Value	Existing Value
First Name	JANET	JANET
Middle Name	ann	ann
Last Name	JACKSON-Williams	JACKSON-Williams
Birthday	1958-11-09	1958-11-09
Email	jjw859@hotmail.com	jj1236@hotmail.com
Gender	Female	Female
Address 1	778 Smith drive	784 McGee drive
Address 2	apt 1966	apt 1966
City	Red bay	PHIL CAMPBELL
State	AL	AL
Zip Code	35582	35581
Home Phone	8003669815	8003669815

A large green arrow points from the "Email" row in the table to the "Latest Approver Tasks" section on the right.

Approver Tasks My Pending Tasks

Latest Approver Tasks

You have 7 approver tasks. Sort by Date Ascending Refresh

Approver Task History

W4 Jun 23, 2020 W4 Change Request for Billy Clyde

Leave Jul 16, 2020 Leave Request for Luara Ingalls

DirectDeposit Jul 27, 2020 Direct Deposit Change Request for Luara Ingalls

DirectDeposit Jul 31, 2020 Direct Deposit Change Request for Billy Clyde

Demographic Aug 24, 2020 Demographic Change Request for Billy Clyde

Demographic Aug 24, 2020 Demographic Change Request for Janet Jackson

A4 Aug 24, 2020 A4 Change Request for Janet Jackson

NGWeb Employee Self Service – User Task History

The employee can search their task history with the User Task History option on the My Pending Task menu. The User Task History can be searched by Request Type, Status and Date Range. This allows the employee to narrow their search to specific information.

User Task History

Home / User Task History

Request Type: Demographic

Status: Approved

Begin Date: 01/01/2020

End Date: 08/24/2020

Search

RequestType	Status	Description	Date Submitted
Demographic	Approved	Demographic Change Request for Janet Jackson	Apr 30, 2020
Demographic	Approved	Demographic Change Request for Janet Jackson	Apr 30, 2020
Demographic	Approved	Demographic Change Request for Janet Jackson	May 4, 2020
Demographic	Approved	Demographic Change Request for Janet Jackson	May 14, 2020

Found 4 / 4 records. Showing page 1 of 1

First Previous 1 Next Last

My Pending Tasks

Latest User Tasks

You have 2 user tasks.

Sort by Date

Ascending

User Task History

Demographic Aug 24, 2020

Demographic Change Request for Janet Jackson

A4 Aug 24, 2020

A4 Change Request for Janet Jackson

NGWeb Employee Self Service – Approver Task History

The Approver can search task history with the Approver Task History option on the Approver Task menu. The Approver Task History has search options for Request Type and Date Range. There is an additional search option that allows search for first or last name and status. The Request Type can be blank to search all request and then an employee last name entered in the search box to find all requests for an employee in a specific date range. The new search for task history allows for better research for specific types of requests or for specific employee requests. The new search allows the Approver to enter very specific search criteria to narrow their search for specific history.

Task History

Home / Task History

Request Type: A4

Begin Date: 04/01/2020

End Date: 08/24/2020

Search

RequestType	Last Name	First Name	Status	Description	Last Changed	Date Submitted
A4	Ingalls	Luara	Approved	A4 Change Request for LAURA TEST INGALLS	Apr 23, 2020	Jan 3, 2020
A4	Ingalls	Luara	Approved	A4 Change Request for Luara Ingalls	Apr 24, 2020	Apr 24, 2020
A4	Clyde	Billy	Approved	A4 Change Request for Billy Clyde	Apr 28, 2020	Apr 28, 2020
A4	Clyde	Billy	Approved	A4 Change Request for Billy Clyde	Apr 28, 2020	Apr 28, 2020
A4	anniston	jennifer	Approved	A4 Change Request for jennifer anniston	Apr 28, 2020	Apr 28, 2020
A4	Jackson	Janet	Approved	A4 Change Request for Janet Jackson	Apr 30, 2020	Apr 30, 2020
A4	Jackson	Janet	Approved	A4 Change Request for Janet Jackson	May 12, 2020	May 12, 2020
A4	Ingalls	Luara	Approved	A4 Change Request for Luara Ingalls	Jun 10, 2020	Jun 10, 2020
A4	Clyde	Billy	Rejected	A4 Change Request for Billy Clyde	Aug 11, 2020	Jun 23, 2020

Found 9 / 9 records. Showing page 1 of 1

First Previous 1 Next Last

Request Type: A4

Begin Date: 01/01/2020

End Date: 08/24/2020

Search

ingalls

RequestType	Last Name	First Name	Status	Description	Last Changed	Date Submitted
A4	Ingalls	Luara	Approved	A4 Change Request for LAURA TEST INGALLS	Apr 23, 2020	Jan 3, 2020
A4	Ingalls	Luara	Approved	A4 Change Request for Luara Ingalls	Apr 24, 2020	Apr 24, 2020
A4	Ingalls	Luara	Approved	A4 Change Request for Luara Ingalls	Jun 10, 2020	Jun 10, 2020

Found 3 / 3 records. Showing page 1 of 1

First Previous 1 Next Last

Request Type: DirectDeposit

Begin Date: 05/01/2020

End Date: 08/24/2020

Search

ingalls

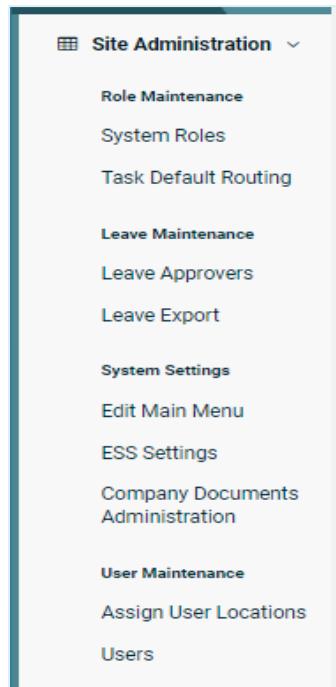
RequestType	Last Name	First Name	Status	Description	Last Changed	Date Submitted
DirectDeposit	Ingalls	Luara	Rejected	Direct Deposit Change Request for Luara Ingalls	May 14, 2020	May 14, 2020
Demographic	Ingalls	Luara	Approved	Demographic Change Request for Luara Ingalls	May 14, 2020	May 14, 2020
A4	Ingalls	Luara	Approved	A4 Change Request for Luara Ingalls	Jun 10, 2020	Jun 10, 2020
DirectDeposit	Ingalls	Luara	Approved	Direct Deposit Change Request for Luara Ingalls	Jun 22, 2020	Jun 22, 2020

Found 4 / 4 records. Showing page 1 of 1

First Previous 1 Next Last

NGWeb Employee Self Service – Administration

The Site Administration Menu is available only if the user has been assigned the role of Administrator in Employee Self Service. This menu allows users information to be viewed, users to be assigned to system roles, create custom leave approver roles and export leave. Specific site settings such as custom menu, Welcome message, logos, user instructions and company documents can be defined.



NGWeb Employee Self Service – Administration - Roles

Roles are assigned to ESS functions and the users that can approve those functions. System Roles are predefined and cannot be deleted. Custom roles can be added by the Administrator with the New option. The Roles are then assigned to each ESS function that the role will be responsible for approving using the Task Default Routing option. The roles are then assigned to employees. Leave Approver Roles are custom roles that are created by an Administrator.

Task Default Routings	
Request Type	Role Name
A4	PayrollApprover
Demographic	HrApprover
DirectDeposit	PayrollApprover
G4	HrApprover
Leave	HrApprover
MS4	HrApprover
PEContract	HrApprover
RequisitionRequest	PurchasingApprover
RequisitionRequestNG	PurchasingApprover
SC4	PayrollApprover

System Roles	
Role Name	System Role
Administrator	System Role
DocumentAdministrator	System Role
HrApprover	System Role
Leave Approver Location:0060 Department:T	Custom Role
Leave Approver Location:0060 Department:TA	Custom Role
Leave Approver Location:0061 Department:T	Custom Role
Leave Approver Location:0061 Department:TA	Custom Role
Leave Approver Location:0080 Department:BD	Custom Role
Leave Approver Location:0091 Department:AP	Custom Role
LeaveAdministrator	System Role

NGWeb Employee Self Service – Administration - Roles Assigned

Employees can be assigned to Roles under the System Roles or the User Role Assignment. All the employees assigned to a role can be seen from the System Roles. All the roles the User is assigned to can be seen from the User Role. The site administrator can assign or remove a role for a user from either menu option. Roles cannot be added to an employee until after they have registered and been authenticated for access to Employee Self Service.

The diagram illustrates the relationship between System Roles and User Role Assignment. It consists of two screenshots:

System Roles (Left): This screenshot shows a list of system roles. The 'HrApprover' role is highlighted with a red box and has a green arrow pointing to it from the User Role Assignment screenshot below. Other visible roles include Administrator, DocumentAdministrator, and LeaveApprover.

Role Name	Type
Administrator	System Role
DocumentAdministrator	System Role
HrApprover	Custom Role
Leave Approver Location:0060 Department:T	
Leave Approver Location:0060 Department:TA	
Leave Approver Location:0061 Department:T	
Leave Approver Location:0061 Department:TA	
Leave Approver Location:0080 Department:B0	
Leave Approver Location:0091 Department:AP	
LeaveAdministrator	

User Role Assignment (Right): This screenshot shows a list of users assigned to the 'HrApprover' role. The 'Luara' user is highlighted with a red box and has a green arrow pointing to it from the System Roles screenshot above. Other users listed include Jennifer, Billy, Clyde, Janet, Dennis, Angela, and Charlotte.

Last Name	First Name	User Name	Employee Number	Email	Action
anniston	jennifer	jennifer	1710	apalmire@yahoo.com	<button>Send Test Email</button>
Clyde	Billy	Billy	2469	apalmire@yahoo.com	<button>Send Test Email</button>
Ingalls	Luara	Laura	2601	apalmire@yahoo.com	<button>Send Test Email</button>
Jackson	Janet	JANET	1934	apalmire@yahoo.com	<button>Send Test Email</button>
LAST NAME 1	DENNIS	reevesmr	3	reevesmjr@gmail.com	<button>Send Test Email</button>
palmire	angela	stoney	2699	apalmire@yahoo.com	<button>Send Test Email</button>
WEBER	CHARLOTTE	charlotte	2601	apalmire@yahoo.com	<button>Send Test Email</button>

NGWeb Employee Self Service – Administration - Users

The Users option will list all the employees registered for ESS in a user grid. The grid can be sorted by the columns which makes searching for specific employees easy. The search box also allows for a specific employee to be searched for by name (User Name, First or Last) or employee number. The Administrator can assign roles by selecting the employee and selecting the role from the Add Roles box. A role can be removed by selecting the role in the ‘Update To’ box on the employee. The Administrator can also send the employee a test email from the User grid. This will send an email to the employee’s email address in ESS and notify the Administrator that the email was successfully sent or that the email failed to send.

The screenshot displays two windows of the NGWeb Employee Self Service application. The left window shows the 'User Role Assignment' grid with various employee records. The right window shows a detailed view of a user record for '4 - Laura'. A green arrow points from the 'Send Test Email' button in the grid to the 'Email' field in the detailed view, indicating the action of sending a test email to the selected user.

User Role Assignment Grid (Left Window):

Last Name	First Name	User Name	Employee Number	EMail	Action
anniston	jennifer	jennifer	1710	apalmire@yahoo.com	<button>Send Test Email</button>
Clyde	Billy	Billy	2469	apalmire@yahoo.com	<button>Send Test Email</button>
Ingalls	Luara	Laura	2601	apalmire@yahoo.com	<button>Send Test Email</button>
Jackson	Janet	JANET	1934	apalmire@yahoo.com	<button>Send Test Email</button>
LAST NAME 1	DENNIS	reevesmjr	3	reevesmjr@gmail.com	<button>Send Test Email</button>
palmire	angela	stoney	2699	apalmire@yahoo.com	<button>Send Test Email</button>
WEBER	CHARLOTTE	cweber	51	apalmire@harriscomputer.com	<button>Send Test Email</button>

Grid Footer: Found 7 / 7 records. Showing page 1 of 1

User Record Detail View (Right Window):

Employee Number: 2601 | User Name: Laura | First Name: Luara | Last Name: Ingalls | Email: apalmire@yahoo.com

Add Roles (List): PRHRApprover, Payroll Approver, new test role, ViewDepartmentLeave, DocumentAdministrator, PayrollApprover, PurchasingApprover, Leave Approver Location:0060 Department:T, Leave Approver Location:0061 Department:T

Update To (List): HrApprover, Administrator, LeaveAdministrator

NGWeb Employee Self Service – Administration - Users

The Users grid can be exported to excel with the Export button.

The screenshot displays the NGWeb Employee Self Service - Administration - Users interface. On the left, a sidebar menu includes options like Site Administration, System Settings, and User Maintenance, with 'Users' currently selected. The main content area shows a grid titled 'User Role Assignment' with columns for Last Name, First Name, User Name, Employee Number, Email, and Send Test Email. An 'Export' button is located at the top right of the grid. A green arrow points from this button to a Microsoft Excel window titled 'UserExport.csv - Excel'. The Excel sheet contains the same data from the grid, with columns labeled 'lastName', 'firstName', 'userName', 'accountingSystemEmployeeNo', and 'email'. The data rows correspond to the users listed in the grid.

	A	B	C	D	E
1	lastName	firstName	userName	accountingSystemEmployeeNo	email
2	anniston	jennifer	jennifer	1710	apalmire@yahoo.com
3	Clyde	Billy	Billy	2469	apalmire@yahoo.com
4	Ingalls	Luara	Laura	2601	apalmire@yahoo.com
5	Jackson	Janet	JANET	1934	apalmire@yahoo.com
6	LAST NAME 1	DENNIS	reevesmjr	3	reevesmjr@gmail.com
7	palmire	angela	stoney	2699	apalmire@yahoo.com
8	WEBER	CHARLOTTE	cweber	51	apalmire@harriscomputer.com

NGWeb Employee Self Service – Administration – Menu

The Edit Menu option is used to define the menu options the site has purchased. The Site Administrator can view all menu options and determine which purchased options will display on the employee menu. Purchased menu options will be listed with a YES under the purchased column. Menu options not purchased will be listed with a NO and cannot be enabled. The purchased menu options can be selected to be enabled for the ESS displayed menu by selecting the YES under the ‘Enabled’ column. By selecting No under the ‘Enable’ column, the option will not appear on the ESS menu. The options for the menu are listed by main menu and sub-menu to quickly identify the options that will be displayed if enabled.

The screenshot shows the 'Main Menu' configuration page. On the left, there's a navigation sidebar with sections like Site Administration, Leave Maintenance, System Settings (with 'Edit Main Menu' highlighted), User Maintenance, Personal, Leave, Documents, and About ESS. The main area displays a table of menu items:

Main Menu	Sub Menu	Menu Option	Enabled	Purchased
Personal	Tax Withholdings	A-4	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Documents	Documents	Company Documents Inquiry	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Personal	Payroll Inquiry	Deductions Inquiry	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Personal	Payroll Actions	Demographics	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Personal	Payroll Actions	Direct Deposit	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Personal	Payroll Inquiry	Earnings Summary (YTD totals)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Documents	Documents	Electronic Form Agreement	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Documents	Documents	Employee Documents	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Personal	Tax Withholdings	G-4	<input type="checkbox"/> No	<input type="checkbox"/> No
Leave	Leave	Leave Balance	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

At the bottom, it says 'Found 19 / 19 records. Showing page 1 of 2' and includes links for First, Previous, 1, and 2.

NGWeb Employee Self Service – Administration - Leave Approvers

Leave Approvers allows Administrator to setup custom roles to approve leave requests. Each role must have a unique combination of location and department (employee type). Each role is then assigned to users that can approve the leave request for the location/department. Each location/department combination would need to be defined as separate leave approval role. The leave approver roles would then need to be assigned to the user(s) allowed to approve the leave request for that location/department combination. The users assigned to the leave approver role can be added and removed from the Leave Approver menu option or System Role. If a Leave Approver Role does not have an assigned leave approver, all leave request associated with the role (location/department) will default to the user assigned to the Leave Administrator role.

The diagram illustrates the process of creating a new leave approver role. It begins with the 'Leave Approvers' page, where an existing role ('Leave Approver Location:0061 Department:T') is highlighted. A green arrow points from this role to the 'New' button on the same page. This leads to the 'Leave Approver Location:8620 Department:S3 New' screen, which is also highlighted. A green arrow points from the 'Save' button on this screen to the '7 - Leave Approver Location:8620 Department:S3' screen. Finally, a green arrow points from the 'Save' button on the '7 -' screen to the text 'Create New Approver Role and assign user to approve.'

Existing Leave Approver Role

Create New Approver Role and assign user to approve.

Leave Approvers

Home / Leave Approvers

+ New **Refresh**

Role Name	Location	Department
Leave Approver Location:0060 Department:T	[REDACTED] HIGH	TEACHER
Leave Approver Location:0061 Department:T	[REDACTED] ELEMENTARY	TEACHER
Leave Approver Location:0091 Department:AP	[REDACTED] MUNICIPAL INTERMEDIATE	ASST. PRINCIPAL
Leave Approver Location:0060 Department:TA	[REDACTED] HIGH	TEACHER AIDES
Leave Approver Location:0061 Department:TA	[REDACTED] ELEMENTARY	TEACHER AIDES
Leave Approver Location:0080 Department:BD	[REDACTED] ELEMENTARY	BUS DRIVER

Found 6 / 6

2 - Leave Approver Location:0061 Department:T

Leave Approver Location:8620 Department:S3 New

Home / Leave Approvers / Leave Approver Location:8620 Department:S3

Location: CENTRAL OFFICE **Department**: SCHOOL SECRETARY 12 MO

Role Name: Leave Approver Location:8620 Department:S3

7 - Leave Approver Location:8620 Department:S3

Home / Leave Approvers / 7 - Leave Approver Location:8620 Department:S3

Location: CENTRAL OFFICE **Department**: SCHOOL SECRETARY 12 MO

Role Name: Leave Approver Location:8620 Department:S3

User

Last Name	First Name	Employee Number
anniston	jennifer	1710
Clyde	Billy	2469
Ingalls	Laura	2601
Admin	Test	CSIAAdmin

Create New Approver Role and assign user to approve.

NGWeb Employee Self Service – Administration - Leave Export

Leave requests approved in ESS can be exported in the format of the Time Clock Import (TASI) transaction in Nextgen. The leave is exported based on date range. A report of the leave can be viewed prior to the export. The exported leave file can be imported to Nextgen input pay by using the Time Clock Import (TASI) transaction. This import will validate all the leave in the file and apply all validation leave rules including docking if the leave is not available at the time of the import.

The screenshot shows two views of leave data. On the left is the 'Leave Export' page from the NGWeb Employee Self Service. It features a search interface with 'Begin Date' (04/01/2020) and 'End Date' (04/30/2020) fields, a 'Search' button, and an 'Export Leave' button highlighted with a green box and a large green arrow pointing to the right. Below these are tables of leave requests for employees LAURA INGALLS and JENNIFER ANNISTON across various leave types like SCHOOL RELATED ABSENCE-PROF LV, PROF DEVELOPMENT, PERSONAL, SICK, and VAC/ANNUAL LEAVE. The right side shows a 'LeaveExport (7).txt - Notepad' window displaying the exported TASI transaction file. The file contains numerous lines of data, each representing a leave entry with columns for ID, Date, and other parameters.

Employee Name	Leave Type	Job Number	First Day	Last Day	Total Days	Hours Per Day	Requested On	Status
LAURA INGALLS	SCHOOL RELATED ABSENCE-PROF LV	20	Apr 1, 2020	Apr 1, 2020	1	7.5	Apr 8, 2020	Approved
LAURA INGALLS	PROF DEVELOPMENT	20	Apr 2, 2020	Apr 2, 2020	1	7.5	Apr 8, 2020	Approved
LAURA INGALLS	PERSONAL	20	Apr 3, 2020	Apr 3, 2020	1	3.25	Apr 8, 2020	Approved
LAURA INGALLS	SICK	20	Apr 9, 2020	Apr 9, 2020	1	7.5	Apr 8, 2020	Approved
LAURA INGALLS	PERSONAL	20	Apr 10, 2020	Apr 10, 2020	1	7.5	Apr 8, 2020	Approved
LAURA INGALLS	SICK	20	Apr 28, 2020	Apr 29, 2020	2	7.5	Apr 8, 2020	Approved
BILLY Clyde	SICK	20	Apr 16, 2020	Apr 17, 2020	2	7.5	Apr 8, 2020	Approved
BILLY Clyde	PERSONAL	20	Apr 20, 2020	Apr 20, 2020	1	7.5	Apr 8, 2020	Approved
JENNIFER ANNISTON	VAC/ANNUAL LEAVE	70	Apr 14, 2020	Apr 15, 2020	2	8	Apr 8, 2020	Approved
JENNIFER ANNISTON	PERSONAL	70	Apr 20, 2020	Apr 20, 2020	1	8	Apr 8, 2020	Approved

LeaveExport (7).txt - Notepad

ID	Date	Other Parameters
00000260120T	20200401000P000750+000000000000	000000
00000260120T	202004020000000750+000000000000	000000
00000260120T	202004030020000325+000000000000	000000
00000260120T	202004090010000750+000000000000	000000
00000260120T	202004100020000750+000000000000	000000
00000260120T	202004120000000000+000000000000	000000
00000260120T	202004280010000750+000000000000	000000
00000260120T	202004290010000750+000000000000	000000
00000246920T	202004160010000750+000000000000	000000
00000246920T	202004170010000750+000000000000	000000
00000246920T	202004200020000750+000000000000	000000
00000246920T	20200428001000325+000000000000	000000
00000246920T	202004290010000750+000000000000	000000
00000171070C2	202004140030000800+000000000000	000000
00000171070C2	202004150030000800+000000000000	000000
00000171070C2	202004200020000800+000000000000	000000
00000171070C2	202004200020000800+000000000000	000000
00000171070C2	202004030020000400+000000000000	000000
00000171070C2	202004030030000400+000000000000	000000
00000171070C2	2020041600D0000400+000000000000	000000
00000171070C2	202004060010000400+000000000000	000000
00000171070C2	202004070010000400+000000000000	000000
00000246920T	202004080000000750+000000000000	000000

NGWeb Employee Self Service – Administration - ESS Settings

ESS Settings option contains all the custom ESS settings. The settings include add instructions, the type of direct deposit update, Site Logo, electronic form message, Welcome message and ESS Administrator Contact information. All settings can be edited or modified by the Administrator by selecting the setting, making the change and saving.

ESS

Site Administration ▾

- Role Maintenance
- System Roles
- Task Default Routing
- Leave Maintenance
- Leave Approvers
- Leave Export
- System Settings
- Edit Main Menu
- ESS Settings**
- Company Documents Administration

User Maintenance

- Assign User Locations
- Users

Personal

Leave

Documents

About ESS

Ess Settings

Home / Ess Settings

Search

Setting ♦	Setting Value ♦
A4 Instructions	A4 Instructions - There is no need to update the A4 every year. Only submit request for changes in your state of Alabama withholding. All submitted changes will be reviewed by Payroll personnel.
ACH Notified	false
Administrator Contact Info	The Administrator for Harris district schools is Marylin Monrow. She can be contacted at 555-555-1515 or email mm5555@harris.us.
Check Detail Logo	vikings-primary-2013.png
Demographics Instructions	Demographics Instructions - Any name changes must be accompanied by a copy of your name change on a new social security card or driver license . All submitted changes will be reviewed by Payroll personnel.
Direct Deposit Manual Setting	false
Direct Deposit User Instructions	Direct Deposit User Instructions - All direct deposit changes and additions must be validated by employee. All new direct deposit changes must accompany a copy of a voided check with routing and bank account number displayed. All submitted changes will be reviewed by Payroll personnel.
Electronic Accept Text	I consent to receive all my tax forms (W2, 1095, Alabama Truth in Salary) electronically each year. I understand I will NOT receive any paper copies of forms.
Electronic Acceptance Message	Electronic Acceptance Message - You will need to consent to electronic forms or select to paper forms and electronic forms only. Consent to electronic forms will mean that all W2, 1095 and state benefit forms will be available in employee self service and NOT mailed to you. If you would like a mailed copy of these form, do not consent to the electronic forms agreement.
Electronic Acceptance Message Enabled	false

Found 21 / 21 records. Showing page 1 of 3

First Previous 1 2 3 Next Last

Setting ♦	Setting Value ♦
Electronic Decline Text	I want to receive paper forms for all my tax forms (W2, 1095, Alabama Truth in Salary).
G4 Instructions	G4 Instructions There is no need to update the G4 every year. Only submit request for changes in your state of Alabama withholding. All submitted changes will be reviewed by Payroll personnel.
Leave Balance Instructions	Leave Balance Instructions - All leave request are subject to approval of supervisor. Leave must be available at the time taken or leave will be subject to no pay.
Leave History ABSSU	false
Leave Request Instructions	Leave Request Instructions - Leave must be requested and approved by supervisor and must be available at the time the leave is taken.
Payroll Deductions Instructions	Payroll Deductions Instructions - Open enrollment will begin 10/15/2020 and end 11/10/2020. Please complete your registration before the end date.
SC4 Instructions	SC4 Instructions
Site Logo	vikings-primary-2013 extra small.png
Upper Case Demo Entries	false
W4 Instructions	W4 Instructions There is no need to update the W4 every year. Only submit request for changes in your Federal withholding. All submitted changes will be reviewed by Payroll personnel.

NGWeb Employee Self Service – Employee – Payroll Inquiry

There were no changes in the functionality of the Deductions Inquiry, Earnings Summary or Pay Check menu options.

The screenshot shows the 'Deduction Inquiry' page. The left sidebar includes 'Site Administration', 'Personal' (selected), 'Payroll Inquiry', 'Deductions Inquiry' (selected), 'Earnings Summary (YTD totals)', 'Pay Checks', 'Payroll Actions', 'Demographics', 'Direct Deposit', 'Tax Withholdings', 'A-4', 'W-4', 'Leave', 'Documents', and 'About ESS'. The main content area displays a table with columns: 'Deduction', 'Employee Cost', and 'Employer Cost'. The table lists various deductions such as PEEHIP MATCHING INSURANCE, STATE RETIREMENT WITHHOLDING, AIR-MED CARE, PEEHIP - HOSPITAL, PEEHIP-CHIP PREMIUM, PEEHIP-TOBACCO SURCHARGE, PEEHIP-CANCER, PEEHIP-DENTAL, PEEHIP-INDEMNITY, PEEHIP-VISION, PEEHIP-HEALTHCARE SPEND ACCT., PEEHIP-DEPENDENT CARE SPEND A., PEEHIP-WELLNESS SURCHARGE, PEEHIP - PREMIUM REFUND, and PEEHIP - INTEREST REFUND. All employer costs are listed as \$0.00.

The screenshot shows the 'Earnings Summary' page. The left sidebar includes 'Site Administration', 'Personal' (selected), 'Payroll Inquiry', 'Deductions Inquiry', 'Earnings Summary (YTD totals)' (selected), 'Pay Checks', 'Payroll Actions', 'Demographics', 'Direct Deposit', 'Tax Withholdings', 'A-4', and 'W-4'. The main content area shows a table for the year 2019 with columns: 'Select Year', 'Gross Wages', 'Federal Wages', 'Federal Tax Withheld', 'Social Security Wages', 'Social Security Tax Withheld', 'Medicare Wages', 'Medicare Tax Withheld', 'State Wages', and 'State Tax Withheld'. The total gross wages are \$27,926.90, and the total federal tax withheld is \$2,108.04.

The screenshot shows the 'Pay Checks' page. The left sidebar includes 'Site Administration', 'Personal' (selected), 'Payroll Inquiry', 'Deductions Inquiry', 'Earnings Summary (YTD totals)', 'Pay Checks' (selected), 'Payroll Actions', 'Demographics', 'Direct Deposit', 'Tax Withholdings', 'A-4', and 'W-4'. The main content area shows a table with columns: 'Number', 'Type', 'Check Date', 'Pay Period Date', 'Gross Wages', 'Net Wages', and 'Pay Adj.-Sub Info'. The table lists five paychecks from January 31, 2019, to April 30, 2019, with gross wages ranging from \$511.25 to \$5481.90.

NGWeb Employee Self Service – Employee – Payroll Actions

There were no changes to the functionality of the Demographics or Direct Deposit menu options.

ESS

Demographics

Home / Demographics

Print Back Save

Instructions

Pending Task

First Name: BILLY Middle Name: T

Last Name: Clydeson jr Birthday: 09/10/1964

Email: bcjr456@harris.mail.com Gender: Male

Address 1: 71 Samson Drive B5 Address 2: p o box 1238

City: GAINESVILLE State: AL

Zip Code: 35464

Home Phone: 2515544122 Cell Phone: 2515544244

Attachments: Select file

Site Administration

Personal

Payroll Inquiry

Deductions Inquiry

Earnings Summary (YTD totals)

Pay Checks

Payroll Actions

Demographics

Direct Deposit

Tax Withholdings

A-4

W-4

Leave

Documents

About ESS

ESS

Direct Deposit

Home / Direct Deposit

Print Back Discard Save Add

Instructions

Pending Task

Bank Name	Account	Routing	Account Type	Primary	Amount	Delete
Wachovia-Wells Fargo	874110	062000080	Savings	<input type="checkbox"/>	89	<button>Delete</button>
REGIONS ALABAMA	12853	062000019	Checking	<input checked="" type="checkbox"/>	0	<button>Delete</button>

Where do I find bank account and routing numbers?

Attachments

Select file

Site Administration

Personal

Payroll Inquiry

Deductions Inquiry

Earnings Summary (YTD totals)

Pay Checks

Payroll Actions

Demographics

Direct Deposit

Tax Withholdings

A-4

...

NGWeb Employee Self Service – Employee – Tax Withholdings

There were no changes to the functionality of the A4 and W-4 menu options.

NGWeb Employee Self Service – Employee – Documents

There were no changes to the functionality of Employee Documents or Electronic Forms Agreement options.

Employee Documents

Home Employee Documents

Document Type: W2

Document	Document Type	Document Date
2016 W2 HARRIS NGWEB COUNTY SCHOOLS	W2	Sep 24, 2019
2017 W2 HARRIS NGWEB COUNTY SCHOOLS	W2	Sep 24, 2019
2018 W2 HARRIS NGWEB COUNTY SCHOOLS	W2	Sep 24, 2019
2019 W2 HARRIS NGWEB COUNTY SCHOOLS	W2	Oct 14, 2019
2019 W2 HARRIS NGWEB COUNTY SCHOOLS	W2	Oct 14, 2019

Found 5 / 5 records. Showing page 1 of 1

First Previous 1 Next Last

ESS

Home / Electronic Form Agreement

Document Type: Truth In Salary

Document	Document Type	Document Date
2018 Truth CENOFF	Truth In Salary	Sep 24, 2019
2016 Truth CENOFF	Truth In Salary	Sep 24, 2019

Found 2 / 2 records. Showing page 1 of 1

First Previous 1 Next Last

Electronic Form Agreement

Electronic Delivery Consent Notice

Electronic Acceptance Message - You will need to consent to electronic forms or select to paper forms and electronic forms only. Consent to electronic forms will mean that all W2, 1095 and state benefit forms will be available in employee self service and NOT mailed to you. If you would like a mailed copy of these form, do not consent to the electronic forms agreement.

I consent to receive all my tax forms (W2, 1095, Alabama Truth in Salary) electronically each year. I understand I will NOT receive any paper copies of forms.

I want to receive paper forms for all my tax forms (W2, 1095, Alabama Truth in Salary).

Document Type: 1095C

Document	Document Type	Document Date
2016 ACA1095C CENOFF	1095C	Sep 24, 2019
2018 ACA1095C CENOFF	1095C	Sep 24, 2019
2017 ACA1095C CENOFF	1095C	Sep 24, 2019

Found 3 / 3 records. Showing page 1 of 1

First Previous 1 Next Last

NGWeb Employee Self Service - Employee - Leave Balance

Employees can view their current leave balances including the leave taken in the current payroll and their available balance.

ESS

Personal

Leave

Leave Balance

Leave History

Leave Requests

Leave Calendars

Leave Calendars - Dept

Documents

About ESS

Leave Balance

Home / Leave Balance

Refresh

Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Earned	YTD Used	Balance	Current Used	Available Balance
1 - SICK - CEN OFC BOOKKEEPER	D	12	104	-1	-1	104	1	103
2 - PERSONAL - CEN OFC BOOKKEEPER	D	5	0	5	0	5	1.5	3.5
3 - VAC/ANNUAL LEAVE - CEN OFC BOOKKEEPER	D	20	10	10	4.5	15.5	5.5	10
C - CATASTROPHIC - CEN OFC BOOKKEEPER	D	0	0	0	0	0	0	0
L - COMP TIME LEAVE - CEN OFC BOOKKEEPER	D	999	0	0	0	0	0	0
O - OTHER - CEN OFC BOOKKEEPER	D	0	0	0	4	-4	0	-4
P - SCHOOL RELATED ABSENCE-PROF LV - CEN OFC BOOKKEEPER	D	0	0	0	-1	1	3	-2
SB - SICK BANK - CEN OFC BOOKKEEPER	D	0	5	0	0	5	0	5

Found 8 / 8 records. Showing page 1 of 1

First Previous 1 Next Last

NGWeb Employee Self Service - Employee - Leave History

There were no changes to the functionality of the Leave History menu option. The leave history can be selected by date range. Leave adjustments are displayed with the leave notes related to the leave adjustment.

ESS

Personal

Leave

- Leave Balance
- Leave History**
- Leave Requests
- Leave Calendars
- Leave Calendars - Dept

Documents

About ESS

Leave History

Home / Leave History

Print Back

Begin Date	End Date
07/01/2018	06/30/2019

Search

Leave Date	Hours/Days	Leave Description	Leave Note	Leave Used
Apr 30, 2019	D	SCHOOL RELATED ABSENCE-PROF LV	1	
Apr 29, 2019	D	SCHOOL RELATED ABSENCE-PROF LV	1	
Apr 15, 2019	D	PERSONAL	1	
Apr 3, 2019	D	SICK	0.5	
Mar 22, 2019	D	VAC/ANNUAL LEAVE	1	
Mar 21, 2019	D	VAC/ANNUAL LEAVE	1	
Mar 20, 2019	D	VAC/ANNUAL LEAVE	1	
Mar 15, 2019	D	SICK	1	
Mar 13, 2019	D	SICK	0.5	
Mar 7, 2019	D	VAC/ANNUAL LEAVE	0.5	

Found 30 / 30 records. Showing page 1 of 3

First Previous 1 2 3 Next Last

Begin Date	End Date			
07/01/2018	06/30/2019			
Leave Date	Hours/Days	Leave Description	Leave Note	Leave Used
Oct 4, 2018	D	VAC/ANNUAL LEAVE	-1	
Oct 3, 2018	D	VAC/ANNUAL LEAVE	-1	
Sep 17, 2018	D	SCHOOL RELATED ABSENCE-PROF LV	1	
Sep 12, 2018	D	PERSONAL	1	
Aug 27, 2018	D	SICK	SLB DONATION TO L...	-1
Aug 27, 2018	D	SICK	SLB DONATION TO L...	-2
Aug 27, 2018	D	SICK	REVERSE	2
Jul 19, 2018	D	VAC/ANNUAL LEAVE	0.5	
Jul 17, 2018	D	VAC/ANNUAL LEAVE	1	
Jul 16, 2018	D	VAC/ANNUAL LEAVE	1	

Found 30 / 30 records. Showing page 3 of 3

First Previous 1 2 3 Next Last

NGWeb Employee Self Service - Employee - Leave Request

Employees can view their leave requests in a calendar format by month, week or day view. The leave request displays the type of leave and the status of the request. If there are multiple leave requests on a single day the monthly calendar will display '...' to let the employee know there are more leave entries for the day. When the day is selected, the leave will be displayed in a day view.

ESS

Site Administration

Personal

Leave

- Leave
- Leave Balance
- Leave History
- Leave Requests**
- Leave Calendars
- Leave Calendars - Dept

Documents

About ESS

Leave Requests

Home / Leave Requests

Today | < | > | August 2020 | Month | Week | Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	SICK (Submitted)	PERSONAL (Cancelled)	SICK (Rejected)	30	01
		...				
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Leave Requests

Home | Leave Requests

Today | < | > | Sunday, July 26, 2020 - Saturday, August 1, 2020 | Month | Week | Day

Sun, 7/26	Mon, 7/27	Tue, 7/28	Wed, 7/29	Thu, 7/30	Fri, 7/31	Sat, 8/1
all day		SICK (Submitted) PERSONAL (Approved)	PERSONAL (Cancelled)	SICK (Rejected)		
12:00 AM						
1:00 AM						
2:00 AM						
3:00 AM						
4:00 AM						
5:00 AM						

Instructions

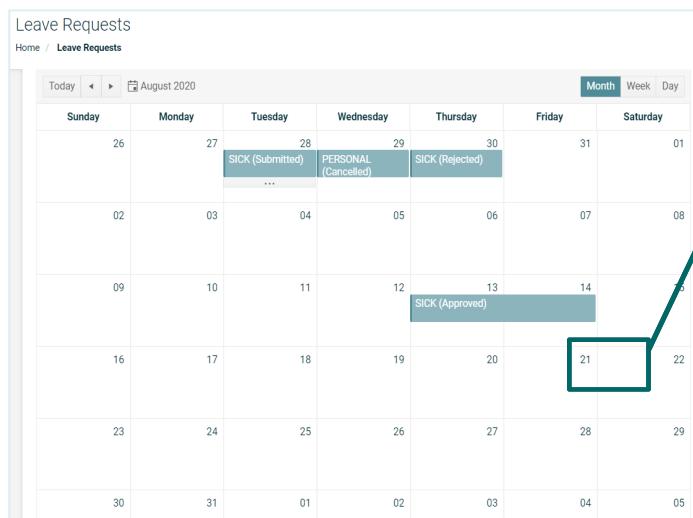
Today | < | > | Tuesday, July 28, 2020 | Month | Week | Day

Tue, 7/28

all day	SICK (Submitted) PERSONAL (Approved)
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	

NGWeb Employee Self Service - Employee - Leave Request

The detail leave request will display when the employee selects a start day from the calendar. The employee will then select their Job (by description). If the employee has multiple jobs with leave, both jobs will be in the job drop down. Once a job is selected, the Hours will automatically load based on the job's max hours per day. The employee cannot request more leave than the max hours per day even in multiple leave request. The employee will select the type of leave to be requested from the Leave Type drop down. The employee's eligible leave types and the available leave balances will display in the leave type drop down. The employee can change the hours needed for the leave request, add a comment and add an attachment.



The image displays two overlapping 'Leave Request' forms. The top form is titled 'Leave Request' and shows a 'Job Number' dropdown set to 'TEACHER'. A 'Leave Type' dropdown is open, showing a table of available leave types and their balances:

Type	Balance	Current Used	Available Balance
SICK	56.5	5.93	50.57
PERSONAL	5	2.5	2.5
COMP	0	0	0
TIME LEAVE			
UNPAID	0	0	0
ANNUAL LEAVE	0	0	0

The 'Hours (Max: 7.5)' field contains '7.5'. A note below it states: 'Approved leave must be available at the time taken or the leave will be converted to UNPAID leave.' The 'Comments' field contains 'doctor's appointment'. The bottom form is also titled 'Leave Request' and shows a summary of the leave request. It includes fields for 'Job Number' (TEACHER), 'Leave Type' (SICK), 'First Day' (08/21/2020), 'Last Day' (08/21/2020), 'Hours (Max: 7.5)' (3.25), 'Total Days' (1), and a 'Comments' field with 'doctor's appointment'. There are checkboxes for 'Recall Approved Leave Request' and 'Attachments' (Select file). At the bottom are 'Save' and 'Cancel' buttons.

NGWeb Employee Self Service - Employee - Leave Request

When the leave request is saved, a pending leave request is created for the employee and a pending task for the Approver. The leave request status is listed as submitted on the employee's leave calendar until the leave is approved or rejected. The employee may submit multiple leave requests for approval (submitted status).

The screenshot illustrates the workflow for submitting a leave request. On the left, the 'Leave Request' form is shown with the following details:

- Job Number: TEACHER
- Leave Type: SICK
- First Day: 08/21/2020
- Last Day: 08/21/2020
- Hours (Max: 7.5): 3.25
- Total Days: 1
- Comments: doctor's appointment
- Attachments: Select file
- Recall Approved Leave Request

At the bottom of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

A large green arrow points from the 'Save' button on the left to the leave calendar on the right, indicating the flow of data from the form to the calendar.

The main area displays the 'Leave Requests' page with the following components:

- Leave Requests** header and breadcrumb: Home / Leave Requests
- Instructions** section with a leave calendar for August 2020.
- Month View** (highlighted in blue) showing days 26 through 31.
- Day View** showing specific leave types and statuses:
 - August 26: SICK (Submitted)
 - August 27: PERSONAL (Cancelled)
 - August 28: SICK (Rejected)
 - August 29: ...
 - August 30: SICK (Rejected)
 - August 31: ...
 - September 01: ...
- Week View** (highlighted in blue) showing days 02 through 08.
- Month View** (highlighted in blue) showing days 09 through 15.
- Day View** showing specific leave types and statuses:
 - August 12: SICK (Approved)
 - August 13: ...
 - August 14: ...
 - August 15: ...
- Month View** (highlighted in blue) showing days 16 through 22.
- Day View** showing specific leave types and statuses:
 - August 20: SICK (Submitted)
 - August 21: SICK (Submitted)
 - August 22: ...
- Month View** (highlighted in blue) showing days 23 through 29.

The right side of the screen shows the **Approver Tasks** and **My Pending Tasks** sections, which are currently empty.

Latest User Tasks sidebar:

- W4 Change Request for Billy Clyde (Jun 23, 2020)
- Leave Request for Billy Clyde (Jul 27, 2020)
- Direct Deposit Change Request for Billy Clyde (Jul 31, 2020)
- Demographic Change Request for Billy Clyde (Aug 24, 2020)
- Leave Request for Billy Clyde (Aug 25, 2020)

NGWeb Employee Self Service - Employee - Leave Request

A Leave request with a submitted status can be modified by the employee. When the modified leave request is saved, it will replace the original leave request for the employee and the Approver.

Leave Requests

Home / Leave Requests

Instructions

Today < > August 2020 Month Week Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
	SICK (Submitted)	PERSONAL (Cancelled)	SICK (Rejected)			
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26			

Leave Request

Job Number: TEACHER Leave Type: PERSONAL

First Day: 08/21/2020 Last Day: 08/21/2020

Hours (Max: 7.5): 7.5 Total Days: 1

Approved leave must be available at the time taken or the leave will be converted to UNPAID leave.

Comments: doctor's appointment and labs needed

Attachments: Select file

Recall Approved Leave Request

Save **Cancel**

Change the Leave type, Hours and the comments on submitted leave request.

Leave Request for Billy Clyde

Home / Leave Request for Billy Clyde

Requestor: Billy Request Type: Leave

Description: Leave Request for Billy Clyde Status: Submitted

Approval Notes:

Attachments: Job Number: 20

Leave Type: PERSONAL

First Day: 08/21/2020 Last Day: 08/21/2020

Hours Per Day: 7.5

Total Days: 1

Department: T

Comments: doctor's appointment and labs needed

Approver Tasks: My Pending Tasks

Latest User Tasks

W4	Jun 22, 2020	W4 Change Request for Billy Clyde
Leave	Jul 21, 2020	Leave Request for Billy Clyde
DirectDeposit	Jul 21, 2020	Direct Deposit Change Request for Billy Clyde
Demographic	Aug 14, 2020	Demographic Change Request for Billy Clyde
Leave	Aug 15, 2020	Leave Request for Billy Clyde

Pending leave task was replaced with modified leave request.

NGWeb Employee Self Service - Employee - Leave Request

Leave requests with an approved status cannot be modified by the employee. The employee can recall the approved leave by selecting the 'Recall Approved Leave Request' option on the detail leave request. This Recall option will create a pending leave recall task for the employee and the Approver. The pending task is labeled as a recall request for both the employee and the Approver. The employee can still cancel the leave recall request with the 'Cancel Request' option on the pending task. If the recall request is cancelled, the leave reverts to the Approved status.

Leave Requests

Home / Leave Requests

Instructions

Today | < > | August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27 SICK (Submitted)	28 PERSONAL (Cancelled)	29	30 SICK (Rejected)	31	01	
02	03	04	05	06	07	08	
09	10	11	12 SICK (Approved)	13	14	15	
16	Leave Request						
23	Job Number TEACHER	Leave Type SICK					
First Day 08/13/2020	Last Day 08/14/2020						
Hours (Max: 7.5) 7.5	Total Days 2						
Approved leave must be available at the time taken or the leave will be converted to UNPAID leave.							
Comments							
<input type="checkbox"/> Recall Approved Leave Request							
<input type="button"/> Save <input type="button"/> Cancel							

Billy Logout

Leave Request for Billy Clyde

Home / Leave Request for Billy Clyde

Back | Cancel Request

Requestor: Billy

Request Type: Leave

Description: Leave Request for Billy Clyde

Status: Approved

Approval Notes:

Attachments: Job Number: 20

Leave Type: SICK

First Day: 08/13/2020

Last Day: 08/14/2020

Hours Per Day: 7.5

Total Days: 2

Department: T

Approver Tasks | My Pending Tasks

Latest User Tasks

You have 6 user tasks. Sort by Date ▾

Ascending

User Task History Refresh

W4 Jun 22, 2020 W4 Change Request for Billy Clyde

Leave Jul 27, 2020 Leave Request for Billy Clyde

Direct Deposit Jul 31, 2020 Direct Deposit Change Request for Billy Clyde

Demographic Aug 24, 2020 Demographic Change Request for Billy Clyde

Leave Aug 25, 2020 Leave Request for Billy Clyde

Leave Jul 24, 2020 Leave Request for Billy Clyde (recall request)

NGWeb Employee Self Service - Approver - Leave Request

The Leave Approver assigned to the employee's leave approver role will receive the pending leave task for approval. The Approver can then select to approve or reject the leave request. The employee's leave balance for the leave requested is displayed on the leave request. The Approver can view the department leave calendar from the leave request. The Approver can determine if there will be a conflict with the leave that has been requested.

Leave Request for Billy Clyde

Home / Leave Request for Billy Clyde

Requestor: Billy

Request Type: Leave

Description: Leave Request for Billy Clyde

Status: Approved/Completed

Approval Notes:

Attachments:

Job Number: 20

Leave Type: PERSONAL

First Day: 08/21/2020

Last Day: 08/21/2020

Leave Type Balance: 2.5

Hours Per Day: 7.5

Total Days: 1

Department: T

Comments: doctor's appointment and labs needed

Calendar: August 2020

Approver Tasks: My Pending Tasks

Latest Approver Tasks:

- Leave Request for Luera Ingalls (Jul 16, 2020)
- Leave Request for Billy Clyde (Jul 27, 2020)
- Demographic Change Request for Billy Clyde (Aug 24, 2020)
- Demographic Change Request for Janet Jackson (Aug 24, 2020)
- A4 Change Request for Janet Jackson (Aug 24, 2020)
- W4 Change Request for Billy Clyde (Aug 26, 2020)
- Leave Request for Billy Clyde (Aug 26, 2020)

A green arrow points from the "Leave Type Balance" field in the main form to the "Leave Request for Billy Clyde" task in the Approver Tasks list.

NGWeb Employee Self Service - Approver - Leave Request

Leave recall requests will be labeled as 'Recall Request' in the pending task and on the detail leave request. The Approver can see all the information on the original leave request. The Approver can approve or reject the Leave Recall request. If the recall request is approved, the leave request status is set to cancelled. If the recall request is rejected, the leave will remain approved. Any leave associated with an approved leave recall request will be removed from export for leave.

Leave Request for Billy Clyde

Home / Leave Request for Billy Clyde

Back Discard Save

Requestor Billy	Request Type Leave
Description Leave Request for Billy Clyde	Status Approved
Approval Notes	Recall Request Approved
Modify User Laura	Modify Date Time Thu Aug 13 2020 14:23:42 GMT-0500 (Central Daylight Time)
Attachments	
Job Number 20	
Leave Type SICK	Leave Type Balance 50.57
First Day 08/13/2020	Last Day 08/14/2020
Hours Per Day 7.5	
Total Days 2	
Department T	

Approver Tasks My Pending Tasks

Latest Approver Tasks

You have 7 approver tasks.
Sort by Date Ascending Refresh

Leave	Jul 16, 2020
Leave Request for Luara Ingalls	
Leave	Jul 27, 2020
Leave Request for Billy Clyde	
Demographic	Aug 24, 2020
Demographic Change Request for Billy Clyde	
Demographic	Aug 24, 2020
Demographic Change Request for Janet Jackson	
A4	Aug 24, 2020
A4 Change Request for Janet Jackson	
Leave	Aug 25, 2020
Leave Request for Billy Clyde	
Leave	Jul 24, 2020
Leave Request for Billy Clyde (recall request)	

