

# School Finance - SF Web Leave Slips

NOTE: Upon submission, an email is generated and sent to you and your Supervisor. You will receive an 'Approved/Denied' email once the request is processed.

If the Leave Time is approved and it falls within an open Pay Period, the time is automatically added to your Timesheet.

1) Log in to sf2k:

- Adams <https://sfweb.remc1.net/sfwebATS/>
- Bessemer <https://sfweb2.remc1.net/sfweb-BESS/>
- CCISD and REMC1 <https://sfweb.remc1.net/sfwebCCS/>
- CLK <https://sfweb.remc1.net/sfwebCLK/>
- Dollar Bay <https://sfweb2.remc1.net/sfweb-DBAY/>
- GOISD <https://sfweb2.remc1.net/sfweb-GONT/>
- HAN <https://sfweb.remc1.net/sfwebHAN/>
- Stanton <https://sfweb2.remc1.net/sfweb-STAN/LoginPage.htm>

2) Click on 'Leave Time' and select 'Submit a Request'



3) Use the 'Create a request' dropdown - this will normally default to 'Leave Time', so you may not need to make this step

A screenshot of the 'Create a request' form. The form has a black header with white text: 'Home My Profile Payroll Leave Time Password'. Below the header, there is a 'Create a request:' label followed by a dropdown menu with 'Select Request Type' selected. To the right of the dropdown are 'View Requests' and 'Back' buttons. Below the dropdown, there are several fields: 'Employee' (with a 'Pick' button), 'Start Date' (with a 'Pick' button), 'End Date' (with a 'Pick' button), and 'Hours Per Day' (with a 'Pick' button). Below these fields is a 'Select a Category' dropdown menu with 'Unpaid Leave Time' selected. Below the category dropdown is a 'Reason' text area. At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the form, there are three buttons: 'Sick Days Full Time', 'Personal Days-Admin', and 'Vacation'.

4) Click the 'Pick' buttons to select your Start and End Dates, then type the number of Hours Per Day

### Employee Leave Request

Start Date   \*

End Date   \*

Hours Per Day  \*

Select a Category  me ▾

Reason

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					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	30
31						

5) Use the 'Select a Category' dropdown to identify which manner of time off you're requesting

Home My Profile Payroll Leave Time Password

Create a request:

### Employee Leave Request

Start Date   \*

End Date   \*

Hours Per Day  \*

Select a Category  ▾

Reason

Unpaid Leave Time

Unpaid Leave Time

Sick Days Full Time

Personal Days-Admin

Vacation

6) Add notes in the 'Reason' section (optional) and submit your request, then log out