



UBC Employee PAT User Guide

Entering Your Own Absence Requests

1/5/2015

Internal Business Applications



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Entering Your Own Leave Requests in PAT

To complete the following steps, please go to <https://pat.ubc.ca/IT> and login with your CWL credentials.

1. Once logged in to your profile. Click on the “Leave” tab, located at the top of the page.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | **Leave** | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia **1562738**

Group: M&P
Department: Comm & Collab Technologies
FTE: 1.0000
Carry Over Approved: No

Overtime/Extra Time Enabled: YES
Flex Time Enabled: YES
Working from home allowed: YES
Enter his/her own absences: UNAPPROVED

Annual Entitlement 2015 (4th year): 20 days [140.00 hours]
Annual Entitlement 2016 (5th year): 20 days [140.00 hours]

UBC Date:	April 16, 2012	Leave Balance Start Date:	April 25, 2012
Position Date:	April 16, 2012		
Term Job:	No		

2. In the “Leave” tab, click the “Add new LEAVE record” button. Note that any pending and past leave requests will also be listed on this page.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia 7.00 hours/day FTE: 1.0000 **Sick Leave Balance: -22 hours (-3.14 days)**

No LEAVE records for

Leave Starting Balance Updates

Date	Update	Reason
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- Using the date and hours fields, select the applicable date(s) and hours for your leave request. Using the radio buttons, select the type of leave that best describes your absence. There are two types of leave, paid and unpaid. Depending on your employment group, your available options for paid and unpaid leave may vary. **Please note the below example reflects the leave options of an M&P group member.** Don't forget to add a description to provide more detail for the approving supervisor. Once ready, click the "Add" button to proceed.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia 7.00 hours/day FTE: 1.0000 Sick Leave Balance: -22 hours (-3.14 days)

Add New LEAVE record

Start Date 01/07/2015 *mm/dd/yyyy* **End Date** 01/07/2015 *mm/dd/yyyy* **Hours** 7

Please select a sick type: (*Required field)

PAID LEAVE

- Maternity
- Pre-Placement Adoption
- Bereavement
- Court Duties
- Illness
- Dependant
- Training/Skill Upgrading/Professional Development
- Deferred Salary
- Other paid leave

UNPAID LEAVE

- Adoption Leave
- Parental
- Professional Development
- Compassionate
- Military/Reservist Leave (under ESA)
- General Leave up to 6 Months
- Other unpaid Leave

Allow selected Saturday as leave day
 Allow selected Sunday as leave day
 Allow selected statutory Holiday as leave day

Description :
Sick and unable to attend work.

Notes:

- Click the *calendar icon* to select the dates.
- Enter the amount of LEAVE by selecting the dates it will be taken. (If time taken is a partial day, please enter the actual number of hours in the HOURS box. The start and end date must be the same in order to enter a partial day - you cannot enter a string of days where one day is partial.)
- To enter one single day enter the same start and end date. To enter several days in a row, enter the start and end dates (Saturdays, Sundays and Holidays will not count towards the calculations).
- For further information please refer to the Management and Professional.

Add **Cancel**






- Now back at the original “Leave” tab screen, you can see your new leave request in a “Pending” state. An email notification will be sent your supervisor/manager, and once approved or rejected you will receive a notification as well. Please note that you may still edit or delete your request while it is in a “Pending” state by clicking on either the pencil or trash can icons under “Options”.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia 7.00 hours/day FTE: 1.0000 Sick Leave Balance: -22 hours (-3.14 days)

LEAVE Taken during 2015

Start Date	End Date	Duration	Approved	Type	Notes	Options
07-Jan-2015	07-Jan-2015	7 hours	Pending	Illness	Sick and unable to attend work.	  

Add new LEAVE record Show Leave History

Leave Starting Balance Updates

Date	Update	Reason
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Entering Your Own Vacation Requests in PAT

To complete the following steps, please go to <https://pat.ubc.ca/IT> and login with your CWL credentials.

- Once logged in to your profile. Click on the “Vacation” tab, located at the top of the page.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | **Vacation** | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia **1562738**

Group: MSP
 Department: Comm & Collab Technologies FTE: 1.0000 Carry Over Approved: No

Overtime/Extra Time Enabled: YES Annual Entitlement 2015 (4th year): 20 days [140.00 hours]
 Flex Time Enabled: YES Annual Entitlement 2016 (5th year): 20 days [140.00 hours]
 Working from home allowed: YES
 Enter his/her own absences: UNAPPROVED

UBC Date: April 16, 2012 Leave Balance Start Date: April 25, 2012
 Position Date: April 16, 2012
 Term Job: No



2. In the “Vacation” tab, click the “Add new VACATION record” button.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia 7.00 hours/day FTE: 1.0000 **Balance : 84 hours (12.00 days)**

VACATION Scheduled during 2015

Start Date	End Date	Duration	Approved	Notes	Options
05-Jan-2015	09-Jan-2015	35 hours	Yes		

VACATION Taken during 2015

Start Date	End Date	Duration	Approved	Notes	Options
02-Jan-2015	02-Jan-2015	7 hours	Yes		

Add new VACATION record

3. Using the date and hours fields, select the applicable dates and hours for your vacation request. Don't forget to add a description to provide more detail for the approving supervisor. Once ready, click the “Add” button to proceed.

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia 7.00 hours/day FTE: 1.0000 **Balance : 84 hours (12.00 days)**

Add New VACATION record

Start Date	End Date	Hours/Day	Partial Day Hours
01/13/2015	01/13/2015	7.00 <small>for multi-day records</small>	<input type="text"/> <small>for single-day record</small>

Allow selected Saturday as vacation day
 Allow selected Sunday as vacation day
 Allow selected statutory Holiday as vacation day

Description:

Notes:

- Click the *calendar icon* to select the dates.
- Enter the amount of Vacation by selecting the dates it will be taken. (If time taken is a partial day, please enter the actual number of hours in the PARTIAL DAY HOURS box. The start and end date must be the same in order to enter a partial day - you cannot enter a string of days where one day is partial.)
- To enter one single day enter the same start and end dates. To enter several weekdays in a row, enter the start and end dates (Days off, Flex days and Holidays will not count towards the calculations except if you add that day in a separated record (as single day) and click the correspondent checkbox).
- Overwrite the Hours/Day box if the employee will work in a different rate at the time of the vacation.

Add **Cancel**







- Now back at the original “**Vacation**” tab screen, you can see your new vacation request in a “**Pending**” state under the “**VACATION Scheduled**” heading. An email notification will be sent to your supervisor/manager, and once approved or rejected you will receive a notification as well. Please note that you may still edit or delete your request while it is in a “**Pending**” state by clicking on either the pencil or trash can icons under “**Options**”.


Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Overtime/Extra Time | Flex time | Conferences | Working from home | Help | Logoff as Mahalia Adams

Adams, Mahalia 7.00 hours/day FTE: 1.0000 Balance : 77 hours (11.00 days)

VACATION Scheduled during 2015

Start Date	End Date	Duration	Approved	Notes	Options
13-Jan-2015	13-Jan-2015	7 hours	Pending		  
05-Jan-2015	09-Jan-2015	35 hours	Yes		

VACATION Taken during 2015

Start Date	End Date	Duration	Approved	Notes	Options
02-Jan-2015	02-Jan-2015	7 hours	Yes		

Add new VACATION record