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.

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.
3. 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.
4. 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”.

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.

1. Once logged in to your profile. Click on the “Vacation” tab, located at the top of the page.
2. In the “Vacation” tab, click the “Add new VACATION record” button.

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.
4. 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”.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Approved</th>
<th>Notes</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Jan-2015</td>
<td>13-Jan-2015</td>
<td>7 hours</td>
<td>Pending</td>
<td></td>
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<tr>
<td>05-Jan-2015</td>
<td>09-Jan-2015</td>
<td>35 hours</td>
<td>Yes</td>
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Add new VACATION record