Submit a Leave Request

Biweekly staff must submit requests for bereavement, floating holiday, jury duty, sick and vacation leave online using the Emory Timecard Adjustment System (ETAS). Leave requests should not exceed your scheduled work time for the day. To access ETAS go to https://apps2.hr.emory.edu/timecard. Log in using your Emory Net ID and Password. The time card for the Current Pay Period will appear.

To Request Leave in the Current Pay Period

1. Select the date range for the time card you wish to view/edit. You cannot submit leave in a closed pay period. If you need to submit leave for a pay period that is closed, see your timekeeper or supervisor so that a payment request can be submitted.

2. Click Go. The time card for the date range selected will appear.
3. Click in the blank Pay Code or Hours field for the desired date.

4. Select the Pay Code Type.
5. Enter the number of hours in the Pay Code Hours field.
6. Select a Reason (if applicable) for the leave request. This field is not required.
7. Enter additional information in the Notes field (if applicable). Maximum of 50 characters. This field is not required.

8. Click OK. The leave request will appear on the time card shaded in orange.
9. Click Save Changes.
10. Click OK.

You will receive an email confirmation from the system. Your supervisor will receive an email notification within 24 hours (depending on his/her email preference) to take action on your request. You will receive an email when your request is approved or denied. Contact your supervisor if you have questions regarding the request.
To Request Leave in a Future Pay Period

1. Open the **My Leave** tab.
2. Select the appropriate job record from the list.
3. Click **Request Leave**. *If requesting sick, vacation or floating holiday leave review the leave balances to ensure you have enough time to use.*
4. Check the boxes corresponding to the days you wish to take off. *Do not include holidays or weekends unless you are scheduled to work on those days.*

5. Click **Continue**.
6. Select the Leave Type and Hours you would like to use for each day.
7. Select a **Comment** (if applicable) for the leave request. *This field is not required.*
8. Enter additional information in the **Notes** field (if applicable). *Maximum of 50 characters. This field is not required.*

9. Click **Continue**. *The leave requested for future dates will be listed on the page. To view the leave transaction on the time card for the dates selected, click the Timecard button.*

You will receive an email confirmation from the system. Your supervisor will receive an email notification within 24 hours (depending on his/her email preference) to take action on your request. You will receive an email when your request is approved or denied. Contact your supervisor if you have questions regarding the request.