

Generate and Forward Leave Documents

Generate and Forward Leave Documents

Leave documents reporting is available for approval, certification, rights and responsibilities, and more. These documents can be forwarded to both the employee and management.

Navigation: Home Page > Employee Search

Navigation: Main Menu > Time > Leave of Absence

Navigation: Home Page > Manage Leave of Absence Tile > Go To Leave of Absence

1. From the **Leave of Absence** view, select the **Open Category**.
2. Select the check box next to the employees.
3. Select **Editor**.
4. Select **Documents**.
5. Select **Manage**.
6. From the **Action** drop-down list, select **Generate new Version**.
7. Select the document(s) to be generated.
8. Select **Apply**.
9. (Optional) to forward the document to the employee or management, select **Forward**.
10. Select which generated document to forward.
11. Below **To**, select the recipients.
12. Select **Forward**.
13. Next, update the status of the reports that were forwarded, select **Manage**.
14. In the **Action** drop-down list, select **Change Status/Due Date**.
15. Select **Approval and Designation Notice**.
16. From the **Status** drop-down list, select **Sent-Pending Return**. **Note:** When the document is received, use the same process to update the status (Steps 13 through 19).
17. The **Status Date**, defaults to the current date. The **Due Date** populates automatically, based on the selected document, but can be changed if necessary.
18. Select **Apply**.
19. Confirm the Success message displays that the documents were updated.

© 2023 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. (“UKG”). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors’ software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.