

Commissioned Corps of the U.S. Public Health Service
Electronic Commissioned Officer Resources Processing System (eCORPS)

Leave Request System



Commissioned Corps Officer

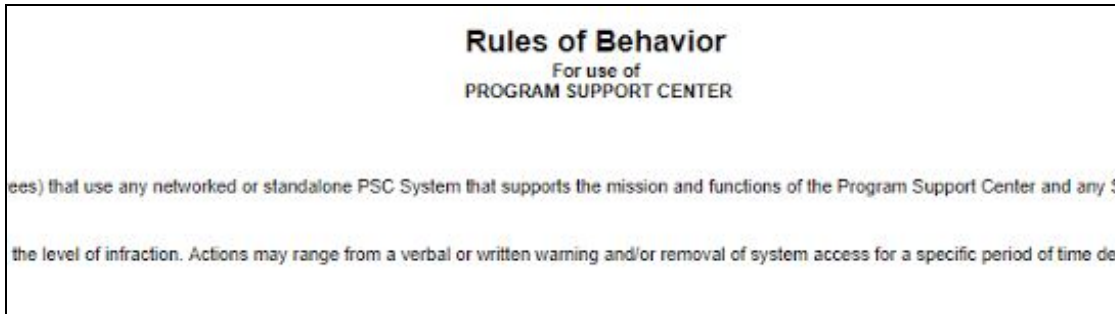
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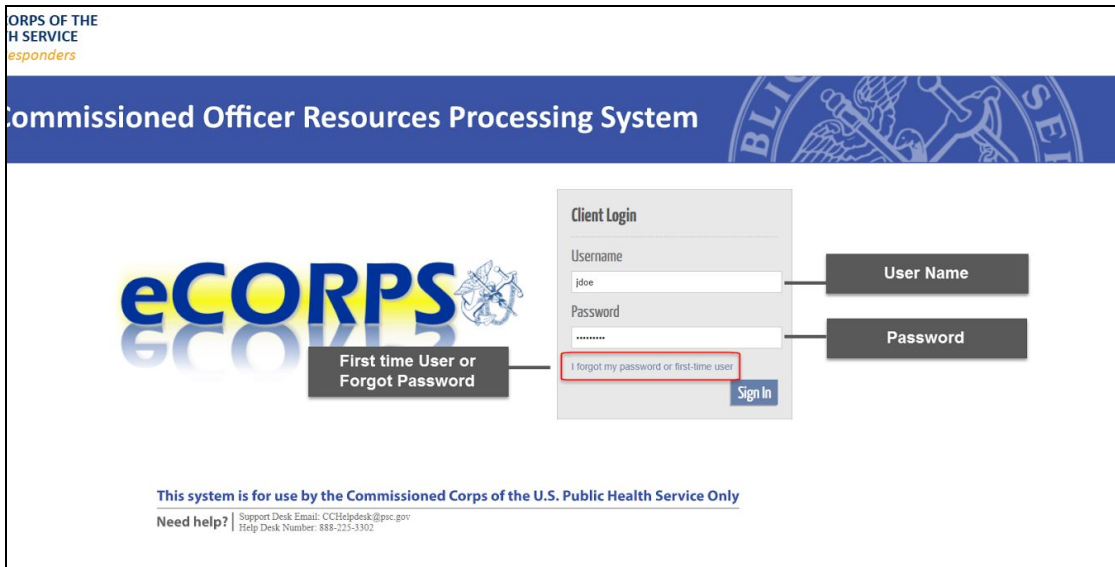
Overview

Login Screen

eCORPS can be accessed at <https://phsleave.lyceum.com>. Before logging into eCORPS, you must read and accept the Rules of Behavior.:



After clicking accept you will arrive at the following screen requesting your login credentials.



Username: For officers, usernames are posted on the Officer Secure Area (OSA) dashboard on the Commissioned Corps Management Information System (CCMIS) website. Commissioned Corps Agency Liaisons and civilian users should receive usernames by email. For more information on obtaining your eCORPS username and who to contact if you have trouble accessing eCORPS for the first time, visit the CCMIS the eCORPS website at https://dcp.psc.gov/ccmis/eCORPS_m.aspx.

Client ID: You will not have to enter your client ID every time. The Client ID for the Commissioned Corps of the U.S. Public Health Service (Corps) is 1003.

Password: If you have never logged-in to eCORPS, select the “I forgot my password, or first time user” link. If the information you provide on the next screen matches what is in eCORPS you will be able to reset your password.

Later, if you forget your password, select “I forgot my password or first time user” again to reset your password. For security reasons, passwords must be updated every 90 days.

Forgot Password | First Time User: This link is for first time users to acquire a password, or for users who forgot their passwords and need to create a new one.

First Time User | I Forgot My Password

If you are a First Time User or you forgot your password* eCORPS provides a secure means to reset your password. To utilize this feature, first click on the following link.



Officer Resources Processing System

eCORPS

Click to Initiate

Client Login

Username
jdoe

Password

I forgot my password or first-time user

Sign In

is for use by the Commissioned Corps of the U.S. Public Health Service Only

Support Desk Email: CCHelpdesk@psc.gov
Help Desk Number: 888-225-3302

Clicking “I forgot my password or first-time user” will change the login screen to the image below. The information requested must be entered correctly to proceed with obtaining or recovering a password.



Complete Form to Reset Password

Username
MKNIGHT01

Client ID
1003

Email Address
mknight@bop.gov

Type the two security words below


Cafe CHUB

Try another image

I forgot my username

Submit

This system is for use by the Commissioned Corps of the U.S.

Need help? | Support Desk Email: CCHelpdesk@psc.gov
Help Desk Number: 888-225-3302

1. Username

Officer Usernames are available on the Officer Secure Area (OSA) dashboard. Civilian employees and Commissioned Corps Agency Liaisons should check the eCORPS website for updates on obtaining usernames at: https://dcp.psc.gov/ccmis/eCORPS_m.aspx .

2. ClientID

The Corps clientID is 1003.

3. Email Address

The email address on record should be the email displayed on your Officer Secure Area (OSA) dashboard. Civilian employees should check the eCORPS website for information on confirming the email address on record at:

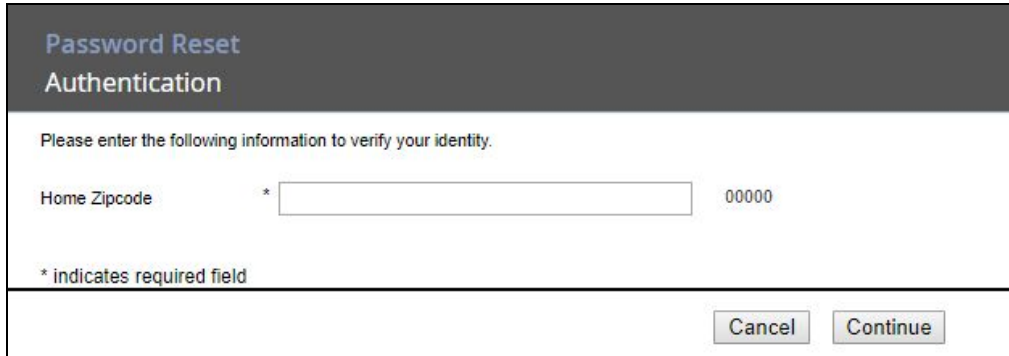
https://dcp.psc.gov/ccmis/eCORPS_m.aspx

4. Security Words

This mechanism is aimed at preventing automated attempts to login from unauthorized parties. Simply type in the words displayed in an image. If the image is difficult to read, click on “Try another” image to change the image, and try again.

* Liaison may also reset officer user passwords for their respective agencies. Administrators may reset the passwords for Liaison and for each other.

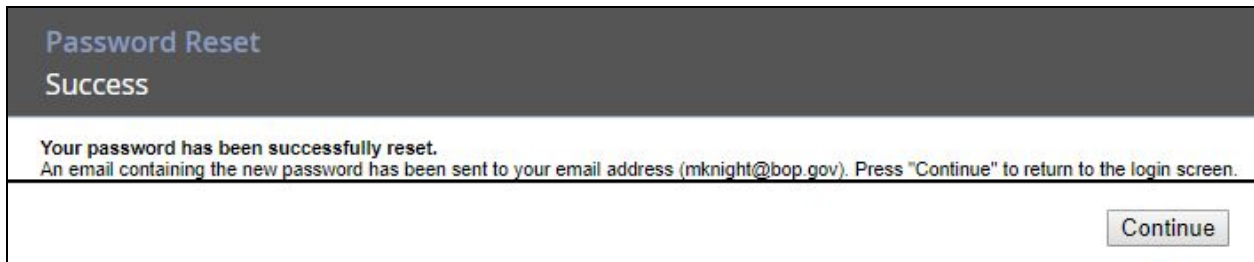
After entering the information above, correctly. You will be prompted to enter the zip code of your registered address:



The screenshot shows a web form titled "Password Reset Authentication". Below the title, it says "Please enter the following information to verify your identity." There is a label "Home Zipcode" followed by an asterisk and a text input field. To the right of the input field is the text "00000". Below the input field, it says "* indicates required field". At the bottom right of the form are two buttons: "Cancel" and "Continue".

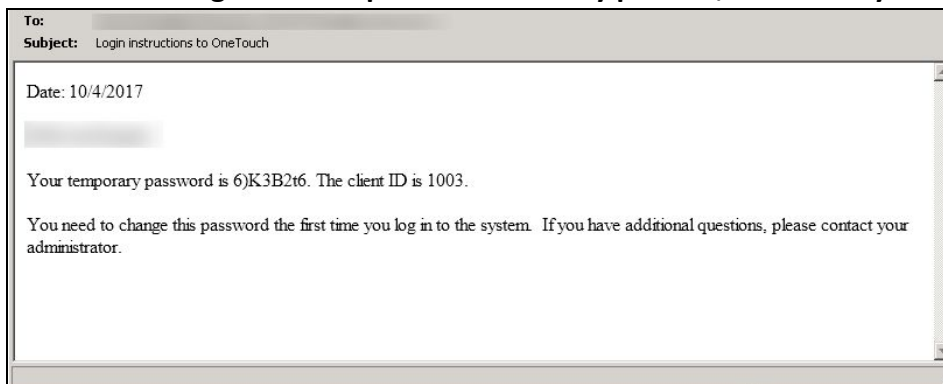
If the information is incorrect, the process must be restarted and the correct home address zip code must be entered. If unsure, contact the Commissioned Corps Helpdesk at: CCHelpDesk@hhs.gov to verify this information.

If successful, click next and you will receive confirmation that a temporary password was sent to the primary email on record:



The screenshot shows a web form titled "Password Reset Success". Below the title, it says "Your password has been successfully reset. An email containing the new password has been sent to your email address (mknight@bop.gov). Press "Continue" to return to the login screen." At the bottom right of the form is a "Continue" button.

Click continue again to complete the recovery process, and check your email inbox.



The screenshot shows an email message. The "To:" field is empty. The "Subject:" field contains "Login instructions to OneTouch". The "Date:" field contains "10/4/2017". The body of the email contains the following text: "Your temporary password is 6)K3B2t6. The client ID is 1003. You need to change this password the first time you log in to the system. If you have additional questions, please contact your administrator."

With the temporary password from the received email in hand, return to the login screen, and enter the username along with the temporary password provided by email.

Client Login

Username
Your Username

Password
.....

[I forgot my password or first-time user](#)

Sign In

Temporary Password Provided by Email

You will be prompted to enter a new password.

You need to update your password. Please enter a password which conforms to the password rules provided by your administrator.

New Password **User must enter a new password that complies with the below minimum requirements ***

New Password Confirm **User must enter a new password that complies with the below minimum requirements ***

Minimum Password Requirements:*

- * Minimum length - 8 characters
- * Must contain one number and one letter
- * Must contain one uppercase and one lowercase letter
- * May not reuse previous three (3) passwords
- * Some companies may impose their own password requirements

Change Password

If the new password conforms with the minimum requirements, access to the system is granted. If the password doesn't conform with the requirements, an error message will display with information about the problem and a prompt to try again.

Elements of the User Interface

The elements on the graphic user interface of eCORPS are designed to help users navigate through their information efficiently. These elements are as follows:

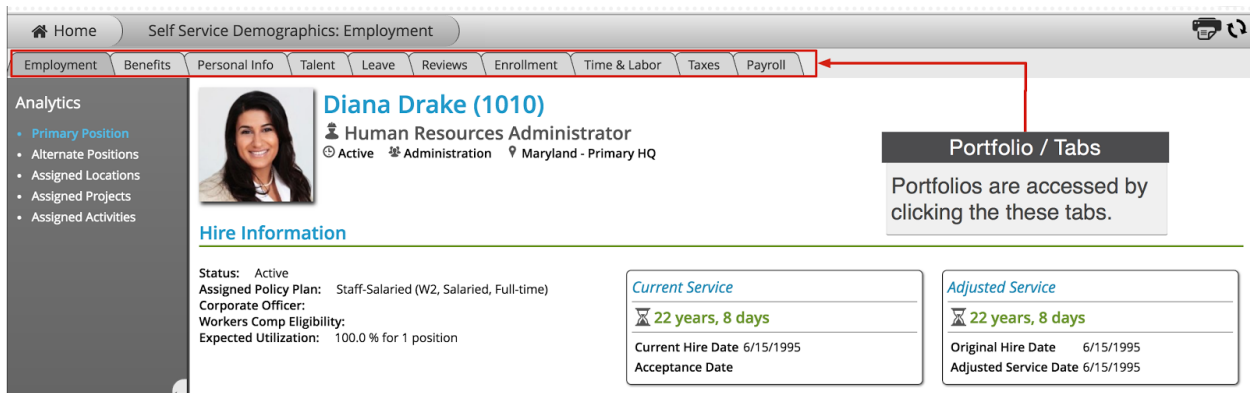
Drawers / Home Screen Buttons



The buttons in the Home Screen contain information about users or the company which are functionally grouped together. For example, My Profile will contain portfolios (tabs) and data related the user’s self-service profile, from payment information, tax, personal information and demographic data.

Portfolios / Tabs

Clicking most buttons on the Home Screen will take the user to a new screen that may look like the example below. The Portfolios are navigated by clicking on the tabs highlighted. In some cases, there may not be any tabs if the section only has a single portfolio. Examples are because the Home Screen button (Drawer) led to a single Portfolio, or most of the cases when drilling down on ‘drillable’ information.



Analytics

Analytics are the ‘dashboard’-like areas that take most of the screen when in a portfolio.

Analytics
Most of a portfolio's data is contained in the analytic.

Most of a portfolio's data is contained within the analytic, which is the larger space to the right of the screen often over a white background. This area contains units of grouped information called Gadgets.

If there is more than one analytic within the selected portfolio, there will be a list to the left of the screen.

Gadgets

Data within an analytic is often grouped in clusters called Gadgets. These gadgets are often closely related, such as Hire Information, or Primary Position Information. They often have a header, but not necessarily always. Sometimes gadgets can be a single item under a header, but usually, a gadget is everything within a section with a header.



'Gadgets' is a term used to describe units of information that are tightly related. Think of it as "buckets" of data. Another reason to group these elements of data into a unit is how eCORPS allows for the modification of this data.

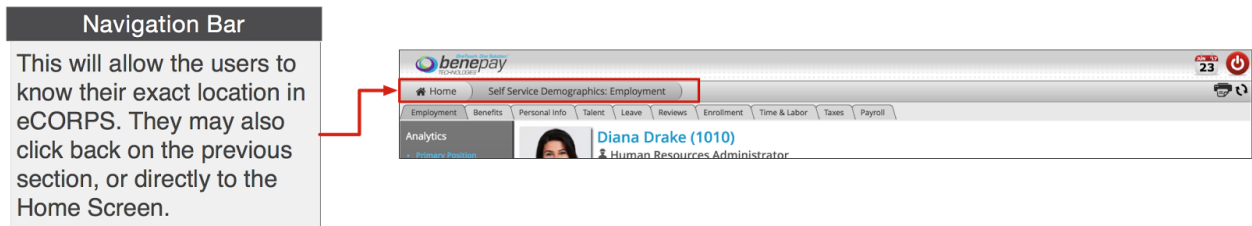
These buckets of data, or gadgets may or may not be editable by the user viewing them. For example, although users are able to view their Hire Information on their self-service account, they will not be able to make any changes to it. However, an *admin user* can make changes.

When in edit mode, editable gadgets will be marked by a yellow overlay. Clicking on these "editable gadgets" will allow the user to modify the content in place, or initiate an "experience." More on that in the sections below.

Navigation Bar

The Navigation Bar is always at the top of the screen in eCORPS. This bar lets the user know where in eCORPS you are, such as Home -> Human Resource: Workforce -> (Name of user): (Portfolio).

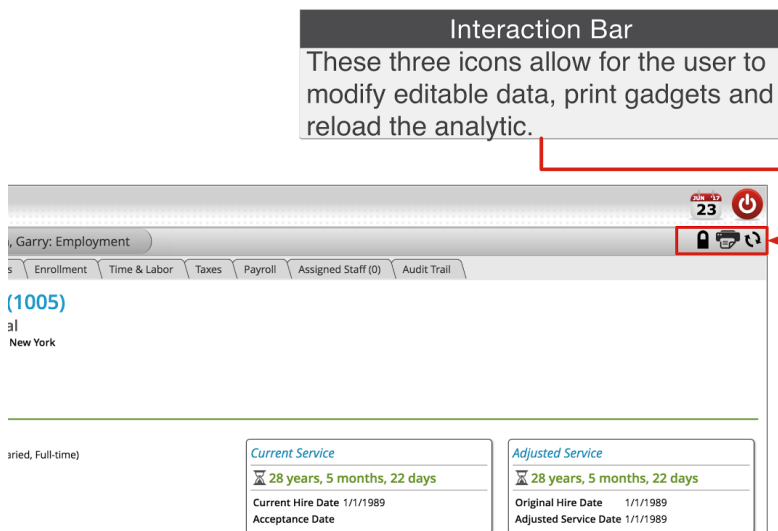
As the user drills down into sections, the new section will be displayed last in this path or Navigation Bar.



The HOME tab is always on the far left. You can return to the Home Screen, or any of the screens visited, by selecting the corresponding tab.


Interaction Bar

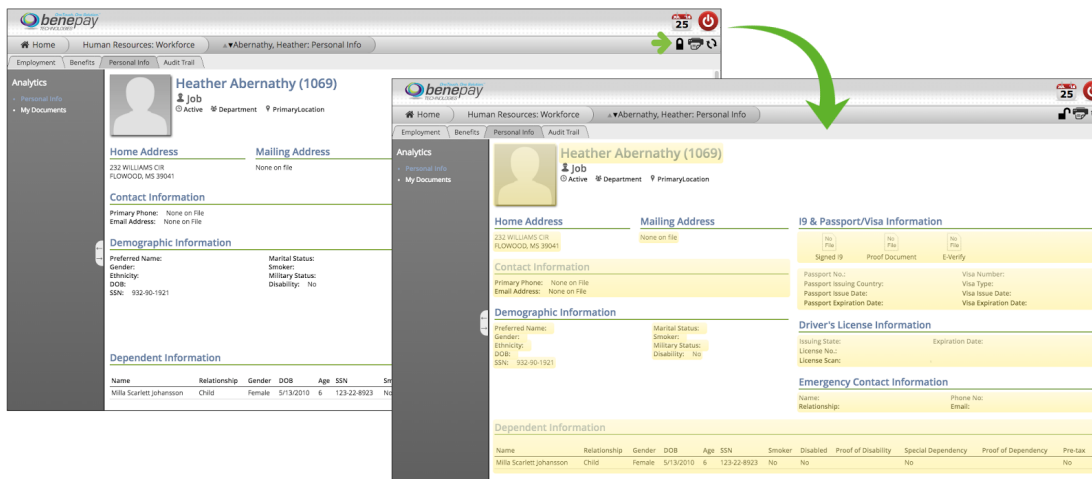
Now that you understand what most elements of the Graphic User Interface are, let's view how to interact with them.




The interaction bar has 3 icons:

 The lock icon.

When the user can modify information, this icon will display. Clicking on it will unlock () the data and enable a yellow overlay (“glass”) on those gadgets that can be edited. You can only update information and send leave requests when you click on the lock icon and it displays as unlocked.



The  icon will be available only when there is information that can be modified. This will depend on factors such as user authority and the type of information. Some information may be edited in some gadgets but not in others. As an example, the personal profile gadget may be edited in the Personal Info portfolio analytic, but not anywhere else.



 The Print icon.

This will allow the user to print specific gadgets or sections of the analytic.


 The Refresh icon.

Clicking on the refresh icon will refresh the analytic. This is useful when the user is expecting a change to happen in the data contained in the analytic. For example, the user might be waiting for a background process to finish before information is reflected in the analytic. Clicking refresh will display that change once it is finished.

Global Bar

This section is comprised of 2 icons. One of them is a calendar  and the other one is the Logout button .

 This icon is only for payroll and Commissioned Corps Headquarters (CCHQ) administrative use.

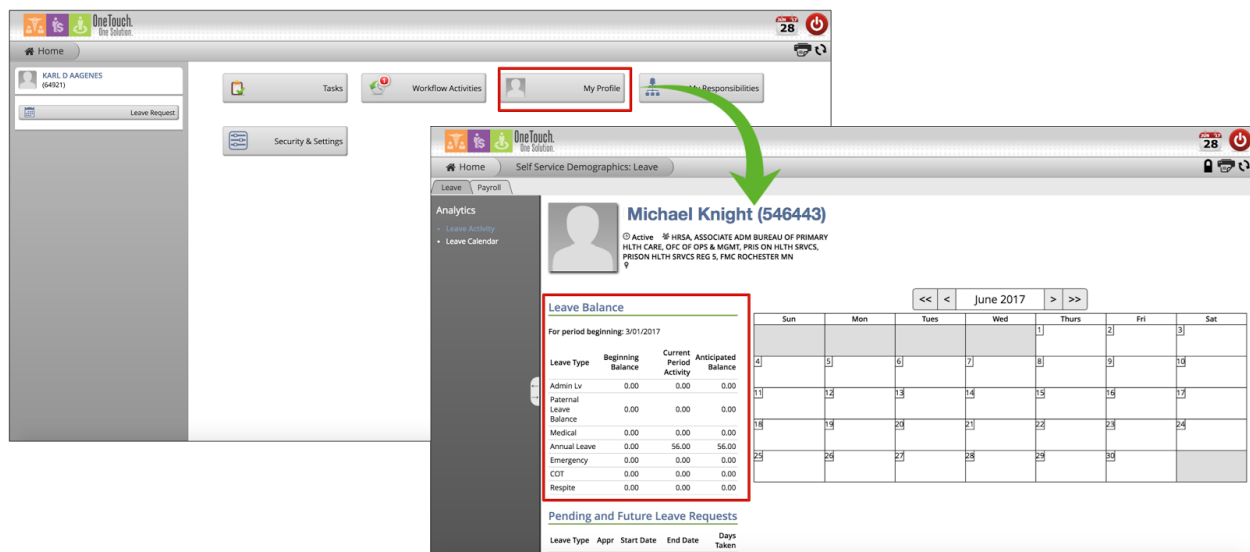
 This icon logs the user out of the system. Part of the security of eCORPS is to automatically log-out the user after several minutes of idle time. However, if the user needs to manually log out immediately, he or she can click on this icon to make it so.

Workflow Engine

Transactions in eCORPS, such as leave requests and approvals, are implemented as a workflow transaction between users, such as requesters and their approvers. This allows for task distribution efficiently, while keeping track of responsible parties, due dates, and completion.

Review Existing Leave Balance

Clicking the *My Profile* button will take the user to their *Leave 'Portfolio'* where they will be able to review their leave information.



The screenshot shows the eCORPS interface. In the top navigation bar, the 'My Profile' button is highlighted with a red box. A green arrow points from this button to the 'Leave Balance' section of the user's profile page. The profile page shows the user's name, Michael Knight (546443), and a table of leave balances for the period beginning 3/01/2017.

Leave Type	Beginning Balance	Current Period Activity	Anticipated Balance
Admin Lv	0.00	0.00	0.00
Paternal Leave	0.00	0.00	0.00
Balance			
Medical	0.00	0.00	0.00
Annual Leave	0.00	56.00	56.00
Emergency	0.00	0.00	0.00
COT	0.00	0.00	0.00
Respite	0.00	0.00	0.00

Below the table, there is a section for 'Pending and Future Leave Requests' with columns for Leave Type, Appr, Start Date, End Date, and Days Taken.

Leave Balance			
Leave Type	Beginning Balance	Current Period Activity	Anticipated Balance
Sick	Usage since 1/1/2017 is		0 Days
Maternal	Usage since 1/1/2017 is		0 Days
Paternal	Usage since 1/1/2017 is		0 Days
Station	Usage since 1/1/2017 is		0 Days
Administrative	Usage since 1/1/2017 is		0 Days
Emergency	Usage since 1/1/2017 is		0 Days
Permissive	Usage since 1/1/2017 is		0 Days
Respite	Usage since 1/1/2017 is		0 Days
COT	Usage since 1/1/2017 is		0 Days

1. Leave Balance

The *Leave Balance Gadget* will provide valuable information about the status of the user’s leave balance. This table is comprised of 4 columns of information:

2. Leave Type

Current Leave Types available are:

- a. Administrative
- b. Annual
- c. COT (Consecutive Overseas Tour)
- d. Emergency
- e. Maternity
- f. Paternal
- g. Permissive
- h. Respite
- i. Sick
- j. Station

3. Beginning Balance

The beginning balance is the unused leave balance carried over from the previous year.

4. Current Period Activity

These are changes in the balance for the current period. These are any accrual, forfeiture, or leave approved and taken during the current period.

5. Anticipated Leave Balance

This number reflects the calculation of the beginning balance subtracting any current period activity. This balance includes pending requests for the current period, days accrued and days forfeited).

Clicking on a Leave Type in the *Leave Balance* gadget will provide the user with a more detailed page about that specific leave type, including the beginning balance, adjustments, accrued, taken, forfeited amount, and the ending balance as seen below.

The screenshot shows the 'Administrative' section of the eCORPS interface. At the top, there are navigation tabs for 'Home', 'Self Service Demographics: Leave', and 'Administrative'. Below the tabs, the word 'Administrative' is displayed in a large font. Underneath, there is a table with the following columns: 'Period Beginning', 'Beginning Balance', 'Adjustments', 'Accrued', 'Taken', 'Forfeiture', and 'Ending Balance'. The table is currently empty, and the text 'No items to show' is centered below the table.

Pending and Future Leave Requests / Leave Activity

The screenshot shows the 'Pending and Future Leave Requests' section of the eCORPS interface. On the left, there is a sidebar with 'Analytics' and 'Leave Calendar'. The main content area is titled 'For period beginning: 3/01/2017'. It features a table with columns: 'Leave Type', 'Beginning Balance', 'Current Period Activity', and 'Anticipated Balance'. Below this table is a calendar grid showing days from 4 to 31. A red box highlights a table titled 'Pending and Future Leave Requests' with the following data:

Leave Type	Appr	Start Date	End Date	Days Taken
Annual Leave		03/13/2017	03/13/2017	1
Annual Leave		03/10/2017	03/10/2017	1
Annual Leave		03/07/2017	03/07/2017	1

Below this table is another table titled 'Leave Activity' with columns: 'Leave Type', 'Start Date', 'End Date', and 'Units'. This table is currently empty, and the text 'No items to show' is centered below it.

This section will provide a list of future and past *Leave* activity. The *Pending and Future Leave Requests* reflects the *Leave Type, approval, Start Date, End Date and Days Taken* that are still pending, or scheduled for a future Date.

Expanding the *Pending and Future Leave Request* gadget will show additional information about that specific request, such as emergency contact information.

The screenshot shows the expanded view of the 'Pending and Future Leave Requests' table. A red box highlights the details for an Annual Leave request. The table has the following columns: 'Leave Type', 'Appr', 'Start Date', 'End Date', and 'Days Requested'. The data row is:

Leave Type	Appr	Start Date	End Date	Days Requested
Annual		10/02/2017	10/04/2017	3

Below the table, the following details are displayed:

Address j bethesda, md 20814 US
Phone 4

Another row in the table shows an Annual Leave request from 09/21/2017 to 09/21/2017 for 1 day.

Leave Activity

Displays a historical list of all the leave approved and already taken by the user during the monthly pay and leave period.

Leave Type	Approval	Start Date	End Date	Days Planned	Days Approved	Days Taken	Confirmed
Annual		10/16/2018	10/16/2018	1.00	1.00		No
Annual		10/16/2017	10/21/2017	6.00	4.00	4.00	No
Annual		10/12/2017	10/12/2017	1.00	1.00	1.00	No

- **Leave Type**
These are the Leave types available.
- **Approval**
A viewable PDF leave form. This form provides details about the leave request and its approval.


United States Public Health Service
Proof of Leave Approval

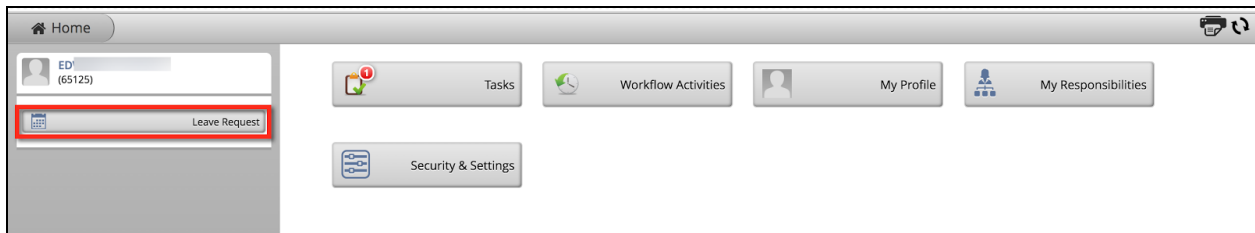
1. LEAVE REQUESTOR INFORMATION				
Name	Employee ID	Email		
John Doe	12345	jdoe@phs.com		
Work Location (name and work address)				
123 Ashwood Rd. APT 560				
Saint Paul MN 00123				
Destination Location				
777 Paradise Rd.				
Paradise	CA	00923	Phone No.	555-658-6565
Leave Requestor Remarks				
A remark as an explanation to my leave request.				
2. LEAVE APPROVER INFORMATION				
Leave Request Status	Name	Date		
APPROVED				
3. LEAVE REQUESTED				
Leave Type	Start Date	End Date	Unit Type	Amount


- **Start Date**
Leave Start Date.
- **End Date**
Leave End Date.
- **Days Planned**
These are the day/units originally requested by the officer.
- **Days Taken**
These are the days/units approved for the office, by the Leave Approver.
- **Confirmed**
This column specifies how many days/units from this request have been confirmed via the confirmation process. The confirmation process is initiated by the leave administrator with the purpose of confirming that a leave that was requested, and approved was in fact taken the by the officer.

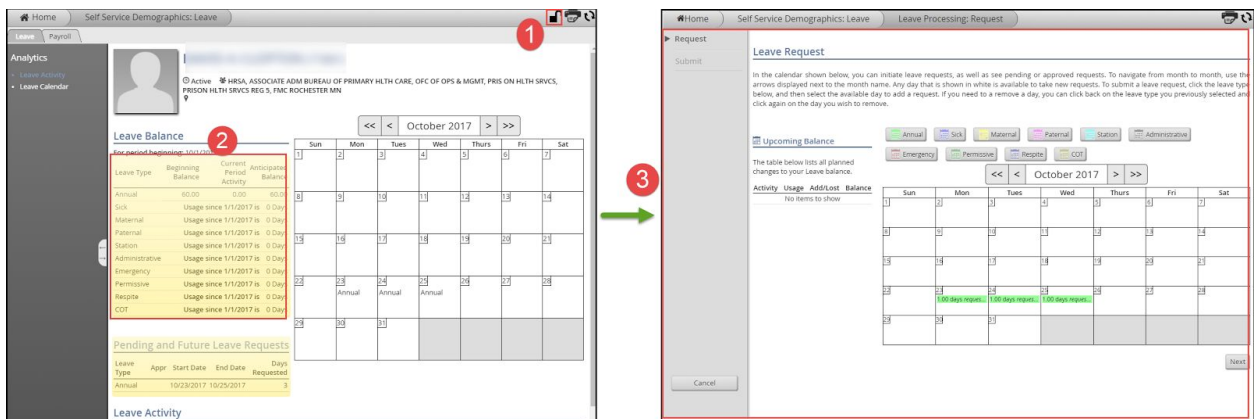
Requesting Leave

Initiating the Request

Clicking on the  **Leave Request** button to the left of the user home screen, is a quick shortcut for the user to quickly request Leave.



Another way to request leave is on the *Leave Portfolio* (described in the section above). When the user unlocks the *Analytic* within the *Leave Portfolio* by clicking the  icon, then clicking over the yellow overlay (glass) over the Leave Balance.



Leave Request Experience

The Leave Request Experience, is a simple 2-step process that allows the user to quickly select the type of leave from the following *buttoned list* [1]:



and then click on the day they would like the leave to be applied to by clicking on the desired day in the calendar [3].

Upcoming Balance

The table below lists all planned changes to your Leave balance.

Activity	Usage	Add/Lost	Balance
No items to show			

Calendar: October 2017

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 1.00 days requested	24 1.00 days requested	25 1.00 days requested	26	27	28
29	30	31				

To the left of the calendar the user will have a list of the *Upcoming Balance* to the Leave Balance. This will allow her to keep track of future changes while scheduling new Leave.

A typical Leave Request would be as simple as:

Clicking the Leave Type Button. The pointer will become a Plus sign, then click on the day and done!

Clicking **Next** after having selected the *Leave Type* and days requested, will take the user to the following screen:

Home Self Service Demographics: Leave Leave Processing: Confirm Request

Request
Submit

Request Submission

Following is a summary of leave requests. Following is a summary of leave requests. Following is a summary of leave requests. Following is a summary of leave requests. Following is a summary of leave requests. Following is a summary of leave requests. Following is a summary of leave requests. Following is a summary of leave requests.

Summary of Requested Leave

Following is a summary of leave requests

Jun 2017

Monday Jun 5th *Paternal Leave Balance*: 1 days
Tuesday Jun 6th *COT*: 1 days

Relevant Information

*Phone No: 555-234-2342
*Address: 1234 Ashwood Rd
*City: Saint Paul
*State: Minnesota
*Zip Code: 55125

Remarks: The following is the information and address where I can be located at during my leave.

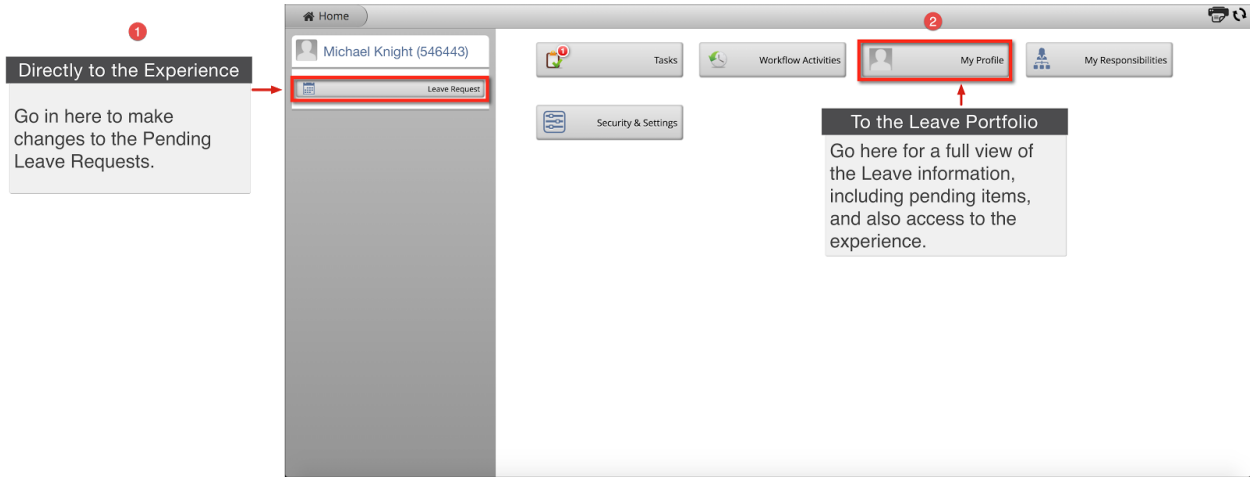
*Mandatory fields

Cancel Submit Request


The *Summary of Requested Leave* will provide a summary of the Leave requested. The *Relevant Information* will provide fields for emergency contact information where the Leave Requestor will be staying during his or her leave. This also includes remarks specific to this leave request.

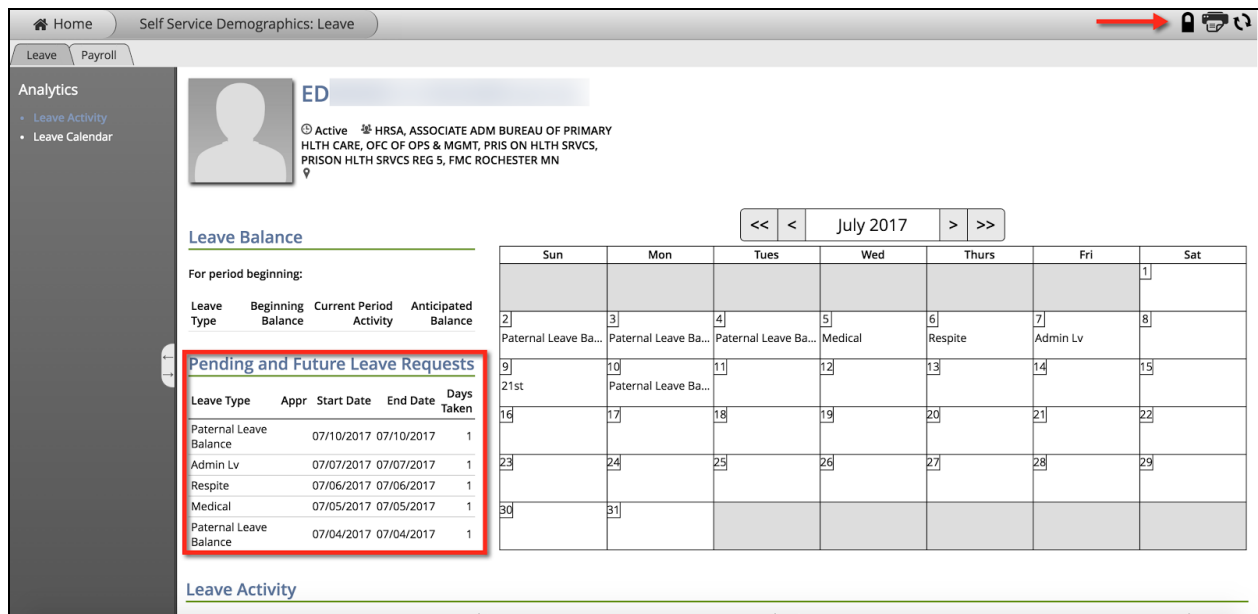
Changing a Pending Leave Request

It is possible for the user to change a *Leave Request* that is being processed and has a pending status. In order to do so the user must access the *Leave Portfolio* in *My Profile* [2] or access the *Leave Experience* directly [1] via the shortcut on the left.



My Profile Route

This route will take the user to the *Leave Portfolio* for a full overview of both leave taken and leave pending. Clicking the  icon will allow the user to modify the contact information for the leave, or jump to the *Leave Experience* to make modification on either the type of leave or days taken.



Click on the *Pending and Future Leave Request* right after unlocking the analytic (🔒) to view the contact information for leave in pending request:

Self-Service Demographics: Leave

HLTH CARE, OFC OF OPS & MGMT, PRIS ON HLTH SRVCS,
PRISON HLTH SRVCS REG 5, FMC ROCHESTER MN

July 2017

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2 Paternal Leave Ba...	3 Paternal Leave Ba...	4 Paternal Leave Ba...	5 Medical	6 Respite	7 Admin Lv	8
9 21st	10 Paternal Leave Ba...	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Leave Type	Appr	Start Date	End Date	Days Taken
Paternal Leave Balance		07/10/2017	07/10/2017	1
Admin Lv		07/07/2017	07/07/2017	1
Respite		07/06/2017	07/06/2017	1
Medical		07/05/2017	07/05/2017	1
Paternal Leave Balance		07/04/2017	07/04/2017	1

Leave Activity

Leave Type Start Date End Date Units

No items to show

The pencil icon will allow for the user to change the contact information of the leave.

Pending and Future Leave Requests

Leave Type	Appr	Start Date	End Date	Days Taken
Paternal Leave Balance		07/10/2017	07/10/2017	1
Admin Lv		07/07/2017	07/07/2017	1
Respite		07/06/2017	07/06/2017	1
Medical		07/05/2017	07/05/2017	1
Paternal Leave Balance		07/04/2017	07/04/2017	1

Phone: 555-232-5534

Address: 123 Ashwood Rd

City: Saint Paul

State: Minnesota

Zip: 55125

Remarks: This is the place I will be staying during my leave.

Next Cancel

Or instead, click on the *Leave Balance* gadget above to enter the experience and make changes directly to the type and days requested.

Leave Balance

For period beginning:

Leave Type	Beginning Balance	Current Period Activity	Anticipated Balance
Paternal Leave Balance	07/10/2017	07/10/2017	1
Admin Lv	07/07/2017	07/07/2017	1
Respite	07/06/2017	07/06/2017	1
Medical	07/05/2017	07/05/2017	1

Pending and Future Leave Requests

Leave Type	Appr	Start Date	End Date	Days Taken
Paternal Leave Balance		07/10/2017	07/10/2017	1
Admin Lv		07/07/2017	07/07/2017	1
Respite		07/06/2017	07/06/2017	1
Medical		07/05/2017	07/05/2017	1

Click the Leave Balance Gadget to enter the *Leave Request* experience (below) which will allow you to “reselect” a type:



And then **X** out a pending leave or add a new day for that specific leave.

eCORPS OCT 17 16

Home Self Service Demographics: Leave Leave Processing: Request

Request

Submit

Leave Request

In the calendar shown below, you can initiate leave requests, as well as see pending or approved requests. To navigate from month to month, use the arrows displayed next to the month name. Any day that is shown in white is available to take new requests. To submit a leave request, click the leave type below, and then select the available day to add a request. If you need to remove a day, you can click back on the leave type you previously selected and click again on the day you wish to remove.

Upcoming Balance

The table below lists all planned changes to your Sick balance.

Activity	Usage
10/17/2017	1.00
10/18/2017	1.00

Annual Sick Maternal Paternal Station Administrative Emergency Permissive Respite COT

<< < October 2017 > >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 1.00 days requested	18 1.00 days requested	19	20	21
22	23 1.00 days requested	24 1.00 days requested	25 1.00 days requested	26	27	28
29	30	31				

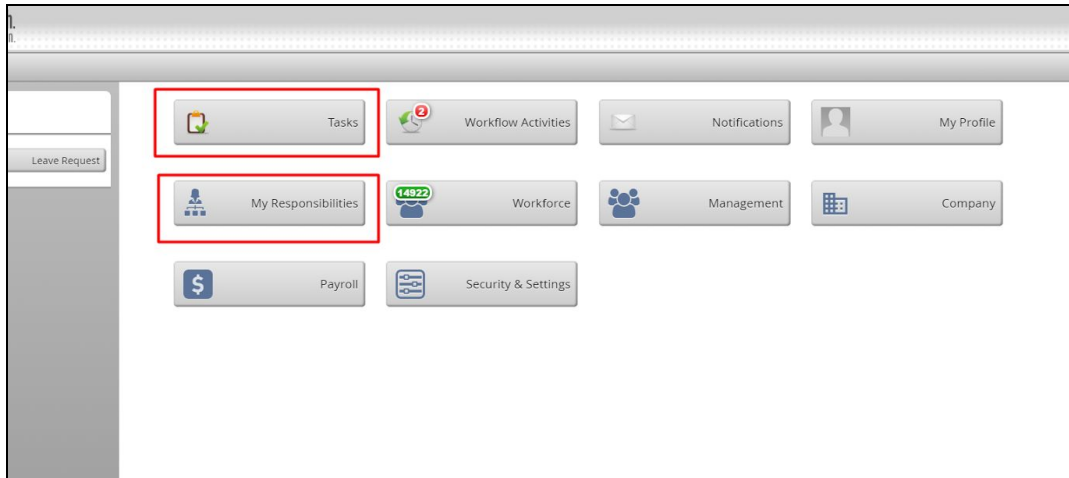
Next

Cancel

Once satisfied with the changes, the user will then proceed to finalize the request just like the first time the leave was requested, and await for approval.

Correcting a Rejected Leave Request

If an individual has submitted a leave request, the approver will see the request in both “Tasks” and “My Responsibilities.”



In “My Responsibilities,” the requests will appear as Leave Approval Subjects and will be listed here.



In “Tasks,” the requests appear here.



The approver has the ability to either approve or reject the submitted request.

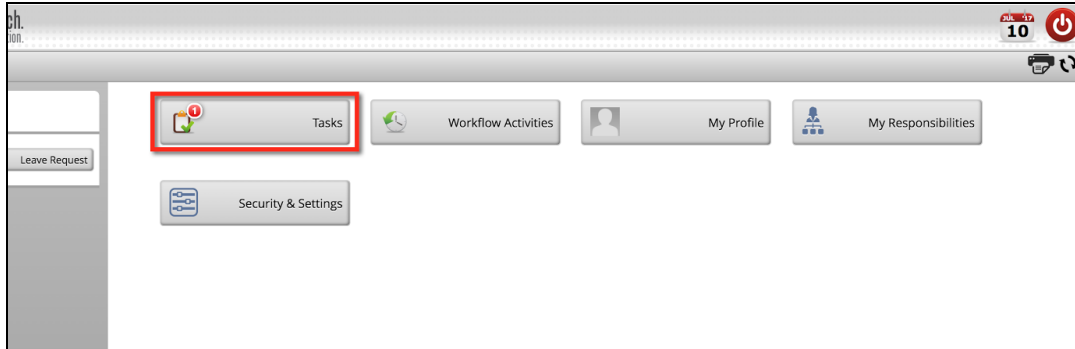
If a request was rejected, the request will go back to the individual so that they may make any necessary changes. The rejected request workflow will appear in the subject’s “Tasks.”



After modifying your request, the leave must be re-submitted to the approver (as with the original request). The approver must then re-approve the re-submitted request.

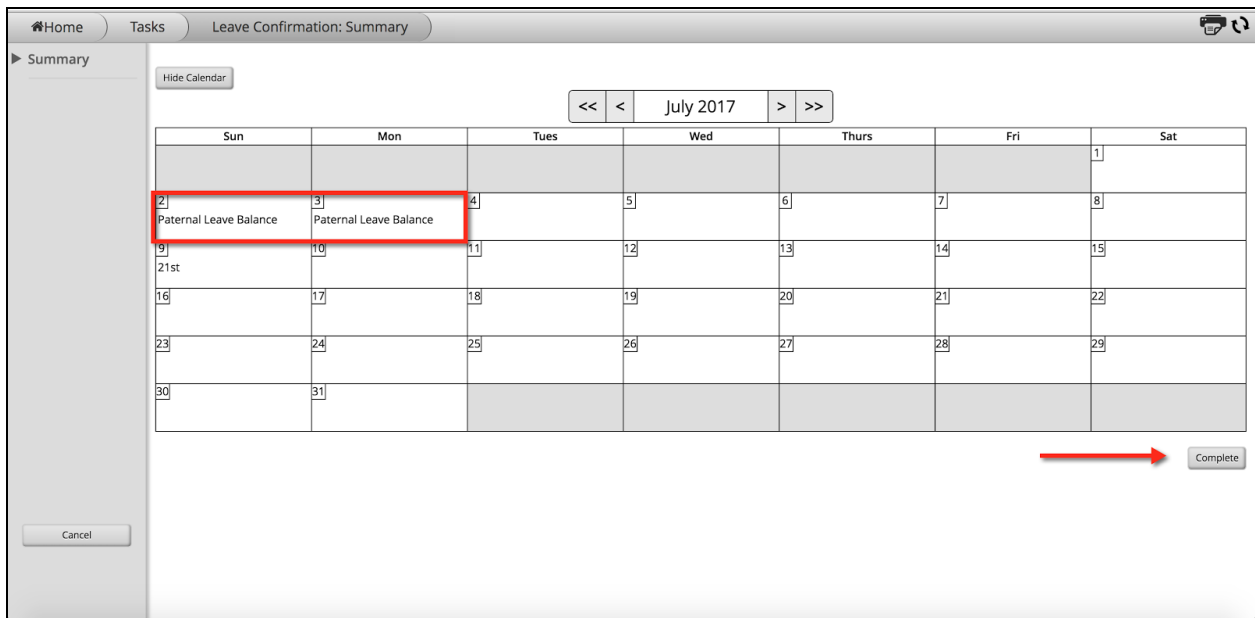
Confirming Leave Requested

A nightly background scan will check approved leave for which the requested and approved dates are in the past. The leave confirmation scan will then generate tasks that are assigned to leave requesters to confirm that the approved leave had been taken.



leave

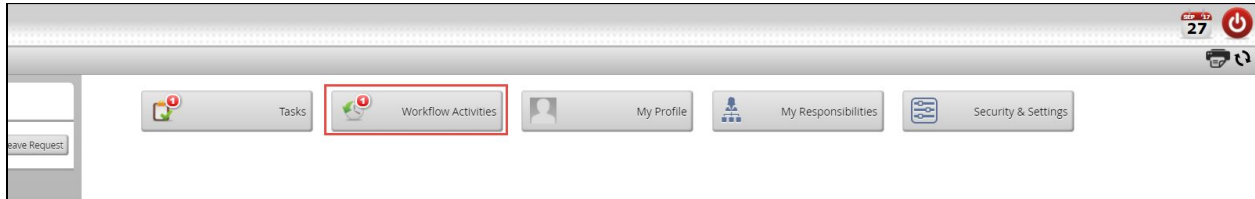
A separate leave confirmation task is generated for each approved leave request for which the leave period has passed.



The confirmation task will remain in the requestor’s task list until all days in the request have been confirmed. If there are any dates in the task that need modification the confirmation task will create a new request that is sent for approval. Any unconfirmed dates associated with that request will remain open until they have been confirmed.

Workflow Activities

After requesting leave, officers can keep track of the leave by going to their *Workflow Activities* button at their Homepage



There, officers can see a *record* of the leave request transaction that they just submitted. Clicking on the row will provide additional details, such as the Leave Approver.

Select	Locked	Actions	Type	Subject	Current Status	Date Initiated	Due Date
1	<input checked="" type="checkbox"/>		LeaveApprovalWorkflow		ApprovalTask	10/16/2017	10/22/2017

Remark
 ; Leave Request for: 10/23 Annual
 10/24 Annual
 10/25 Annual
 has been Initiated.

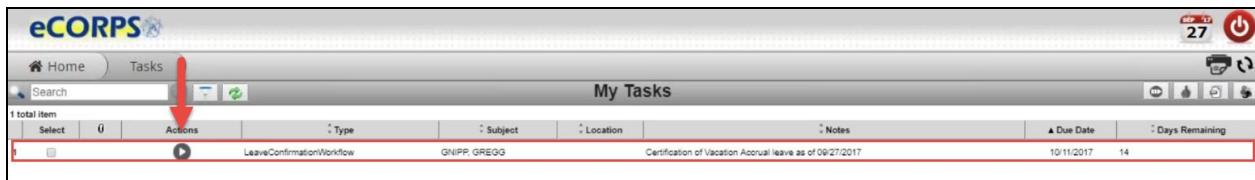
History
 Workflow Began on 10/16/2017
 Task "ApprovalTask" Given by 3 on 10/16/2017 at 11:32 AM

Current Pending Tasks
 Task "ApprovalTask" needs action from Background Process and is scheduled for automatic processing.

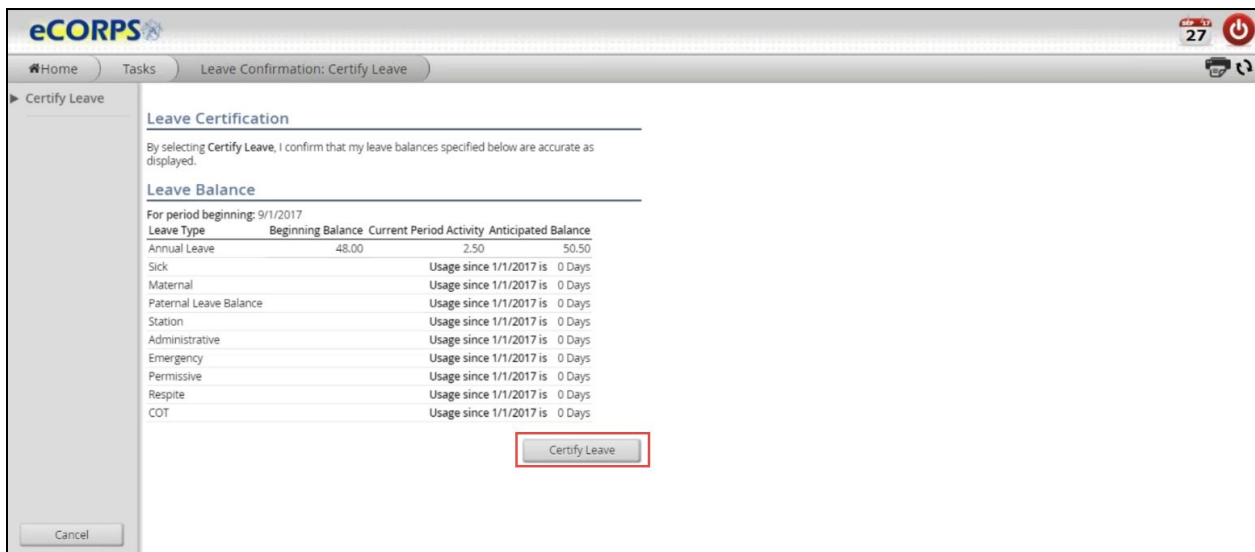
Leave Certification

Respond to a Leave Certification Request

Officers are required to certify their leave balance annually. this usually happens at the end of the leave year. The user will receive a task to complete the certification.



A list of the leave balance and leave taken will be displayed on the next screen. Review the list, and if satisfied that the request leave is correct, then click on Certify Leave.



Glossary

Analytic list: Found on the left-hand side of a portfolio when more than one analytic is contained there.

Analytics: The dashboard-like areas that take most of the screen when in a portfolio; usually a large space over a white background where most of a portfolio's data is contained.

Anticipated leave balance: The calculation that reflects the beginning balance minus any current period activity (including pending requests).

Beginning balance: The leave balance at the beginning of the period (these cycles are month to month).

Client ID: A unique set of numbers specific to your organization to identify it within our system.

Current period activity: Changes in the balance for the current period; any accrual, forfeiture, or leave taken that has been approved in the current period.

Drawers: The rectangular buttons you see on the Home Page containing information about users or the company which are functionally grouped together. Examples: Tasks, Notifications, Workflow Activities

Gadget(s): Data within an analytic that is grouped in clusters and closely related. Examples: Hire Information, Primary Position Information

Glass: The yellow overlay that appears over modifiable data.

Global bar: A two-icon section comprised of a calendar and a logout action button.

Interaction bar: A three-icon bar located in the upper right corner of the screen that allows the user to modify editable data, print gadgets, or reload the analytic.

Leave balance gadget: Provides information about the status of the user's leave balance

Leave certification: An action capturing an officer or leave requestor's agreement to a period of leave taken.

Leave type: Types of available leave. Examples: Admin leave, Annual leave, Maternity leave

Navigation bar: Found at the top of the screen in the eCORP system; displays to the user their exact location in the system. Example: Home → Human Resource: Workforce → (Name of user): (Portfolio)

Officer Secure Area (OSA): A section of the dashboard only accessible to officers; civilian employees prohibited

Portfolio: A tab or tabs within a drawer that contain related data. Example: My Profile: Payment Information, Personal Information, Demographic data

Read-only gadget: A gadget that is not modifiable, depending on the authority of the user.

Rules of Behavior: An outline of acceptable terms and consenting conditions in order to access the portal.

Transaction: An action that relates to a real work event. Examples: leave requests, leave approvals