OBTAIN ACCESS AND PERMISSIONS AS DESIGNATED CLA

- Obtain LOD from Command >Obtain a SAAR Request by clicking the New Users (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Home page (ensure CLA is selected) > Deliver LOD to PSD > Access e-Leave when e-mail confirmation from NAM is received.

NAVIGATE E-LEAVE

- Use hyperlinks on the e-Leave Administration Home Page to navigate within the system.
- Use the lookup icon to select specific search criteria when available, if needed.

SET INITIAL E-LEAVE LEAVE CONTROL NUMBER (LCN)

- Click Dept/Div/Duty Setup >Enter a UIC > Click Search >In the Alpha Prefix box, enter the Leave Control Alpha Prefix (Input Source Code) provided on the LOD and in the Leave Authorization Counter, enter 99999 > Click Save > Repeat process for additional UICs.

Note: PSD/CSD Area NAMS should not use LCN ALPHA prefix that start with MZ, SM, or TZ through ZZ.

CONFIGURE DEPT/DIV/DUTY SECTION FOR IDENTIFYING COMMAND HIERARCHY

- Coordinate with Career Counselors prior to making any changes to pre-established Command hierarchies.
- Click Dept/Div/Duty Setup >Enter a UIC > Click Search > Enter the ID and description for each Dept/Div/Duty Section within the UIC >Click +/- to add/delete Dept/Div/Duty Sections, as needed > Click Save > Repeat process for additional UICs.

Note: The delete (-) will only function if there are no members in the Dept/Div or Duty Section.

ASSIGN/EDIT PERSONNEL IN COMMAND HIERARCHY

There are two methods to assign/edit personnel in Command hierarchy: Mass and Single.

To use the mass function: Click **Dept/Div/Shop/Duty Mass Setup** >Enter a UIC > Click **Retrieve** >Enter New Values to Add > Click **Select All** or individually select members > Click **Save** >Repeat process for additional UICs.

To use the single function: Click **Member Dept/Div/Duty Setup** >Enter a UIC > Click **Search** > Select individual personnel link > Enter correct values for Dept/Div/Duty Section > Click **Save**.

ASSIGN/EDIT APPROVER/REVIEWER PRIVILEGES

There is a minimum of 1 Approver and 1 Reviewer. There is a maximum of 5 Approvers and 10 Reviewers. CLA need to establish a procedure for documenting Command Officer's (COs) disapproval of e-Leave requests as only COs can disapprove leave.

- Click **Reviewer/Approver Mass Setup** >Enter in search criteria > Refine search, if needed using Dept/Div/Duty Section fields > Hit the Tab or Enter key > Click the checkbox in the Approver and Reviewer columns > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT CIVILIAN PROFILES

Civilians can be assigned either an Approver or Reviewer role. Civilians request Reviewer or Approver roles via New Users (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Home page. Civilian requests are routed to and approved by the CLA (CLA role is approved by the NAM). CLA must be created before attempting to create a civilian Reviewer or Approver.

- Click **Civilian Profile Mgmt Setup** >Enter in search criteria > Click **Search** > Assign/Edit Civilians as Reviewers/Approvers > Click **Select All** or individually check the checkbox next to appropriate personnel > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT APPROVERS/REVIEWERS/WATCH COORDINATIORS TO MULTIPLE SAILORS

Members who are authorized Self Check Out/Check In or are exempt from Duty cannot be set up using Member Profile Mass Setup and must be done individually.

- Click **Member Profile Mass Setup** >Enter in search criteria > Click **Search** > Select Reviewers/Approvers > Use **+/-** to add/delete Reviewers/Approvers and designate Watch Coordinator, as needed > Select a Primary Approver > Click **Select All** or individually check the checkbox next to appropriate personnel > Click **Save** > Repeat process for additional Dept/Div within each UICs.

ASSIGN/EDIT APPROVERS/REVIEWERS TO INDIVIDUAL SAILORS

- Click **Member Profile Setup** >Enter in search criteria > Click **Search** > From list, select an individual > In the Member Profile box, select, as appropriate, **Reviewer/Watch Coordinator, Approver, Authorized for Self-Check Out/Check IN, or Exempt from Duty** > Click **Save**.

SUBMIT E-LEAVE REQUESTS FOR MEMBERS

Unless directed, route e-Leave requests through established workflow. When submitting e-Leave Requests, guidance can be found regarding every type of leave available within the MILPERSMAN.

- Click **e-Leave Request** >Enter a UIC > Refine search, if needed, using EmpID, Name, Dept, Div fields > Click the appropriate Member > Complete the e-Leave Request Form > Click **Submit e-Leave Request** or **Save for Later** > Verify Reviewer/Approver workflow > Click **Submit e-Leave Request** > Click **No** to route for review approval unless directed to approve.

NOTE: Obtain status using e-Leave Inquiry>e-Leave Request(s) pending Recommendation/Approval.

APPROVE MEMBER'S E-LEAVE REQUEST

Only approve when directed.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Recommendation/Approval** > Click **View Details**.
- Enter Approver comments describing direction for approving the e-Leave request > Click **Approve.**

CANCEL MEMBER'S APPROVED E-LEAVE PRIOR TO CHECK OUT

A justification for canceling the e-Leave request is mandatory. Once an e-Leave is submitted, any changes require the submitted e-Leave request to be canceled and a new e-Leave request submitted.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check Out** > Click **View Details** > Complete the Reason for Cancellation of e-Leave Request field > Click **Cancel e-Leave Request** > Click **Yes** > View verification.

CHECK MEMBER OUT ON LEAVE

When Checking Out a member, be aware of the relationship between the Working Hours and the Check Out (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check Out** > Click **View Details** > Complete the Check Out box, entering "To" time in the "Local Time" block > Click **Check Out**.

EXTEND MEMBER'S LEAVE BETWEEN CHECK OUT AND CHECK IN

A justification for requesting an extension is mandatory.

- Click **e-Leave Extension Request** > Enter search criteria > Click **Search** > Click appropriate e-Leave request > Complete the e-Leave Extension Form, enter in new leave return date, time, and reason for extension > Click **Submit for Approval** > Click **No** unless directed to approve, otherwise, click **Submit for Approval** > View verification.

CHECK MEMBER IN FROM LEAVE

When Checking In, be aware of the relationship between the Working Hours and the Check In (From/To) Times as these are what calculate the actual number of days of leave charged.

- Click **e-Leave Inquiry** > Click **e-Leave Request(s) Pending Check In** > Click **View Details** > Click **Check In from Leave** > Complete the Check In box > Click **Check In** > View verification.

NOTE: Verify the number of days that will be charged (indicated at the bottom of the page) is correct prior to submitting.

GENERATE/VIEW E-LEAVE SYSTEM REPORTS

- Click **e-Leave Reports** > Click **Add a New Value** > Enter a Run Control ID > Click **Add** > Enter report criteria > Click **Save** > Click **Run** > Click **OK** > Click **Report Manager** > Click **Refresh**, as needed > Click **View** > Click the **PDF file** > Click **Open** or **Save** to see the report > Click **Home** to return to e-Leave Home Page.

GENERATE/VIEW E-LEAVE SYSTEM LOGS

- **e-Leave Inquiry Log:** Click **e-Leave Inquiry Log** > View e-Leave Inquiry Log > Click **View Trans(s)**, where appropriate.
- **e-Leave Report Log:** Click **e-Leave Report Log** > Click **Add a New Value** > Enter a Run Control ID > Click **Add** > Enter report criteria > Click **Save** > Click **Run** > Click **OK** > Click **Report Manager** > Click **Refresh**, as needed > Click **View** > Click the **PDF file** > Click **Open** or **Save** to see the report > Click **Home** to return to e-Leave Home Page.

CORRECT LEAVE TRANSACTIONS AFTER ERRONEOUSLY CHARGED

- Click **Manage e-Leave Transactions** > Enter search criteria > Click **Search** > Click appropriate leave transaction > Make changes to correct or cancel reported leave > Click **Save** > Click **OK** > Click **Home** to return to e-Leave Home Page.

NOTE: Do not submit correction on same day Sailor electronically checked in, wait 5 working days before taking any corrective action.