

# Requesting Leave through mySeattleU

The following instructions are for exempt employees who need to request leave time via [mySeattleU](#). The Colleague system allows you to report past leave time starting from the beginning of the new fiscal year (July 1st) and into the future.

1. Navigate to the employee homepage and select “**Leave**”
2. Click “**Request Leave**” on the right side of the page
3. Select the ‘**Leave Type**’ from the dropdown list.
4. Enter hours for the relevant dates
5. Enter comments if needed.
6. **Save**.
7. **Submit** for approval if ready. Once the request is submitted, the primary supervisor will receive an email notification for approval.

The screenshot shows the mySeattleU interface. The top navigation bar includes 'SEATTLE UNIVERSITY' and 'Employee Overview'. A warning banner indicates system maintenance. The main content area is titled 'Welcome to mySeattleU Employee!' and contains several menu items: 'Tax Information', 'Leave' (highlighted with a red box), 'Time History', 'Current Benefits', 'Earnings Statements', 'Leave Approval', and 'Benefits'. Below this is the 'Leave Request' form. The form shows 'Vacation 9/20/2021 - 9/24/2021'. The 'Leave Type' dropdown is set to 'Vacation' (highlighted with a red box). The 'Start Date' is 9/20/2021 and the 'End Date' is 9/24/2021. A calendar view shows the following hours: SUN 19 (0), MON 20 (7.50), TUE 21 (7.50), WED 22 (7.50), THU 23 (7.50), and FRI 24 (7.50, highlighted with a blue box). The 'Save' and 'Submit' buttons are highlighted with a red box. The footer contains the copyright notice: '© 2000-2021 Ellucian Company L.P., and its affiliates. All rights reserved. Privacy'.

*Note: If you are not ready to submit, click ‘Save’ instead of ‘Submit.’ The saved leave request will display as ‘Draft’ in the Outstanding Leave Requests. You can delete the ‘Draft’ leave request if necessary.*

**Editing, Canceling or Deleting Requests after Submitting to Supervisor for Approval:**

1. You must notify your primary supervisor to reject the leave request.
2. Once your supervisor rejects the leave request, your SS Leave page displays 'Rejected.'
3. Select the specific date under 'the Date Range' or 'Rejected' to show detail.
4. To delete the request, the Leave Request *must* be in 'Draft' status.

Friday, Oct. 22, and Friday, Oct. 29.

[Request Leave](#)

Total Hours	Date Range	Approver	Status
37.50	<a href="#">1/3/2022 - 1/7/2022</a>	Leave, Director	Rejected
37.50	<a href="#">9/20/2021 - 9/24/2021</a>		Submitted

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(REJECTED LEAVE REQUEST)

To move the request from 'Rejected' into 'Draft,' click the start or end date and change it to any date. This action is performed to revert the hours to '0.' Save.

ent Account Center functionality will be unavailable from midnight to 2 a.m. PDT on Friday, Oct. 22, and Friday, Oct. 29.

Vacation 1/3/2022 - 1/6/2022 Rejected

Save

Leave Type: Vacation

Start Date (must be whole date): 1/3/2022    End Date: 1/6/2022

SUN	MON	TUE	WED	THU	FRI
2	3 0.00	4 0.00	5 0.00	6 0.00	7

(UPDATE HOURS TO REVERT TO "DRAFT")