

| SCEIS Central Edit a Leave Request Script |
|--|
| Edit a Leave Request |
| In this tutorial, you will learn how to edit a leave request in SCEIS Central. |
| You can edit a leave request that has been: <ul style="list-style-type: none"> • Sent, but not approved • Approved and posted successfully overnight |
| You cannot edit a leave request that is more than one month in the past, regardless of its status. After one month after the date of the leave, you will need to contact your Time Administrator if edits are needed. You cannot edit a leave request the same day your supervisor approved the request. You must wait until it is posted overnight. |
| To edit a leave request, from the SCEIS Central homepage, locate the Employee Self-Service section. |
| Then, click the My Leave Request tile. |
| You should now see the leave request screen. Click the Items tab. |
| It's easy to tell which leave requests you can edit. They will have a pencil or "Edit Request" icon. |
| Find the leave request you would like to edit. Click the Edit Request icon. |
| Edit the Leave Type, Date, Start and End Times as needed. |
| When you are ready to submit your leave request to your supervisor, click the Save button in the bottom right corner of the screen. |
| Click the Cancel button if you do not want to save the leave request. After clicking the Cancel button, a Confirmation pop-up window will appear for you to confirm the cancellation. |
| Let's click the Save button. |
| The Edit Request pop-up window will appear with the message "Request sent successfully" if there were no errors with your request. Click OK. |
| You should now be back on the My Leave Request main screen. You should see the leave request is Sent for approval in the Status column. |
| Thank you for watching this tutorial. You should now be able to edit a leave request in SCEIS Central. |