



Delt Employee Mini Guide

Employee Request Widget

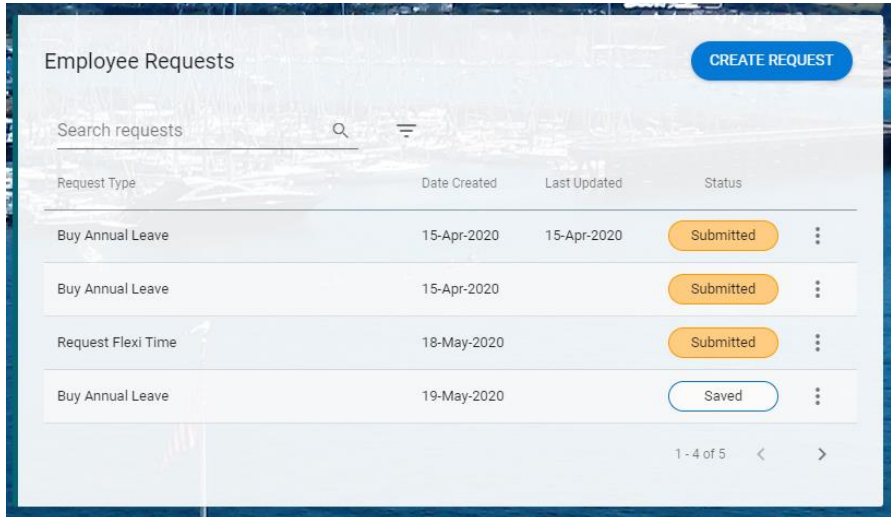
16/09/2020

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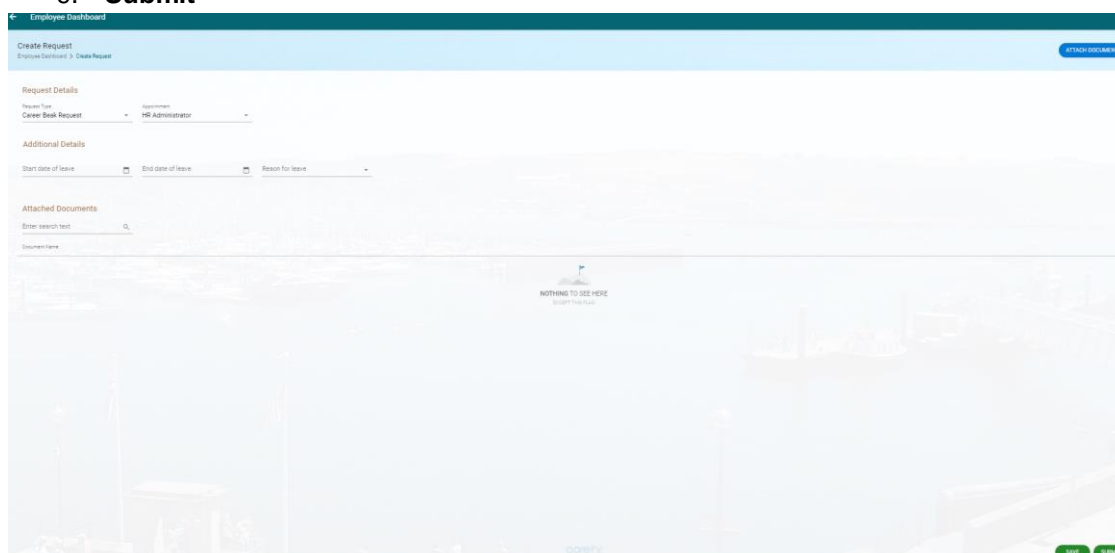
Employee Request Widget

My Employee Request Widget – What does it do?

1. On the Employee Dashboard Go to “*Employee Request*”



2. Select the applicable **Request Type**, (In this example, we will use ‘Career Break’ – please note that each request type will produce different fields for the user to complete.
3. Your **Appointment** will be pre-populated
4. Enter **Start date of Leave**
5. Enter **End date of Leave**
6. Enter **Reason for Leave**
7. Attach Documentation if necessary
8. **Save**
9. **Submit**



The screenshot shows the 'Create Request' form. At the top right is an 'ATTACH DOCUMENTS' button. The form is divided into sections: 'Request Details' (Request Type: Career Break Request, Department: HR-Administrator), 'Additional Details' (Start date of leave, End date of leave, Reason for leave), and 'Attached Documents' (Enter search text, Document Name). A 'NOTHING TO SEE HERE' message is displayed in the document area. At the bottom right are 'SAVE' and 'SUBMIT' buttons.

The details will be sent to your Line Manager and/or relevant Department (e.g. Payroll) for their action.