

How To Submit an Accrued Leave Request in Unanet

- Log in to Unanet.
- On the dashboard, click on the **+Leave Request** button (see image below).

Unanet – Dashboard

Active Timesheets

TIME PERIOD

HOURS

STATUS

CONTROLLER

There are no active timesheets.

Current Leave Requests

DATE RANGE

HOURS

STATUS

COMMENTS

There are no current leave requests.

- Enter the dates you are looking to request.
- Enter comment of your type of leave: Sick time or Vacation time.
- Click SUBMIT
- Click SUBMIT again

You will now see the leave request in your approval history as submitted. Once it is approved, you will see the status change to APPROVED. If it is REJECTED, you will be able to edit the request as necessary and re-submit again. THIS IS JUST AN EXAMPLE:

LEAVE REQUEST

Date Range: 3/25/2024 — 3/26/2024

Hours: 16.00

COMMENTS

Approval History

BY (FOR)	ROLE	STATUS	COMMENTS
Nancy Moran	Timesheet User	INUSE	3/12/2024 11:59 AM
Nancy Moran	Timesheet User	SUBMITTED	3/12/2024 11:59 AM

Edit