

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).

The screenshot shows the Unanet Dashboard. At the top, it says "Unanet – Dashboard". Below that are two sections: "Active Timesheets" and "Current Leave Requests". The "Active Timesheets" section has a table with columns: TIME PERIOD, HOURS, STATUS, and CONTROLLER. It displays the message "There are no active timesheets.". The "Current Leave Requests" section has a table with columns: DATE RANGE, HOURS, STATUS, and COMMENTS. It displays the message "There are no current leave requests.". At the top right of the dashboard, there is a blue button labeled "+ Timesheet" and another blue button labeled "+ Leave Request" which is highlighted with a red border.

- 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