How to submit a leave request through SLDCADA

Mar 2010
Go to Labor and click on Leave Request
Add a row if necessary
Click on the calendar to select a start date – use the arrows to move between months and years.
The “stop date” defaults to the same as the start date so you only need to change the stop date if you are taking more than one day at a time.
Enter the number of hours you are taking leave for in the “Amt Auth” block.
Click the drop-down menu to select the code needed for the type of leave you are taking – LA, LS, etc.

The JON and SHOP code will be completed for you depending on your selection and shop assignment.
You can enter the justification for the requested leave in this box. If you are taking less than 8 hours (all day), please put the hours requested in here as well.
Notice the “Active Indicator” box is checked. This means that this active leave request is linked to your time sheet. When you check the “generate hours” box on your time card as you finalize your timecard, SLDCADA will automatically enter any relevant leave requests that are “active” for those dates.
Click on the disk icon to save your request. Ensure you see that it was saved successfully.
SLDCADA will automatically send an email to your time certifier requesting approval. Use the mailbox icon to send an email with your leave requested date, times, and reason to your division head/supervisor if different than the time keeper.

Click on the mailbox icon and Outlook will open an email for you to type in this information. Don’t forget to click send! ☺️
If you made a mistake and the leave is still “pending approval” you can simply delete the row and try again. If it is already approved and you are not going to take it, ask your time keeper to go in and uncheck the Active Indicator box.
Exit SLDCADA using "EXIT" every time you use it.
Once your leave request is processed, you will receive an automatic email with the status of your leave request.
Back in SLDCADA you will see that your leave has been processed when you go into “Labor/Leave Request” again.
Each time you request leave, add a row to begin.
Remember to save!
When completing your time card in SLDCADA, simply check the “Generate Hours” box and hit save. Any online leave requested will be automatically entered for you, along with your regular hours. (A copy of it will remain in your leave request list, except now the active indicator box will not be checked.)
Active Indicator (AI) Checkbox
(checked means the leave requested is active)

• If this box is not checked for some reason, the leave request will not show up automatically on your timecard and could need to be typed into your timecard as required.
  – The timekeeper can de-select/re-select the box on his end.
  – If it is incorrectly checked, you can “generate hours” (which will put the leave into your timecard) and then manually delete the row.
    • This will remove the checkmark from this box rendering the leave inactive.

• Reasons you may need to de-select this box:
  – You didn’t take the leave.
  – Your hours changed from what was requested.
  – You made a mistake in the leave request somehow, etc.