



INFORMATION TECHNOLOGY

UBC Employee PAT User Guide

Entering Your Own Absence Requests

7/26/2016

Business Information Systems - Service Delivery



Table of Contents

Entering Your Own Leave Requests in PAT.....	2
Entering Your Own Vacation Requests in PAT.....	5



Entering Your Own Leave Requests in PAT

To complete the following steps, please go to <https://pat.ubc.ca/IT> and login with your CWL credentials.

1. Once logged in to your profile. Click on the “Leave” tab, located at the top of the page.


The screenshot shows the top navigation bar of the Personnel Absence Tracker. The 'Leave' tab is circled in red. Below the navigation bar, the user's profile information is displayed, including group, department, FTE, and annual entitlements for 2016 and 2017. A table shows the user's work history for May 04, 2016, with 7.00 hours worked. An 'Edit information' button is visible at the bottom right of the table.

2. In the “Leave” tab, click the “Add new LEAVE record” button. Note that any pending and past leave requests will also be listed on this page.

The screenshot shows the main content area of the Personnel Absence Tracker. It displays the user's profile information, including group, hours/day, FTE, and sick leave balance. Below this, it shows 'No LEAVE records for' followed by a dropdown menu set to '2016'. At the bottom, there are two buttons: 'Add New Leave Record' (circled in red) and 'Show Leave History'.



- Using the date and hours fields, select the applicable date(s) and hours for your leave request. Using the radio buttons, select the type of leave that best describes your absence. There are two types of leave, paid and unpaid. Depending on your employment group, your available options for paid and unpaid leave may vary. **Please note the below example reflects the leave options of an M&P group member.** Don't forget to add a description to provide more detail for the approving supervisor. Once ready, click the **"Add"** button to proceed.



Personnel Absence Tracker

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Conferences | Help | Logoff as Super administrator

Test, Test 7.00 hours/day FTE: 1.0000 Sick Leave Balance: 26.25 hours (3.75 days)

Add New Leave Record

Start Date 07/27/2016 <small>mm/dd/yyyy</small>	End Date 07/27/2016 <small>mm/dd/yyyy</small>	Hours <input type="text"/>
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PAID LEAVE

- Personal Illness
- Illness of Dependant
- Maternity Leave

Description :

Notes:

- Click the *calendar icon* to select the dates.
- Enter the amount of LEAVE by selecting the dates it will be taken. (If time taken is a partial day, please enter the actual number of hours in the HOURS box. The start and end date must be the same in order to enter a partial day - you cannot enter a string of days where one day is partial.)
- To enter one single day enter the same start and end date. To enter several days in a row, enter the start and end dates (Saturdays, Sundays and Holidays will not count towards the calculations).
- For further information please refer to the Management and Professional.



- 4. Now back at the original “Leave” tab screen, you can see your new leave request in a “Pending” state. An email notification will be sent your supervisor/manager, and once approved or rejected you will receive a notification as well. Please note that you may still edit or delete your request while it is in a “Pending” state by clicking on either the pencil or trash can icons under “Options”.

The screenshot shows the Personnel Absence Tracker interface. At the top, there is a dark blue header with the UBC logo and the title 'Personnel Absence Tracker'. Below the header is a navigation menu with links: Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Conferences | Help | Logoff as Super administrator. The main content area displays employee information for 'Test, Test', including a 7.00 hours/day schedule and an FTE of 1.0000. A 'Sick Leave Balance' of 26.25 hours (3.75 days) is also shown. A dropdown menu indicates 'LEAVE Taken during 2016'. Below this is a table with columns: Start Date, End Date, Duration, Approved, Type, Notes, and Options. A single row shows a leave request for 27-Jul-2016, 7 hours, with the status 'Pending' circled in red. The 'Options' column for this row contains a pencil icon and a trash can icon, both also circled in red. A summary row shows 'Total hours' as 7.00 hours. At the bottom, there are two buttons: 'Add New Leave Record' and 'Show Leave History'.

Start Date	End Date	Duration	Approved	Type	Notes	Options
27-Jul-2016	27-Jul-2016	7 hours	Pending	Personal Illness		
Total hours		7.00 hours				



Entering Your Own Vacation Requests in PAT

To complete the following steps, please go to <https://pat.ubc.ca/IT> and login with your CWL credentials.

1. Once logged in to your profile. Click on the “**Vacation**” tab, located at the top of the page.

The screenshot shows the 'Personnel Absence Tracker' header with the UBC logo. Below the header is a navigation menu with the 'Vacation' tab circled in red. The main content area displays user information for 'Test, Test' (ID: 3333333). The information includes:

- Group: M&P
- Department: Business Information Systems
- FTE: 1.0000
- Annual Entitlement 2016 (1st year): 20 days [140.00 hours]
- Annual Entitlement 2017 (2nd year): 20 days [140.00 hours]
- Carry Over Approved: NO
- T.O.I.L/Overtime/Extra Time Enabled: NO
- Flex Time Enabled: NO
- Working from home allowed: NO
- Manual updates enabled: NO
- Enter his/her own absences: UNAPPROVED

Additional details include UBC Date, Position Date, Term Job, Leave Balance Start Date, and Hours Worked (7.00). An 'Edit information' button is visible at the bottom right of the profile section.

2. In the “**Vacation**” tab, click the “**Add new VACATION record**” button.

This screenshot shows the 'Personnel Absence Tracker' interface with the 'Vacation' tab selected in the navigation menu. The user profile information is summarized as follows:

- Name: Test, Test
- Rate: 7.00 hours/day
- FTE: 1.0000
- Balance: 0 hours (0.00 days)

Below the summary, it states 'No VACATION records for' followed by a dropdown menu set to '2016'. The 'Add New Vacation Record' button is circled in red.



- Using the date and hours fields, select the applicable dates and hours for your vacation request. Don't forget to add a description to provide more detail for the approving supervisor. Once ready, click the "Add" button to proceed.

Personnel Absence Tracker

[Administration](#) | [Reports](#) | [Select New Profile](#) | [Inactive Employees](#) | [View Current Profile](#) | [Calendar](#) | [Vacation](#) | [Leave](#) | [Conferences](#) | [Help](#) | [Logout as Super administrator](#)

Test, Test	7.00 hours/day	FTE: 1.0000	Balance : 0 hours (0.00 days)
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Add New Vacation Record

Start Date 07/28/2016 <small>mm/dd/yyyy</small>	End Date 07/29/2016 <small>mm/dd/yyyy</small>	Hours/Day 7.00 <small>for multi-day records</small>	Partial Day Hours <input type="text"/> <small>for single-day record</small>
<input type="checkbox"/> Allow selected Saturday as vacation day <input type="checkbox"/> Allow selected Sunday as vacation day <input type="checkbox"/> Allow selected statutory Holiday as vacation day			

Description:


Notes:

- Click the *calendar icon* to select the dates.
- Enter the amount of Vacation by selecting the dates it will be taken. (If time taken is a partial day, please enter the actual number of hours in the PARTIAL DAY HOURS box. The start and end date must be the same in order to enter a partial day - you cannot enter a string of days where one day is partial.)
- To enter one single day enter the same start and end dates. To enter several weekdays in a row, enter the start and end dates (Days off, Flex days and Holidays will not count towards the calculations except if you add that day in a separated record (as single day) and click the correspondent checkbox).
- Overwrite the Hours/Day box if the employee will work in a different rate at the time of the vacation.

Add Cancel



- 4. Now back at the original “**Vacation**” tab screen, you can see your new vacation request in a “**Pending**” state under the “**VACATION Scheduled**” heading. An email notification will be sent to your supervisor/manager, and once approved or rejected you will receive a notification as well. Please note that you may still edit or delete your request while it is in a “**Pending**” state by clicking on either the pencil or trash can icons under “**Options**”.





Personnel Absence Tracker

Administration | Reports | Select New Profile | Inactive Employees | View Current Profile | Calendar | Vacation | Leave | Conferences | Help | Logoff as Super-administrator

Test, Test 7.00 hours/day FTE: 1.0000 Balance : -14 hours (-2.00 days)

VACATION Scheduled during

Start Date	End Date	Duration	Approved	Notes	Options
28-Jul-2016	29-Jul-2016	14 hours	Pending		 
Total hours		14 hours			

[Add New Vacation Record](#)