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 The link that was created will display next to the icon.

20. Increase reason field

Original Request - Increase reason field to allow more characters.

Solution - The field was increased to allow for 1000 characters.

21. Default Start/End Time

Original Request - Staff do not like selecting the starting and ending time. Can something be done so that they do not have to set the start and end time for each request they enter.

Solution - Under Leave Requests the employee now has the option to Set Leave Starting & Ending Time Preferences. Everytime an employee enters a request after they have set their preference the request start and end time will automatically be populated.

Additional Changes:



1. New Employee Kiosk logo has been implemented.

2. When a leave request is done that has expenses attached the employee will have the option to print a expense leave form from the following:

From "Create New Request" screen. The Print button will appear once all pertinent professional leave information is entered and the Calculate button has been clicked.

From the "My Request(s) in Process" screen. When you click for the Details of a Professional Leave Request the PRINT button will appear at the bottom of the "Professional Leave Details / Expense" section.

Professional Leave Request

Name: Susan C Baughman

Today's Date: 10/27/2009

Position: Infohio Coordinator

Dates/Times: Start Date: October 29, 2009 Time: 09:00 AM
 End Date: October 29, 2009 Time: 02:00 PM

Total Leave requested: 5.000 Hour(s)

Reason from Leave Request: meeting

Location of Meeting: Columbus, OH

Purpose of Meeting: meeting Need PO for Registration to vendor above

Vendor Location: Infohio Archbold, OH

		EXPENSES	
		Estimated	Actual
Travel:	150 miles @.55 per mile:	\$82.50	
	Lodging Amount:	\$100.00	
	Meals Amount:	\$25.00	
	Registration Fees:	\$50.00	
	Other Expenses Amount:	\$0.00	
	Total Expenses Amount:	\$257.50	

** PAID RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES **

Comments: n/a

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____