**System Name:** EITS Leave Approval System

## Tracking Number: 317

## Response: Retire

## Executive Summary:

Description / System Purpose:

This is EITS’s internal workflow for requesting and approving employee leave. Finance and Business Services (FBS) staff enters this information into the eLeave system.

This system allows EITS employees to enter their leave requests electronically and allows their supervisor to review and make decisions on leave requests via email.

Mainframe Integration:

None. Updates are entered into eLeave by FBS staff.

## Business Problem:

The EITS Leave Approval System will no longer be needed once PeopleSoft HCM Time and Attendance is in place. EITS will need to transition to the University-wide leave approval system.

## Anticipated Impact:

This system is used by all EITS employees (200+) and is used on a daily basis.

## Scope:

This system will be retired and EITS employees will use OneSource functionality to submit and approve/reject leave requests

## Timeline:

* Develop transition plans – December 2017
* Execute plans – 2018
* Retire EITS Leave Approval System – January 1, 2019

## Costs:

None. This system was built in-house.

## Staffing:

Functional Contact: Pamela Burkhart

Technical Contact: Donna Chandler

Other team members to be involved (in your area, other parts of EITS, external to EITS, etc.):

Jackie Holladay

## Risks:

Plans are contingent upon PeopleSoft functionality being available on January 1, 2019.