

How to file the PR90 Leave Request from thePoint

<http://thepoint.kctcs.edu>

Click on Forms

Click on Payroll and Travel Forms

Click on PR90

- Name and ID will be automatically filled in
- Select Pay Period Start from drop down list – Pay Period End will automatically fill in
- College will be automatically filled in
- Select **Leave type** from appropriate drop down list
- Either type in the **From date** or select from drop down list
- Select the **From time** from drop down list (all hours are in quarter hour increments)
- Either type in the **To date** or select from drop down list
- Select the **To time** from the drop down list
- Enter total hours of leave in the Vacation/Sick/Other hours (this form does not calculate total hours)
- To enter another line click on Insert Item
- Enter supervisor's name on Supervisor line and click on the check name icon on the right, click on the correct name.
- Click Submit or Cancel
- Submit will automatically transmit the form to the listed supervisor.
- The supervisor will then either approve or reject the form, approved forms go to payroll, rejected forms go back to employee.
- **IF YOU NEED TO CANCEL AN APPROVED FORM:** you must email your supervisor and payroll of the notice to cancel. Payroll will then reject the form back to the supervisor who will reject it back to the employee.

SUPERVISORS

- Click on Tasks
- Look under MY FORM APPROVAL TASKS
- Click on each PR90 to approve or reject, approved forms go to payroll, rejected forms go back to employee.
- Due Date will always be 2 days from date from was submitted