



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Leave of Absence eForm

Supervisor & GPD guide

March 2024

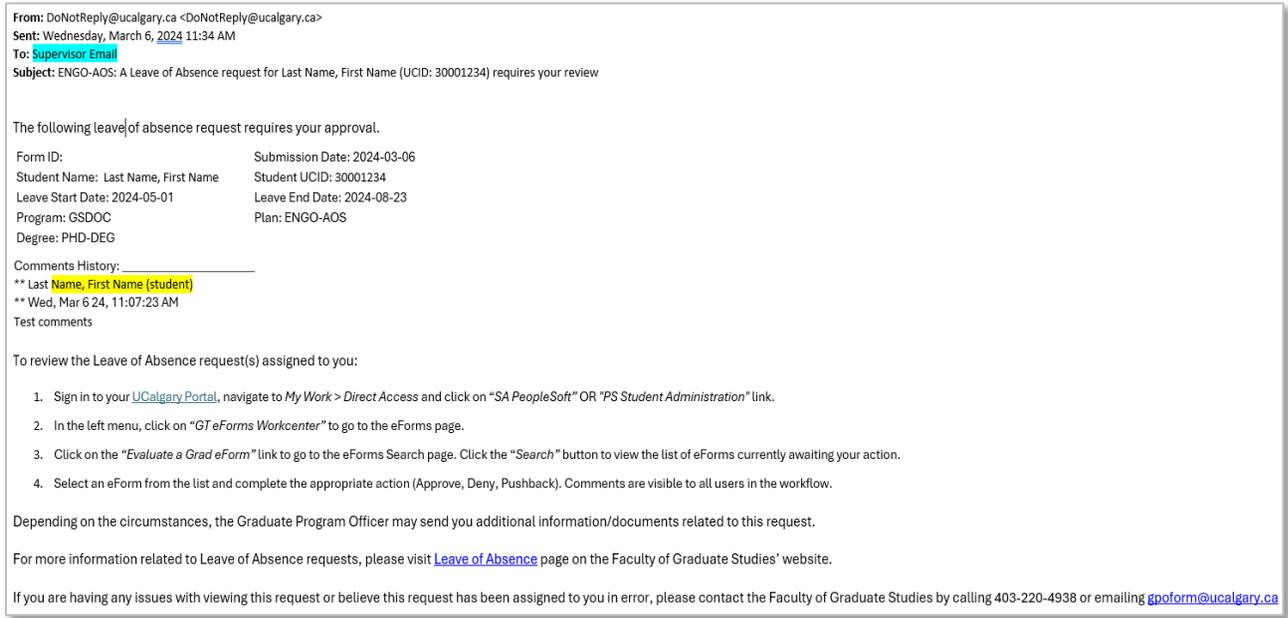
FGS PaSO Team

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Accessing a Leave of Absence Request Form

1. When a Leave of Absence form is assigned to you for review, you will receive an email notification.



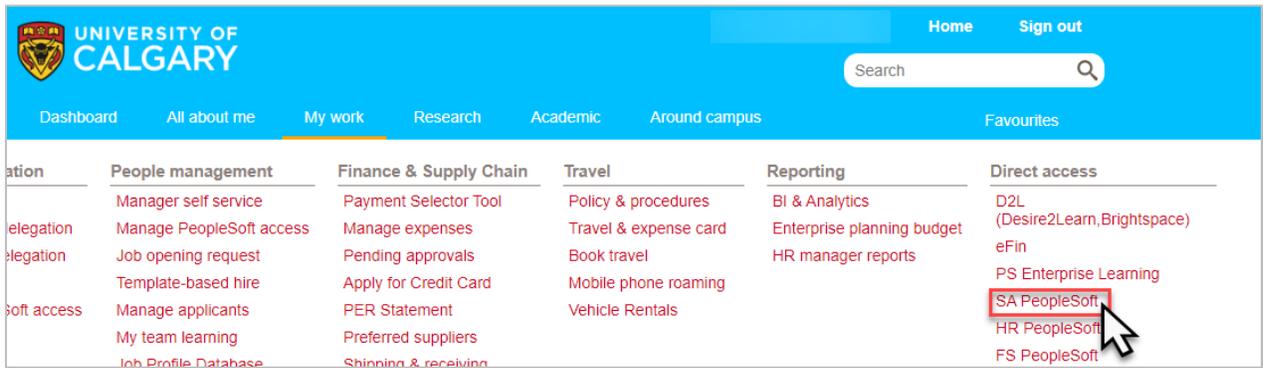
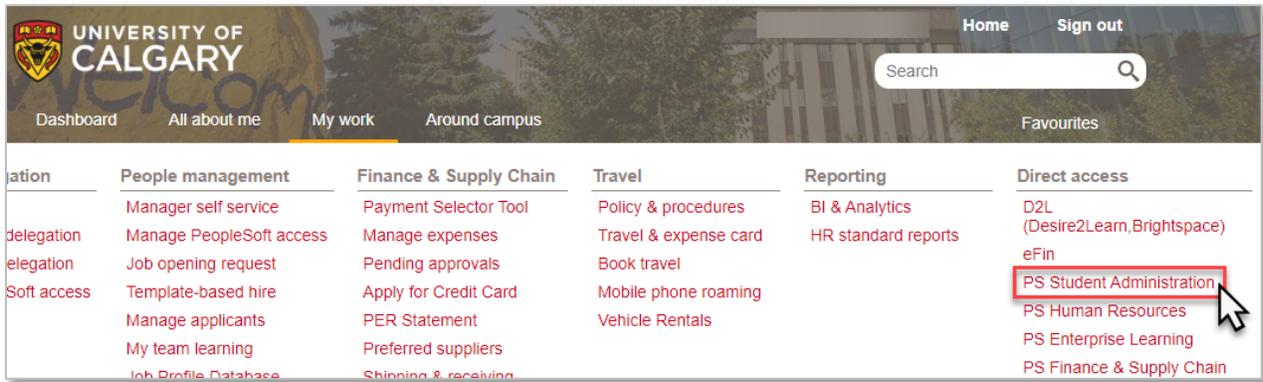
2. Log into the MyUCalgary portal.



3. Click the **My Work** header.



4. Click the **PS Student Administration** or **SA PeopleSoft** link.



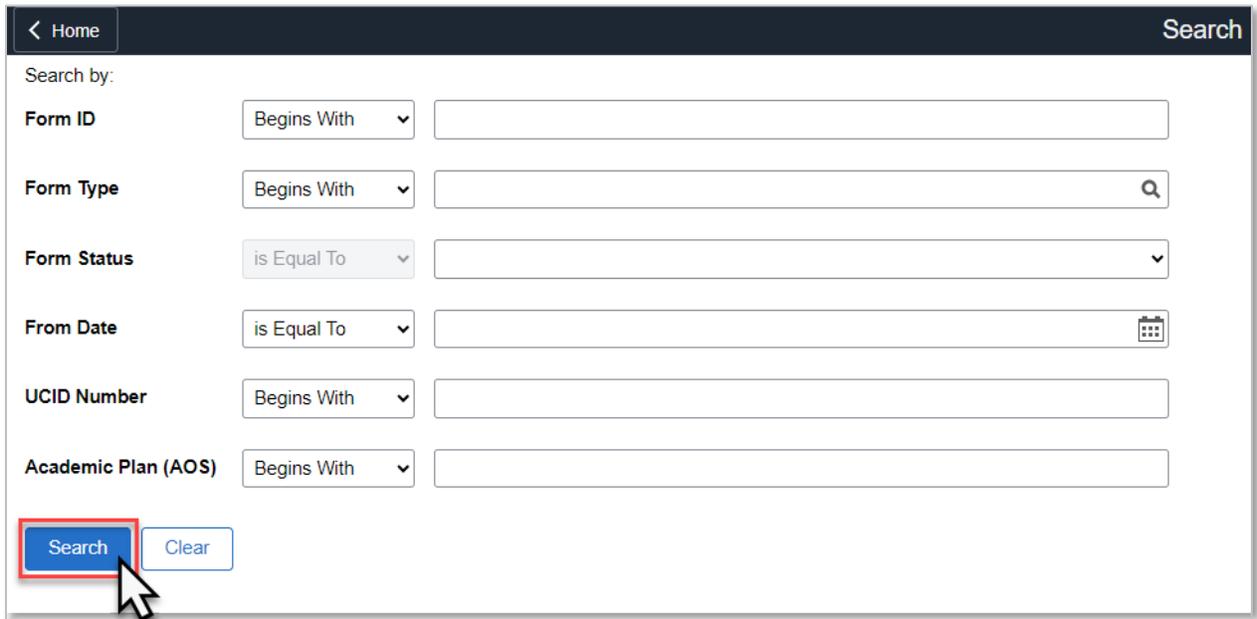
5. Click the **GT eForms WorkCenter** link.



6. Click the **Evaluate a Grad eForm** link.



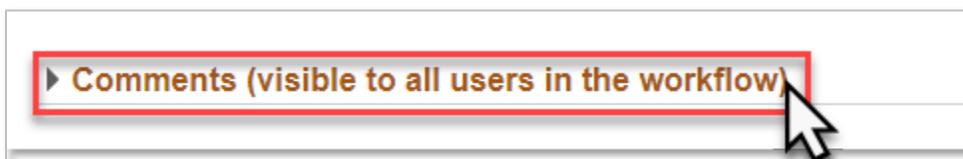
7. Click the **Search** button to view a list of all forms awaiting review. If there is only one form, the details of that form will open immediately.



8. If there are multiple forms awaiting your review, click the form that you would like to open.



9. Review the information that the student has provided. Click the **Comments** link to expand the comments section and view the comments that the student has provided (if applicable).



Approving a Leave of Absence Request

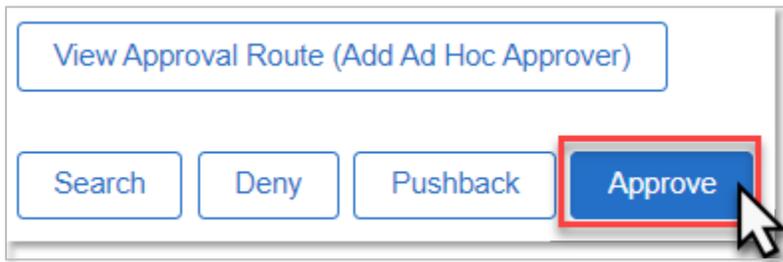
1. OPTIONAL: Add comments to provide additional support for the student's request in the comments text box.



Any comments that you provide will be visible to the student and anyone else who looks at the form.



2. Click the **Approve** button.



Request for More Information



Common reasons for pushing a form back to the student would be issues with the dates that have been entered or to request additional information/documentation.

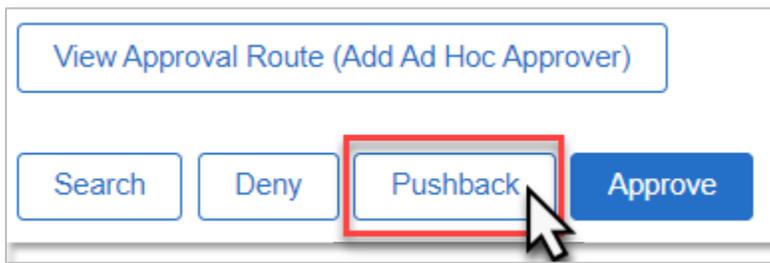
1. Add comments to explain why you are pushing the form back to the student in the comments text box.



Any comments that you provide will be visible to the student and anyone else who looks at the form.



2. Click the **Pushback** button.



Denying a Leave of Absence Request



When a request is denied, the student is no longer able to make any changes to that request.

1. Add comments to explain why you are denying the request in the comments text box.



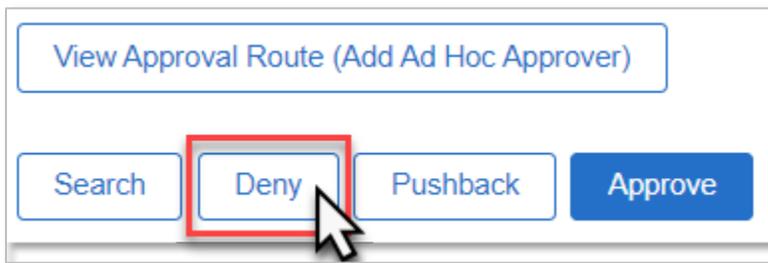
Any comments that you provide will be visible to the student and anyone else who looks at the form.



▼ Comments (visible to all users in the workflow)

A large, empty text input field with a red border and a mouse cursor pointing to the top-left corner.

2. Click the **Deny** button.



View Approval Route (Add Ad Hoc Approver)

Search Deny Pushback Approve

The 'Deny' button is highlighted with a red border and a mouse cursor pointing to it.

When a form is pushed back to you



A reviewer is only able to push a form back one step in the approval workflow. Depending on the reason that the form was pushed back, you may need to push the form back again, so that the student can make the needed changes.

1. When a form is pushed back to you, you will receive an email notification.

From: DoNotReply@ucalgary.ca <DoNotReply@ucalgary.ca>
Sent: Thursday, March 7, 2024 2:48 PM
To: Supervisor Email
Subject: ENGO-AOS: A Leave of Absence request for Last Name, First Name (UCID: 30001234) requires your review

A Leave of Absence request has been returned to you for more information or revision. Please review the comments history below to identify what additional information or revision is required.

Form ID: Submission Date: 2024-02-02
Student Name: Last Name, First Name Student UCID: 30001234
Leave Start Date: 2024-05-01 Leave End Date: 2024-08-23
Program: GSDOC Plan: ENGO-AOS
Degree: PHD-DEG

Comments History:

** Last Name, First Name (GPD)
** Fri, Feb 2 24, 01:38:09 PM
Detailed funding information needs to be added.

** Last Name, First Name (Supervisor)
** Fri, Feb 2 24, 01:23:43 PM
Approved by supervisor.

** Last Name, First Name (Student)
** Fri, Feb 2 24, 01:06:33 PM
Student comments.

To review the Leave of Absence request(s) assigned to you:

1. Sign in to your [UCalgary Portal](#), navigate to *My Work > Direct Access* and click on "SA PeopleSoft" OR "PS Student Administration" link.
2. In the left menu, click on "GT eForms Workcenter" to go to the eForms page.
3. Click on the "Evaluate a Grad eForm" link to go to the eForms Search page. Click the "Search" button to view the list of eForms currently awaiting your action.
4. Select an eForm from the list and complete the appropriate action (Approve, Deny, Pushback). Comments are visible to all users in the workflow.

Depending on the circumstances, the Graduate Program Officer may send you additional information/documents related to this request.

For more information related to Leave of Absence requests, please visit [Leave of Absence](#) page on the Faculty of Graduate Studies' website.

If you are having any issues with viewing this request or believe this request has been assigned to you in error, please contact the Faculty of Graduate Studies by calling 403-220-4938 or emailing gpofom@ucalgary.ca

2. Review the comment that was provided in the comment history for an explanation as to why the form was pushed back. If this reason can be addressed by an additional comment from you, follow the steps for [Approving a Leave of Absence request](#), including a comment that addresses the concerns. If the reason needs to be addressed by the student, follow the steps for [Requesting more Information](#), and duplicate the previous reviewer's comment in the comment box.

Delegating Approval Authority

When a supervisor will be unable to review any forms that are sent to them for a significant period of time, they have the ability to set up a delegate in PeopleSoft to receive and approve requests on their behalf.

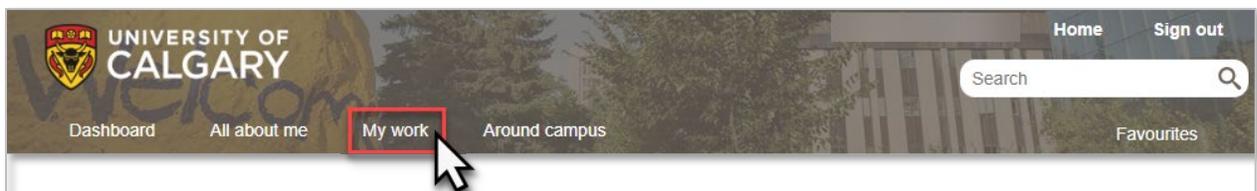


When a supervisor goes to Research and Sabbatical Leave or any other type of leave, a [Graduate Supervision during Leave form](#) should be completed instead of delegating the approval authority in PeopleSoft.

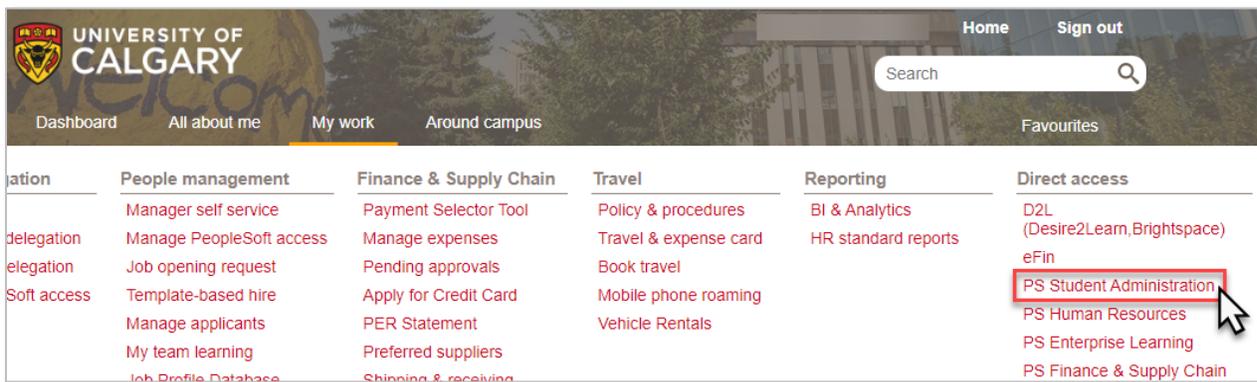
1. Log into the MyUCalgary portal.



2. Click the **My Work** header.

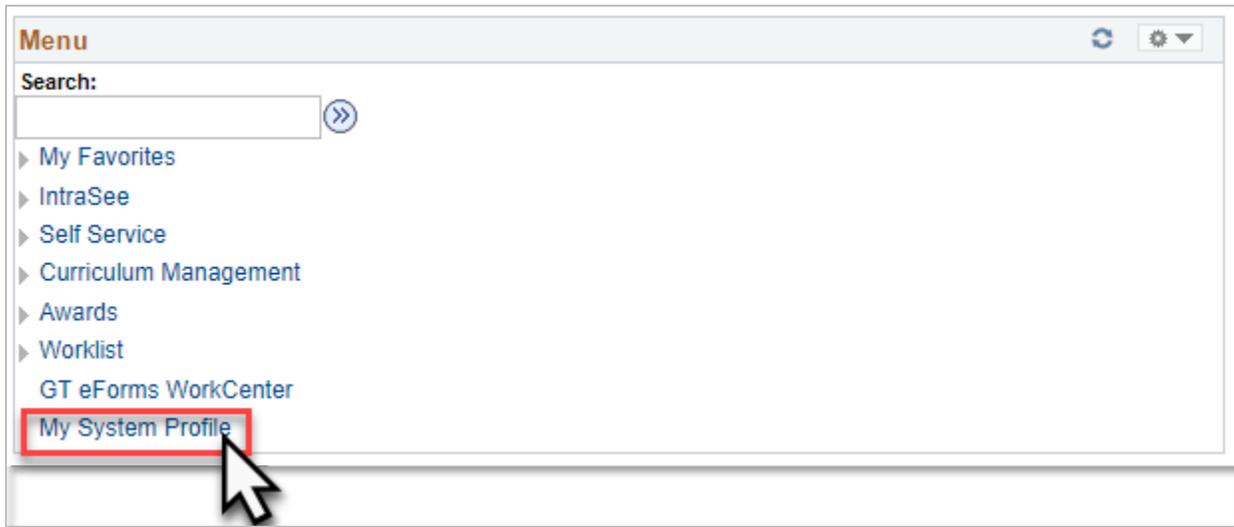


3. Click the **PS Student Administration** or **SA PeopleSoft** link.

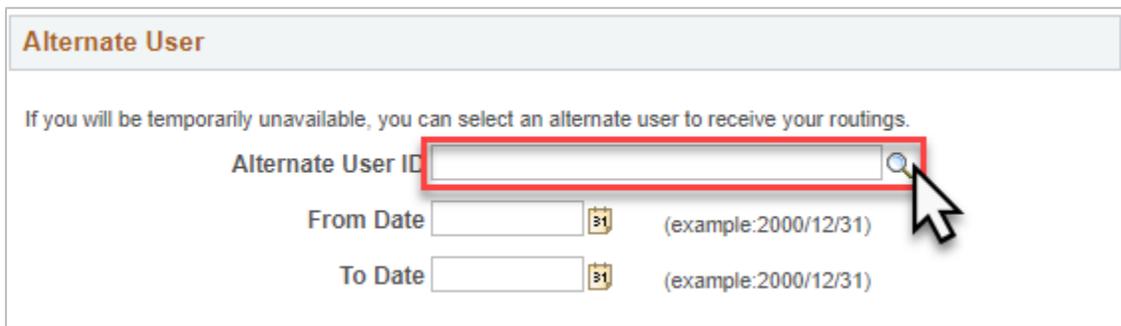




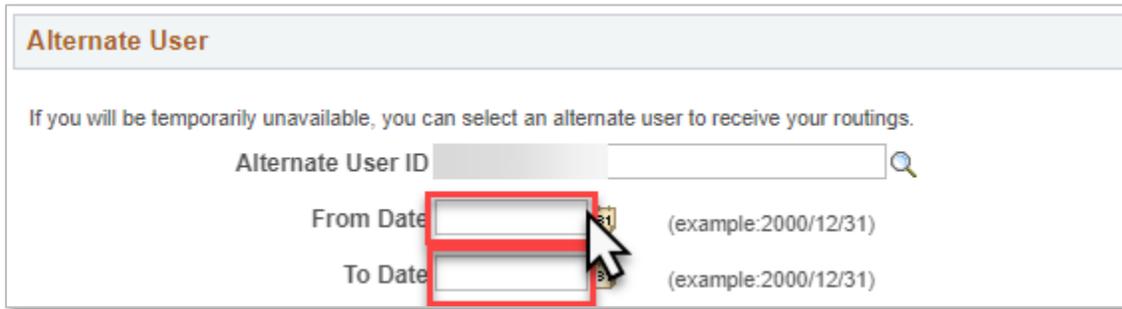
4. Click the **My System Profile** link.



5. Enter the UCID number of the person who will reviewing forms on your behalf in the *Alternate User ID* field. If you do not know the person's UCID number, additional steps can be found [here](#).



6. Enter the date range that the individual will be approving on your behalf in the *From Date* and *To Date* fields.



Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

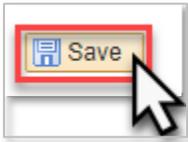
Alternate User ID

From Date (example:2000/12/31)

To Date (example:2000/12/31)

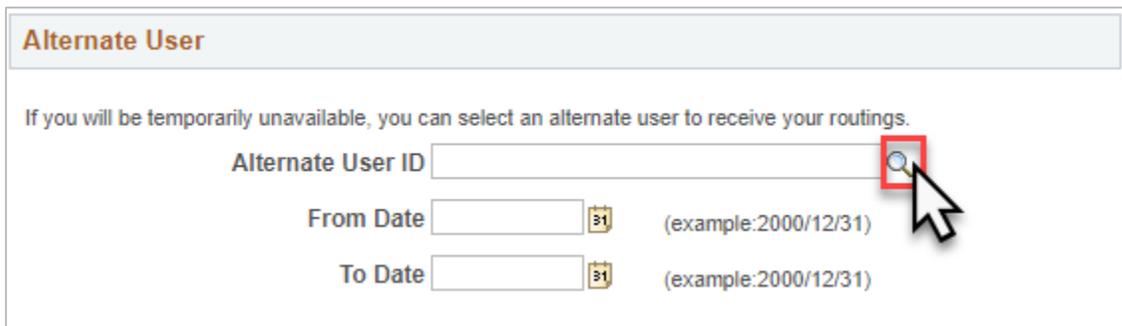
The 'From Date' and 'To Date' input fields are highlighted with a red rectangle, and a mouse cursor is pointing at the 'To Date' field.

7. Click the **Save** button.



If the Delegate's UCID is not known

8. Click the  button at the end of the *Alternate User ID* field.



Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID 

From Date (example:2000/12/31)

To Date (example:2000/12/31)

The magnifying glass icon at the end of the 'Alternate User ID' field is highlighted with a red rectangle, and a mouse cursor is pointing at it.

9. From the *Search by* dropdown menu, select **Description**.



Look Up Alternate User ID

Search by: begins with

Search Results

The 'Description' option in the search dropdown menu is highlighted with a red rectangle, and a mouse cursor is pointing at it.

10. Enter the person's name in the *begins with* field, using the format Last name, First name.

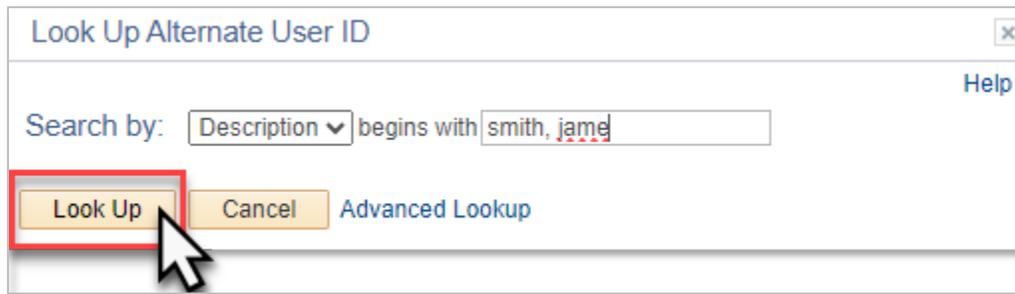


Look Up Alternate User ID

Search by: Description begins with smith, jame

Look Up Cancel Advanced Lookup

11. Click the **Look Up** button.



Look Up Alternate User ID

Search by: Description begins with smith, jame

Look Up Cancel Advanced Lookup

12. Select the person from the list of results.