



How to Request Leave in Titan's Direct



Your guide to requesting time off using Titan's Direct

'23-24

Overview

Titan's Direct will be used to request the following leave types:

- Vacation
- Sick
- Personal
- Floating Holiday



First Steps

Sign In

Students and current employees can click on the Single Sign On button to login.

All other users who have an account should enter their user name in the box below to login.

User name

Continue

Student/Employee Single Sign On

Employment

Employee

Leave

Leave Approval

Sign In - <https://titansdirect.ccm.edu/Student>

Select "Employment" → "Employee" → "Leave"

Page Display

On this screen, you can view your leave plan balances, current leave requests and their statuses as well as request leave. The Leave Request screen is divided into three sections:

The left side provides leave balance information, which will be updated once you start a new request

The central section displays your existing leave requests.

The right side allows you to create new leave requests

The screenshot shows the 'Leave Request' interface. At the top left, a 'Leave' tab is highlighted. Below it, the 'Leave Balance' section displays two cards: 'Vacation (Hours)' with 18.50 Used and 150.58 Balance, and 'Sick (Hours)' with 4.25 Used and 198.75 Balance. The central 'Leave Requests' section shows a table of existing requests, each with a 'Draft' status and a 'Request Leave' button. At the bottom, a table titled 'Leave - As Of 10/30/2023' provides a summary of leave plans.

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	21.00	4/15/2024 - 4/17/2024		Draft
Floating Holiday Taken	7.00	3/1/2024		Draft
Vacation	28.00	12/26/2023 - 12/29/2023		Draft
Vacation	14.00	11/9/2023 - 11/10/2023		Draft

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
AAPF Vac Plan 35 HPW 1 Yr CO	143.42	25.66	18.50	0.00	150.58	... View
AAPF Personal Leave/35 hpw	21.00	0.00	8.50	0.00	12.50	... View
Sick Leave Plan/35hpw employe	189.00	14.00	4.25	0.00	198.75	... View
AAPF Floating Holiday	21.00	0.00	0.00	0.00	21.00	... View

Initiating a Request

- 1.To initiate a new leave request:
- 2.To see your pending or approved leave requests:
- 3.To see your leave balance:

The screenshot shows a web interface for leave management. A teal arrow points from the first instruction to the 'Leave' menu item. Another teal arrow points from the second instruction to the 'Leave Requests' menu item. A third teal arrow points from the third instruction to the 'Request Leave' button. The interface includes a summary section for 'Vacation (Hours)' and 'Sick (Hours)', a table of active leave requests, and a detailed table of leave balances as of 10/30/2023.

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	21.00	4/15/2024 - 4/17/2024		Draft
Floating Holiday Taken	7.00	3/1/2024		Draft
Vacation	28.00	12/26/2023 - 12/29/2023		Draft
Vacation	14.00	11/9/2023 - 11/10/2023		Draft

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
AAPF Vac Plan 35 HPW 1 Yr CO	143.42	25.66	18.50	0.00	150.58	... View
AAPF Personal Leave/35 hpw	21.00	0.00	8.50	0.00	12.50	... View
Sick Leave Plan/35hpw employe	189.00	14.00	4.25	0.00	198.75	... View
AAPF Floating Holiday	21.00	0.00	0.00	0.00	21.00	... View

Requesting Leave

To request leave, first, choose the type of leave by clicking the downward arrow in the middle section. Once you select the leave type, the right side of the screen will show your balance information.

Leave Request

< [Leave](#)

Outstanding Leave Requests

Leave Type	Vacation
Total Hours	21.00
Date Range	4/15/2024 - 4/17/2024
Actioner	
Status	Draft
Leave Type	Floating Holiday Taken
Total Hours	7.00
Date Range	3/1/2024 - 3/1/2024
Actioner	
Status	Draft
Leave Type	Vacation
Total Hours	28.00
Date Range	12/26/2023 - 12/29/2023

New Request

Leave Type

Select a Leave Type

Start Date *

M/d/yyyy

End Date *

M/d/yyyy

Leave Type

Select a Leave Type

Sick

Vacation

Floating Holiday Taken

Personal Leave Taken

Start Date *

M/d/yyyy

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select the start and end dates for your request. If it's a single-day request, enter the same date for both the start and end dates. For non-consecutive days, enter the first and last dates of your leave. You can easily pick dates from the small blue calendar icon next to the date fields.

Submitting Your Request

After entering the date parameters, a dropdown window will appear, allowing you to specify the number of hours you intend to take each day.

<	SU 21	MO 22	TU 23	WE 24	TH 25	FR 26	SA 27	>
					7.00	7.00		

<	SU 21	MO 22	TU 23	WE 24	TH 25	FR 26	SA 27	>
					7.00	0.00		

Once you've filled in all the necessary details, click the "Submit" button. Your request will be sent to your supervisor for approval.

Save Submit Comments Delete

Current Leave Balance: 198.75 hours
Pending: -0.00 hours
Effective Balance: 198.75 hours
Total Requested: 14.00 hours

TH 25	FR 26	SA 27	>
7.00	7.00		

After submission, you'll be redirected to the Leave Request screen. You'll notice a new outstanding leave request on the left side with a "submitted" status. Your supervisor will review and either approve or deny the request.

Leave Request

< Leave

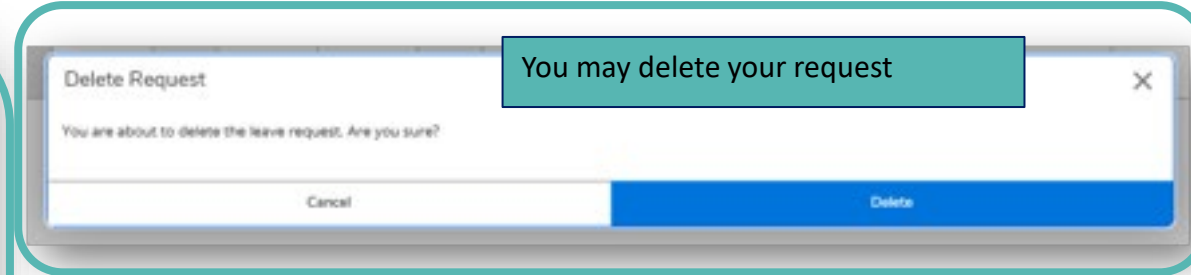
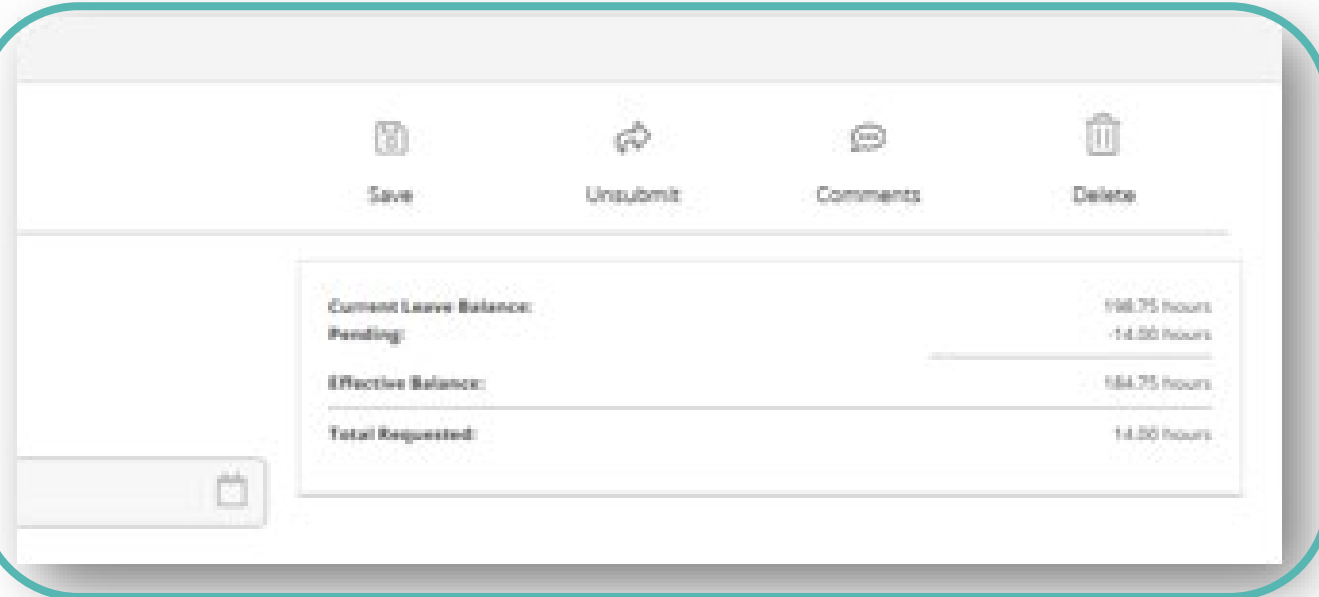
New Request Sick 1/25/20

Outstanding Leave Requests

Leave Type	Vacation	Leave Type
------------	----------	------------

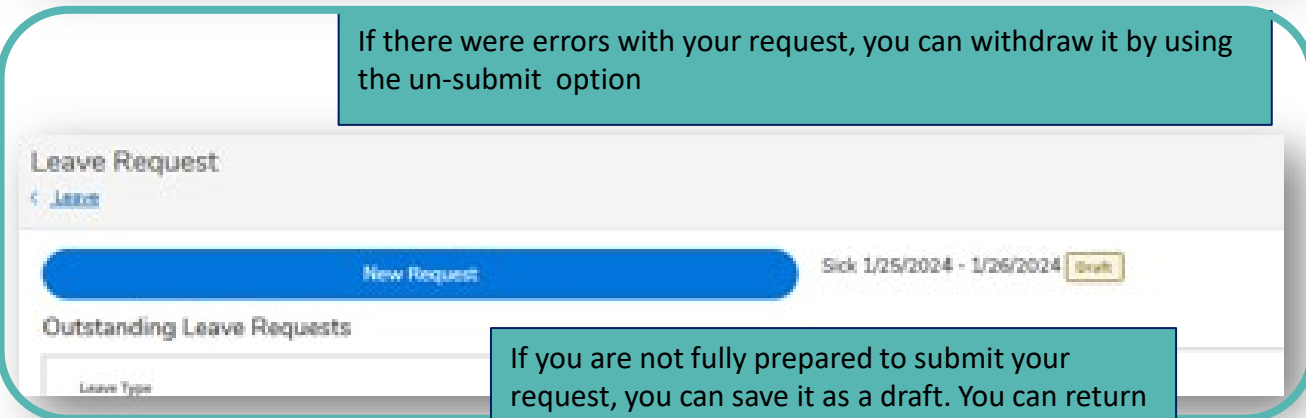
✓ Sick request submitted

Options



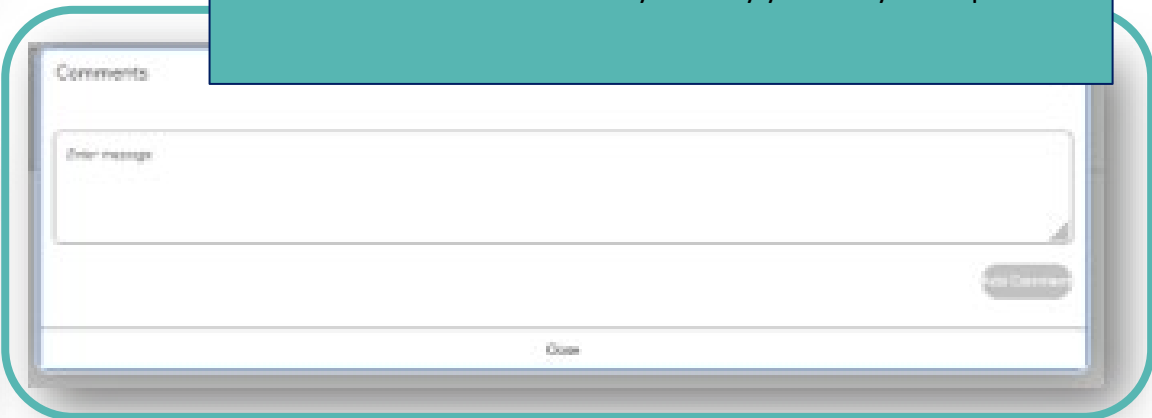
You may delete your request

If there were errors with your request, you can withdraw it by using the un-submit option



If you are not fully prepared to submit your request, you can save it as a draft. You can return to your draft later and submit your request

You can add comments to your request.
NOTE: These comments are only seen by you and your supervisor



Quick Review

1

Log Into Titan's Direct

Select "Leave" under the employee tab.
Click "New Request"

2

Request Time off

Select your time off category, select your dates and submit your request for approval

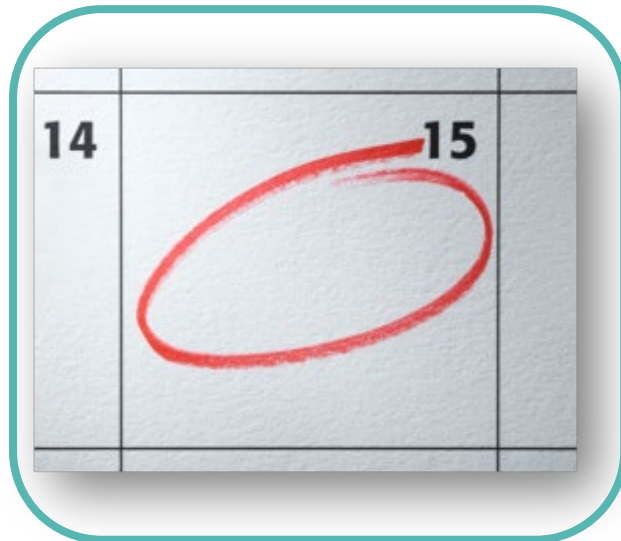
3

Receive Approval

Your time supervisor will approve or deny your request

Quick Reminders:

When Requesting Time off



Its important to ensure your time off is being requested, used and properly documented each pay period.



Your Collective Bargaining Agreement covers time off limits and usage. You are responsible for familiarizing yourself with those rules.



You will still need to indicate Vacation , Floating Holiday, Sick and Personal on timesheets and PTAA forms.