

# How to submit a leave request through SLDCADA

Mar 2010

- Time and Attendance
- Future Time and Attendance
- Overtime Request
- Leave Request
- Leave Request (Self Only)
- Prior Pay Corrections

Time and Attendance This window may contain data subject to the Privacy Act of 1974

1 of 1 Generate Hours: [icon]

Emp ID (SSN): [input] Emp Name: STEWART JENNIFER D Type: Civilian Pay Period Ending Date: 02/26/2011

Week 1 (02/19/2011) EVT: [input] Certified by HANSON ROBERT J on 02/25/2011 Leave Bypassed: [input]

Week 2 (02/26/2011) EVT: [input] Certified by HANSON ROBERT J on 02/25/2011 Leave Bypassed: [input]

Row	JON	Per Shop*	Ehz	ND	THC*	Sun 02/20	Mon 02/21	Tue 02/22	Wed 02/23	Thu 02/24	Fri 02/25	Sat 02/26	Total	Inj
1	M00009BLCMAR11LH0301	BLCMEU		<input type="checkbox"/>	LH		8.00						8.00	
2	M00009BLCMAR11LS0301	BLCMEU		<input type="checkbox"/>	LS				8.00				8.00	
3	M00009BLCMAR11RG0080	BLCMEU		<input type="checkbox"/>	RG			8.00		8.00	8.00		24.00	

<b>Actual Totals:</b>							8.00	8.00	8.00	8.00	8.00		40.00	80.00 PP
<b>Schedule Totals:</b>							8.00	8.00	8.00	8.00	8.00		40.00	80.00 PP

Clocks		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Clocks Week Total: 25.50</b>		Totals:		8.50		8.50	8.50	
IN				0730		0730	0730	
OUT				1600		1600	1600	
IN								
OUT								
IN								
OUT								



Go to Labor and click on Leave Request

**SLDCADA**  
02/26/2011  
STEWART JENNIFER D

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN) [redacted] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date*	Stop Date*	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Pending				0.00	0.00				BLCMEU

Request Requestor Remarks: [text area] Requested Date: 02/25/2011

Approval / Denial Approved:  Denied:  Active Indicator:  By: Date: Remarks:

Row 1 of 1

Screen Mode : Update

  
Add a row if necessary

SLDCADA Version 22.0-16

STEWART.JENNIFER.DENISE.1047618432

Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
02/26/2011  
STEWART JENNIFER D

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN): Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Pending	03/21/2011 0000	03/21/2011 0000		0.00	0.00				BLCMEU

Requestor Remarks:

Requested Date: 03/21/2011

Approval / Denial

Active Indicator :

Date:

Calendar -- Webpage Dialog

March 2011

S	M	T	W	T	F	S
27	28	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	7	8	9

Valid: All Dates

« ‹ › »

Screen Mode : Update

Click on the calendar to select a start date – use the arrows to move between months and years.

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Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
02/26/2011  
STEWART JENNIFER D

Leave Request This window may contain data subject to the Privacy Act of 1974  
Pending Changes

Emp ID (SSN): Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Pending	03/21/2011 0000	03/21/2011 0000		0.00	0.00				BLCMEU

Request  
Requestor Remarks:  
Requested Date: 011

Approval / Denial  
Active Indicator :   
Date:

Calendar -- Webpage Dialog

March 2011

S	M	T	W	T	F	S
27	28	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	7	8	9

Valid: All Dates

« ‹ › »

Screen Mode : Update

The "stop date" defaults to the same as the start date so you only need to change the stop date if you are taking more than one day at a time.

**SLDCADA**  
02/26/2011  
STEWART JENNIFER D

**Leave Request** This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN): [ ] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Pending	03/21/2011 0000	03/21/2011 0000	8.00	0.00	0.00				BLCMEU

Request

Requestor Remarks:  
[ ]

Requested Date: 02/25/2011

Approval / Denial

Approved :  Denied :  Active Indicator :

By: [ ] Date: [ ]

Remarks: [ ]

Enter the number of hours you are taking leave for in the "Amt Auth" block.

**SLDCADA**  
02/26/2011  
STEWART JENNIFER D

**Leave Request** This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN): [ ] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr/Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	✓	Pending	03/21/2011 0000	03/21/2011 0000	8.00	0.00	0.00		LA	M00009BLCMAR11LA0301	BLCMEU

**Request**  
Requestor Remarks:  
Requested Date: 02/25/2011

**Approval**  
Approved:  
By:  
Remarks:

Code	Description
CA	RELIGIOUS TIME TAKEN
CF	TRAVEL COMP TIME TAKEN
CN	CREDIT HOUR TAKEN
CT	COMPENSATORY TIME TAKEN
KA	LEAVE WITHOUT PAY (LWOP)
KB	RESIGNATION
KL	ABSENT WITHOUT LEAVE (AWOL)
KN	OFFICE OF WORKER COMPENSATION PROGRAM(OWCP) NOT EMP-TYP-CD J
LF	FURLOUGH LEAVE - NONPAID
RF	NON DUTY WITHIN REGULAR SCHEDULE - NONPAID
KG	MILITARY FURLOUGH (CALLED TO ACTIVE DUTY) - NONPAID
LA	ANNUAL LEAVE
LB	ADVANCED ANNUAL LEAVE
LC	COURT LEAVE

Screen Mode : Update

Click the drop-down menu to select the code needed for the type of leave you are taking – LA, LS, etc.

The JON and SHOP code will be completed for you depending on your selection and shop assignment.

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Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
02/26/2011  
STEWART JEN

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN): [ ] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date*	Stop Date*	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*	Sub Shop
1	<input checked="" type="checkbox"/>	Pending	03/21/2011 0000	03/21/2011 0000	8.00	0.00	0.00		LA	M00009BLCMAR11LA0301	BLCMEU	

Requestor Remarks:  
DENTAL APPTS FOR THE KIDS

Requested Date: 02/25/2011

Approval / Denial  
Approved:  Denied:  Active Indicator:   
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Row 1 of 1

Screen Mode : Update

You can enter the justification for the requested leave in this box. If you are taking less than 8 hours (all day), please put the hours requested in here as well.

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Labor Employee Reports Tools Window Help Refresh Exit

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN) Emp Name: STEWART, JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*	Sub Shop
1	<input checked="" type="checkbox"/>	Pending	03/21/2011 0000	03/21/2011 0000	8.00	0.00	0.00		LA	M00009BLCMAR11LA0301	BLCMEU	

Request  
Requestor Remarks:  
DENTAL APPTS FOR THE KIDS  
Requested Date: 02/25/2011

Approval / Denial  
Approved :  Denied :  Active Indicator :   
By: Date: Remarks:

Notice the “Active Indicator” box is checked. This means that this active leave request is linked to your time sheet. When you check the “generate hours” box on your time card as you finalize your timecard, SLDCADA will automatically enter any relevant leave requests that are “active” for those dates.

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Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
02/26/2011  
STEWART JEN

Leave Request This window may contain data subject to the Privacy Act of 1974

Save Successful

Emp ID (SSN): Emp Name: STEWART JENNIFER D Emp Type: Civilian

No Error

Row	Active Ind	Appr /	Start Date*	Stop Date*	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*	Sub Shop
1	<input checked="" type="checkbox"/>	Pending	02/21/2011 0000	03/21/2011 0000	8.00	0.00	0.00		LA	M00009BLCMAR11LA0301	BLCMEU	

Requestor Remarks:  
DENTAL APPTS FOR THE KIDS

Requested Date: 02/25/2011

Approval / Denial  
Approved :  Denied :  Active Indicator :   
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Remarks:

Row 1 of 1

Screen Mode : Update

Click on the disk icon to save your request. Ensure you see that it was saved successfully.

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STEWART.JENNIFER.DENISE.1047618432

Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
02/26/2011  
STEWART JEN

Leave Request This window may contain data subject to the Privacy Act of 1974

1 of 1 Save Successful

Emp ID (SSN): [Redacted] Emp Name: STEWART, JENNIFER D Emp Type: Civilian

No Errors

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date*	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*	Sub Shop
1	✓	Pending	03/21/2011 0000	03/21/2011 0000	8.00	0.00	0.00		LA	M00009BLCMAR11LA0301	BLCMEU	

Requestor Remarks:  
DENTAL APPTS

Requested Date:

Message - Message (Plain Text)

Message Insert Options Format Text

Clipboard Basic Text

To... Hanson CIV Robert J;

Cc...

Send Subject: Leave Request Message.

Jennifer Stewart  
Head, CMCC - Information Security Officer

Commercial 703-784-6265  
DSN 278-6265  
Unclass Fax 703-784-6269  
<http://www.quantico.usmc.mil/activities/?Section=CSM>

"You need to overcome the tug of people against you as you did in 1885-1945, World War II Army General

UNCLASSIFIED

Screen Mode : Update

SLDCADA will automatically send an email to your time certifier requesting approval. Use the mailbox icon send an email with your leave requested date, times, and reason to your division head/supervisor if different than the time keeper - Click on the mailbox icon and Outlook will open an email for you to type in this information. Don't forget to click send! 😊

**SLDCADA**  
03/12/2011  
STEWART JENNIFER D

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN) [ ] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Approved	03/21/2011 0000	03/21/2011 0000		0.00			LA	M00009BLCMAR.11LA0301	BLCMEU

Row 1 of 1

If you made a mistake and the leave is still "pending approval" you can simply delete the row and try again. If it is already approved and you are not going to take it, ask your time keeper to go in and uncheck the Active Indicator box.

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STEWART.JENNIFER.DENISE.1047618432

Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
02/26/2011  
STEWART JEN

Leave Request This window may contain data subject to the Privacy Act of 1974  
Save Successful

Emp ID (SSN): Emp Name: STEWART JENNIFER D Emp Type: Civilian

No Errors

Row	Active Ind	Appr / Deny	Start Date*	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*	Sub Shop
1	<input checked="" type="checkbox"/>	Pending	03/21/2011	0000	8.00	0.00	0.00		LA	M00009BLCMAR11LA0301	BLCMEU	

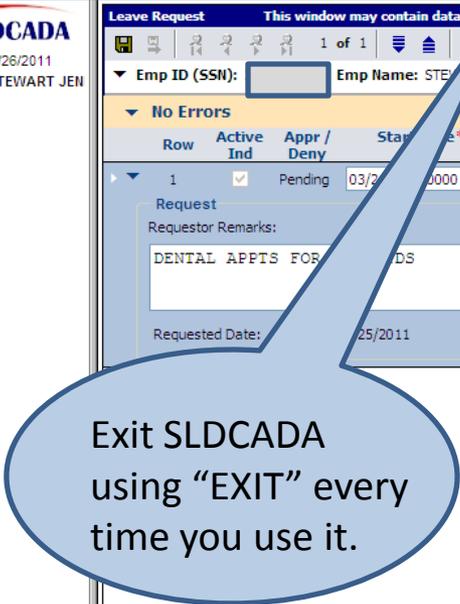
Requestor Remarks:  
DENTAL APPTS FOR

Requested Date: 02/25/2011

Approval / Denial  
Approved:  Denied:  Active Indicator:   
By: Date: Remarks:

Row 1 of 1

Screen Mode : Update



Exit SLDCADA  
using "EXIT" every  
time you use it.



From: SLDCADA Administrator [no\_reply@nslc.navy.mil]  
To: Stewart CIV Jennifer D  
Cc:  
Subject: Leave Request Approval

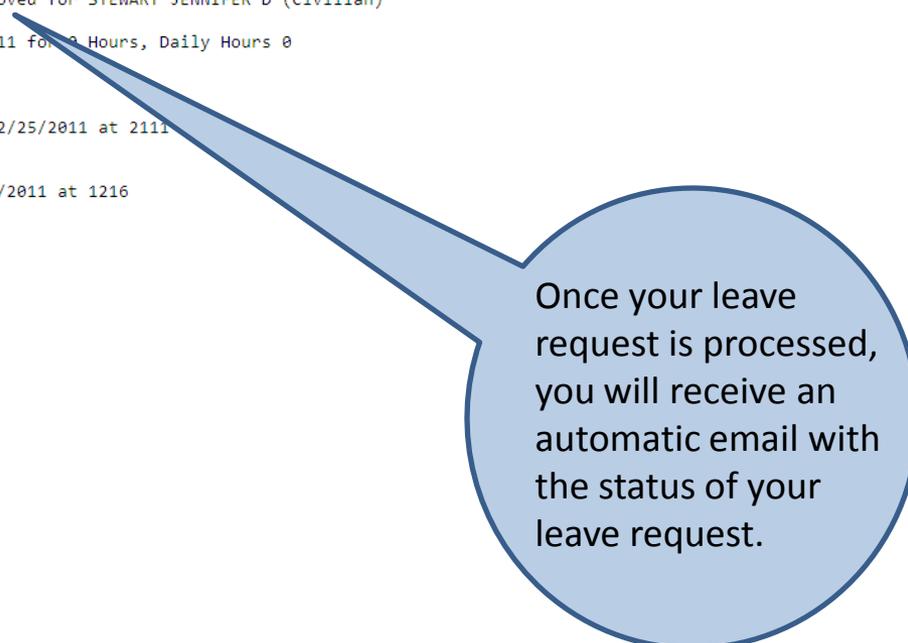
Sent: Mon 2/28/2011 7:16 AM

The following Active Leave Request has been approved for STEWART JENNIFER D (Civilian)

Type Hour Code: LA From 03/21/2011 To 03/21/2011 for 8 Hours, Daily Hours 0  
Env/Haz: None Night Diff: No  
JON: M00009BLCMAR111LA0301 Per Shop: BLCMEU

REQUESTED BY STEWART JENNIFER D (Civilian) on 02/25/2011 at 2111  
Remarks: DENTAL APPTS FOR THE KIDS

APPROVED BY HANSON ROBERT J (Civilian) on 02/28/2011 at 1216  
Remarks: None.



Once your leave request is processed, you will receive an automatic email with the status of your leave request.



Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN): [redacted] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date*	Stop Date*	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*	Sub Shop
1	<input checked="" type="checkbox"/>	Approved	03/21/2011 0000	03/21/2011 0000		0.00			LA	M00009BLCMAR11LA0301	BLCMEU	

Back in SLDCADA you will see that your leave has been processed when you go into "Labor/Leave Request" again.

Row 1 of 1

Screen Mode : Update

**SLDCADA**  
03/12/2011  
STEWART JENNIFER D

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN) [ ] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Row	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Approved	03/21/2011 0000	03/21/2011 0000		0.00			LA	M00009BLCMAR.11LA0301	BLCMEU

Row 1 of 1

Each time you request leave, add a row to begin.

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STEWART.JENNIFER.DENISE.1047618432

Labor Employee Reports Tools Window Help Refresh Exit

SLDCADA  
03/12/2011  
STEWART JENNIFER D

Leave Request This window may contain data subject to the Privacy Act of 1974

Emp ID (SSN): [ ] Emp Name: STEWART JENNIFER D Emp Type: Civilian

Req	Active Ind	Appr / Deny	Start Date* Time	Stop Date* Time	Amt Auth*	Amt Rem	Sched Hrs	Ehz	THC*	JON	Shop*
1	<input checked="" type="checkbox"/>	Approved	03/21/2011 0000	03/21/2011 0000	0.00				LA	M00009BLCMAR11LA0301	BLCMEU
2	<input type="checkbox"/>	Pending	03/03/2011 0000	03/03/2011 0000	3.00	3.00	0.00		LS	M00009BLCMAR11LS0301	BLCMEU

Requestor Remarks:  
[ ]

Requested Date: 03/03/2011

Approval / Denial  
Approved:  Denied:  Active Indicator:   
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Row 2 of 2

Screen Mode: Update

Remember to save!

**SLDCADA**  
03/12/2011  
STEWART JENNIFER D

**Time and Attendance** This window may contain data subject to the Privacy Act of 1974  
 Generate Hours Pending Changes

Emp ID (SSN)  Emp Name: STEWART JENNIFER D Type: Civilian Pay Period Ending Date: 03/12/2011

Week 1 (03/05/2011) EVT:  Leave Bypassed:  Copy Prev Week (All)

Row	JON	Per Shop*	Ehz	ND	THC*	Sun 02/27	Mon 02/28	Tue 03/01	Wed 03/02	Thu 03/03	Fri 03/04	Sat 03/05	Total
1		BLCMEU											
<b>Actual Totals:</b>													0.00 PP
<b>Schedule Totals:</b>													80.00 P

Clocks	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Clocks Week Total: 34.00</b>	<b>Totals:</b>						
		8.50	8.50	8.50	8.50	8.50	
IN		0730	0730	0730		0730	
OUT		1600	1600	1600		1600	
IN							
OUT							
IN							
OUT							

Row 1 of 1

Leave Bypassed:  Copy Prev Week (Selected) Copy Prev Week (All)

Per Shop*	Ehz	ND	THC*	Sun 03/06	Mon 03/07	Tue 03/08	Wed 03/09	Thu 03/10	Fri 03/11	Sat 03/12	Total	
BLCMEU												
<b>Actual Totals:</b>												0.00 PP
<b>Schedule Totals:</b>												80.00 P

Clocks	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Clocks Week Total: 42.50</b>	<b>Totals:</b>						
		8.50	8.50	8.50	8.50	8.50	

When completing your time card in SLDCADA, simply check the "Generate Hours" box and hit save. Any online leave requested will be automatically entered for you, along with your regular hours. (A copy of it will remain in your leave request list, except now the active indicator box will not be checked.)

# Active Indicator (AI) Checkbox

(checked means the leave requested is active)

- If this box is not checked for some reason, the leave request will not show up automatically on your timecard and could need to be typed into your timecard as required.
  - The timekeeper can de-select/re-select the box on his end.
  - If it is incorrectly checked, you can “generate hours” (which will put the leave into your timecard) and then manually delete the row.
    - This will remove the checkmark from this box rendering the leave inactive.
- Reasons you may need to de-select this box:
  - You didn’t take the leave.
  - Your hours changed from what was requested.
  - You made a mistake in the leave request somehow, etc.