



2013

VACATION REQUEST USER'S MANUAL



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3/21/2013



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Introduction

As part of our continuous effort to be aligned with a paperless philosophy and in order to maximize the use of our current resources, we have moved the VACATION REQUEST paper form to a digital form in ARGOS.

ARGOS is the school reporting system, which until now, has been widely used to get a formatted output of a set of data coming mostly from Banner. Now, we will start using it as an input form, in this case to request vacation.

This manual is intended to serve as a guide to use the new Vacation Request Form in Argos.

Should you have any question, please contact Alejandro Aguilar from IT at extension 6178 or Martha P. Garcia from HR at extension 6208.

If you have an issue with the system, please place a ticket on our help desk webpage at <https://servicedesk.imperial.edu>



Requirements

In order to use Argos to request vacation, the following requirements should be met:

1. Employee should have access to a PC connected to IVC network.
 - It doesn't have to be your own computer, since you will use your own Argos credentials (see item #3)
2. Employee should have an active ARGOS ACCOUNT
 - You may already have one even if you haven't used it yet.
 - Your username is the same username you use to login to your computer (or network)
 - Your password is the same password you use to login to your computer (or network)
 - If you're unsure if you have an active Argos account or not, you can check with our online [Argos Account Verification](#) form.
 - If you don't have an Argos Account, please work with your manager to request one by placing a ticket on our [help desk](#).
3. Employee MUST use its own Argos credentials
 - Sharing your Argos credentials with others is not allowed, since it will cause the Vacation Request to be sent on behalf of somebody else.



Accessing Vacation Request Form in Argos

To access the online Vacation Request form, first go to IVC Home Page at www.imperial.edu and then from the top menu select *Faculty & Staff* option and then *Human Resources Forms*. (Figure 1)

Also, you can access HR Forms using the direct link:

<http://www.imperial.edu/faculty-and-staff/human-resources/forms/>

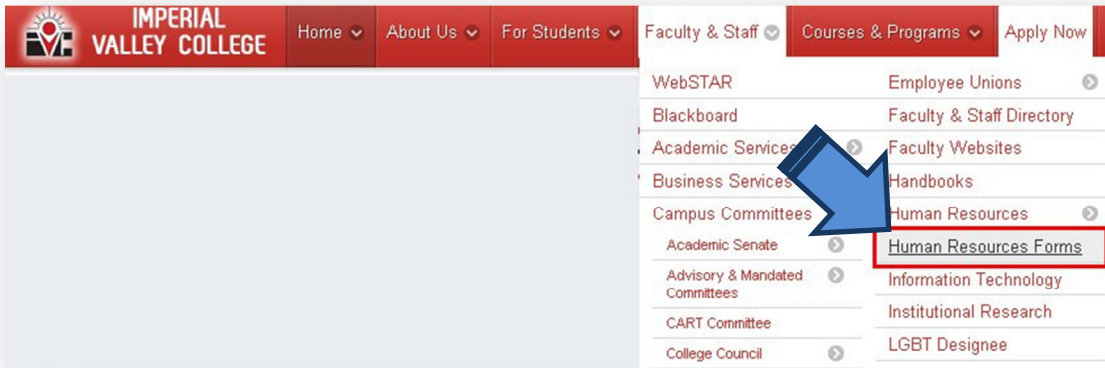


Figure 1. Human Resources Forms link from IVC Home Page

Once you are in the HR Forms page, please locate the *Classified Employee Request for Vacation* link on the right hand side of the page and click on it. (Figure 2)

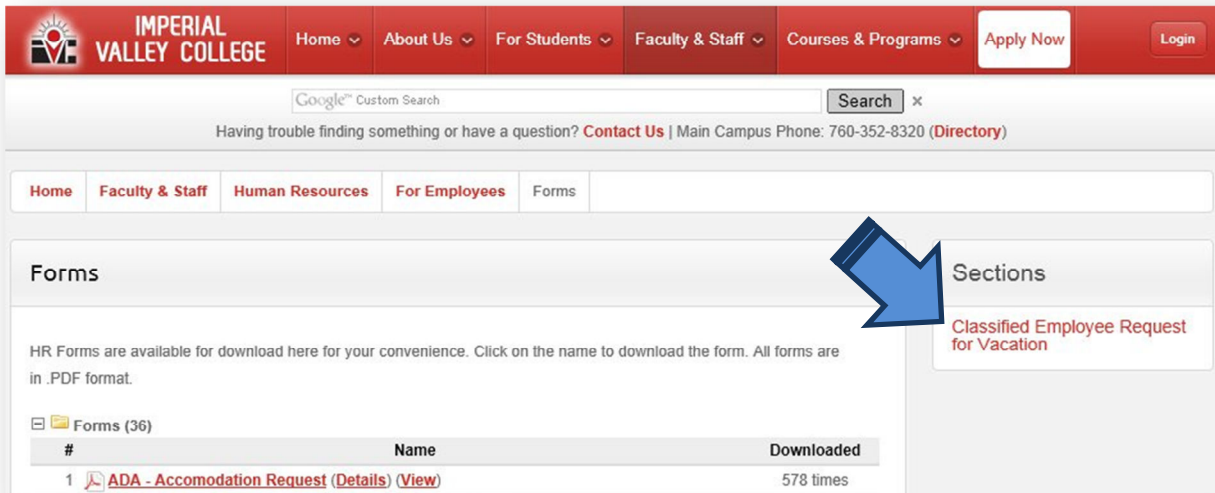


Figure 2. Vacation Request form link on Human Resources Forms Page



After you click on the link on Figure 2, the *Argos eLauncher* page will start to load (doing some initial checkups that shouldn't take more than a couple of seconds).

This loading page looks something like the Figure 3 below.

Note: If you receive an error, warning or popup and you cannot pass beyond this Argos eLauncher Web Page, please visit the [troubleshooting](#) page at the end of this manual for further actions.



Figure 3. Argos eLauncher Page

After Argos eLauncher has finished loading, the login prompt is displayed on-screen. Input your Argos credentials, which is the username and password you use to login to your computer or network (figure 4), and click *Login*.



Figure 4. Argos Login box

Note: If you receive an error or warning after you login and you cannot pass beyond this point, please visit the [troubleshooting](#) page at the end of this manual for further actions.



Vacation Request form elements

After you login, the Vacation Request form is displayed. Please refer to *Figure 5* to familiarize with the different fields, which are explained below.

Figure 5. Argos Vacation Request form

1. **ID.** Employee Generated ID (Automatically populated)
2. **Employee Name.** Coming from Banner (Automatically populated)
3. **Employee Title.** Coming from Banner (Automatically populated)
4. **Department.** Coming from Banner (Automatically populated)
5. **Vacation Leave Balances.** Coming from HR Database (Automatically populated)
6. **Supervisor Information.** Employee's supervisor name and e-mail coming from Banner. This is the person who will receive the request. (Automatically populated)
7. **Beginning date of request.** First day off from the requested vacation period
8. **Through date of request.** Last day off from the requested vacation period
9. **Total days requested.** Number of vacation days requested
10. **Calculated Days.** Hint from the system on how many days exist between *beginning* and *through* dates, excluding school holidays. (Automatically calculated) Serves as guide to input *Total Days requested*.
11. **Comments.** Anything you type here will be part of the request and will be sent to your supervisor.
12. **Form Validation.** Displays any errors or warnings found on the form while filling it. (Automatically calculated)
13. **Submit button.** Button to submit the form. It is hidden when errors or warnings exist in the form validation.



Vacation Request form background processes

When the Vacation Request form is opened, it automatically populates the following fields for you:

- ID
- Employee Name, Title and Department
- Vacation Leave Balance
- Supervisor Information (Name and E-mail address)

It is very important that you verify that this information is correct. Any vacation request you make will be sent to the supervisor e-mail that is displayed on behalf of the employee that is displayed.

If you notice something wrong in this auto-populated information, please close this form and use our online [Argos Account Verification](#) form to submit your findings. HR will review and update as appropriate. Afterwards you can come back and fill out the form with the correct information populated.

Also, at the same time you're filling out the form, it is being automatically validated; if there's something wrong (incorrect dates, incorrect number of days, etc) it will display the appropriate message on the *Validation Box*, at the bottom of the form.

As soon as you fix those issues, the *Validation Box* will reflect the changes and once you don't have anything wrong, the *Submit* button will become available and the *Validation Box* will disappear from screen.

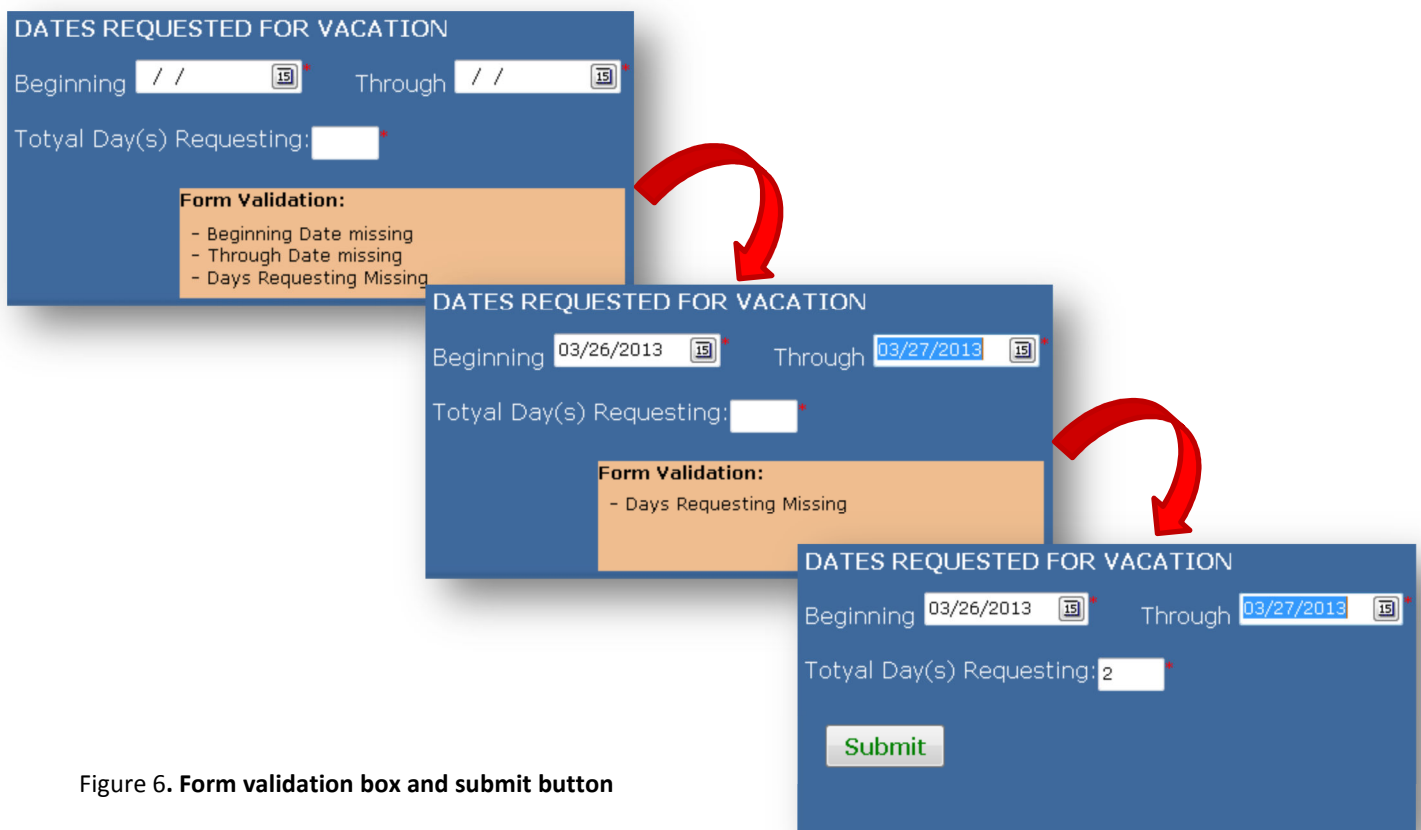


Figure 6. Form validation box and submit button



Filling out a Vacation Request form

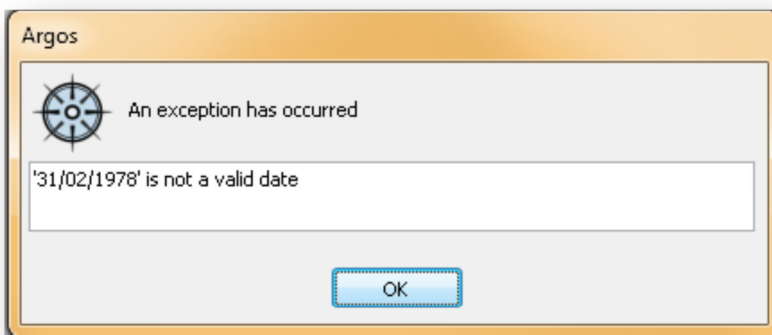
After the Vacation Request form is opened and the Employee and Supervisor information has been automatically populated, you're ready to start filling out the form.

REQUESTING DATES

Let's start by selecting the dates you're requesting. You will need to input the first day off of your vacation period in the *Beginning* field and the last day off of your vacation period on the *Through* field.

To do this, you can either:

- 1) Type in directly the dates on the fields using the format MM/DD/YYYY (i.e. 03/19/2013)
 - a) If you use a different format it will display an error like this.



- 2) Or use the calendar selector (recommended)
 - a) Click on the calendar icon located on the right side of the field (pointed out by the red arrows in the below figure)
 - b) Click on the desired day (you can move forward and backward from month to month and year to year using the little black arrows, pointed out by the yellow arrows)

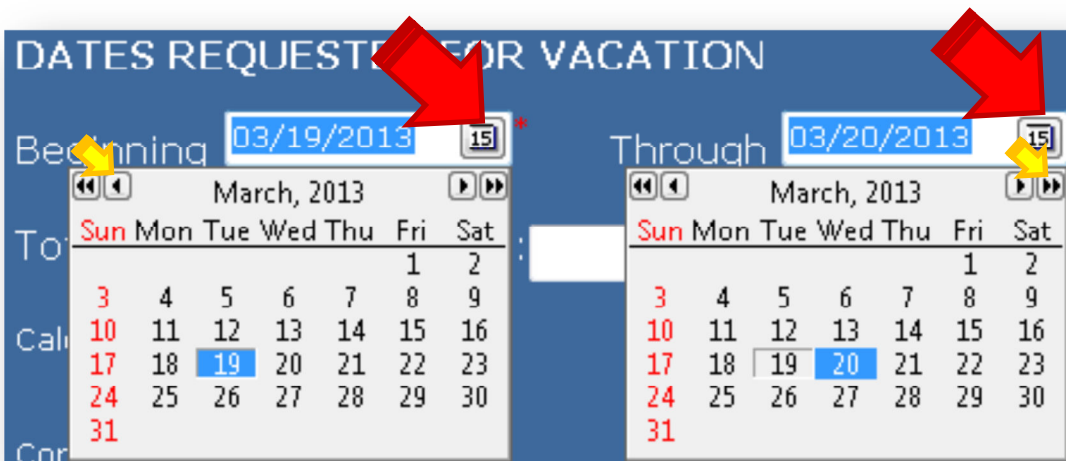


Figure 7. Calendar Selector



TOTAL DAY(S) REQUESTING

Once the requested dates have been input, the system will automatically calculate the total days between those dates, excluding holidays, and populate the *Calculated Days* field (figure 8).

This field is just a help for you and the real quantity of days requested should be manually input in the appropriate field: *Total Day(s) Requesting*.

For example, if the dates requested are 3/19/2013 to 3/20/2013 (figure 7) the system will automatically calculate that you're requesting 2 days of vacation and will display that in the *Calculated Days* field. But if you're planning to take only half day off on 3/20/2013 then the real quantity that you will input is 1.5 and not 2.

Total Day(s) Requesting: 1.5
Calculated Days: 2

Figure 8. Calculated Days vs Total Day(s) Requesting

Note: At this point, if there's nothing wrong with the information in the form, the *Validation Box* will disappear and the *Submit* button will become available.

COMMENTS

If there's something you'd like your supervisor to know about your request, use the *Comments* section to do so. It is completely optional, but many times it's a good practice to send some comments about the request to clarify some things about it (like taking half day off instead of a full day)

Comments [Optional]
Taking only 4 hours off on 3/20/2013
max 255 characters

Figure 9. Comments for the supervisor



Submitting the Vacation Request form

After filling out the form and if there's nothing wrong with the information in it (validation passed), the *Validation Box* will disappear and the *Submit* button will become available.

Double check your information, and once you're completely positive about the requested dates and days, hit the submit button.

DATES REQUESTED FOR VACATION

Beginning Through

Total Day(s) Requesting:

Calculated Days:

Comments [Optional]
Taking only 4 hours off on 3/20/2013

Submit

Figure 10. Submit button

Note: Remember that once you submit the form, the request will be sent to the supervisor that was displayed when the form first loaded.

ID (G#)

Employee Name Employee Title Department

<-- Vacation Leave Balance as of January 31, 2013

Supervisor Information:
Joseph Boss
Joseph.Boss@imperial.edu

DATES REQUESTED FOR VACATION

Figure 11. Supervisor information that is used to send the request to.



Request Confirmation

After submitting your request, you will see a confirmation message with the following information:

1. Supervisor e-mail address where the request was sent to
2. Request ID number, this is what you'll use to track your request.

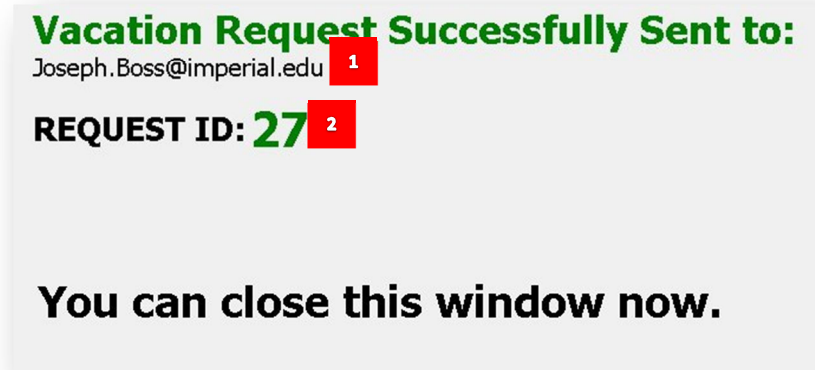


Figure 12. Confirmation message received after a successful request

Also, after you receive this confirmation message above, you will receive an e-mail with a *Request Receipt* containing the same information you provided on the form. Keep this for your records.



Figure 13. Vacation Request Receipt

Note: At this point, your request has an initial status of *Request Sent*



Vacation Request Status Change

When your supervisor reviews your request, he or she should approve or deny it. Once the request has been processed by your supervisor, you will receive a *Vacation Request Status Change* e-mail with the following information:

1. New Status (Approved or Denied)
2. Supervisor Comments. In case he has something to tell you about the request or the status change
3. Request Information. Same information you provided when filling out the form.



Figure 14. Vacation Request Status Change e-mail

Vacation Request Status Tracking

At any time, you can track the status of the vacation request(s) you have placed in the past. To do this, simply go to HR Forms Web Page (if you don't remember how to do this, please refer to "Accessing Vacation Request Form in Argos" section from this manual) and click on the *Vacation Request Status* link on the right hand side of the page and click on it. (Figure 15)

This will open a new Argos report window that will also use the same Argos credentials we discussed at the beginning of this manual.

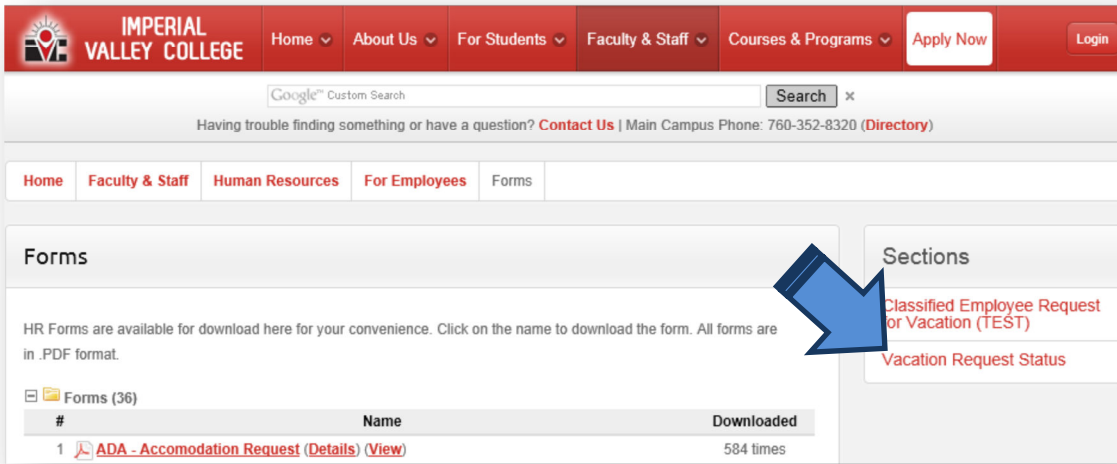


Figure 15. Vacation Request Status link

After you have successfully login to Argos, you will get the reports form with the following features:

1. **Request Status filter.** By default ALL status are selected, but you can select to filter by *Request Sent*, *Approved* or *Denied* specifically.
2. **Request ID filter.** This is optional. If you want to view the status of a specific Request ID #, just type in the number in this box.
3. **Results box.** If you want to view the results of the inquiry on-screen, just click the *Run* button and the matching results will be displayed on this box
4. **Printable results.** If you want to get a printed, formatted copy of the results, then click this icon (pointed out by the red arrow) and you'll get a preview that you can print.

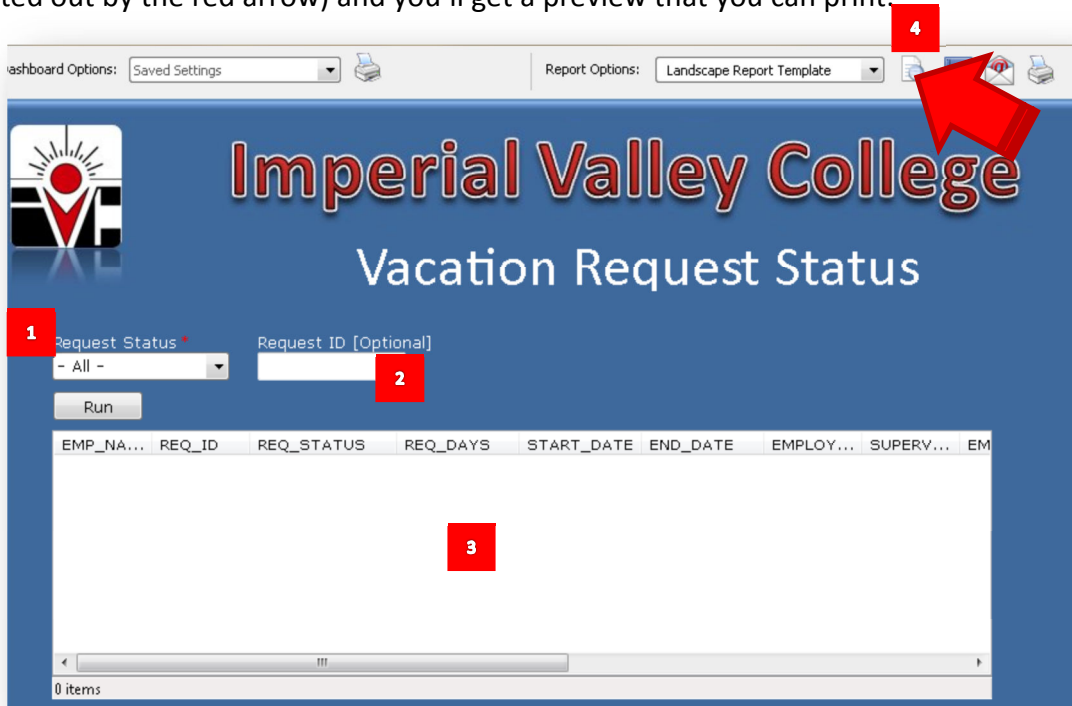


Figure 16. Vacation Request Status Form



Troubleshooting

This section provides with the most common errors and warnings you may get while using the *Vacation Request* form in Argos, along with some solutions that will help you understand and/or fix the issue.

If you ever have a problem with the *Vacation Request* form in Argos that is not listed in this section or if the solution is not working for you, you can always use our [help desk](#) ticket system. Just be as specific as you can and provide any attachments (screenshots) if possible.

I. I don't know my Argos Username

You may already have one even if you haven't used it yet. Your username is the same username you use to login to your computer (or network)

II. I have forgotten my Argos Password

Your password is the same password you use to login to your computer (or network)

III. I don't have username or password at all

If you don't have a PC and you don't login to any computer at all, then you need to work with your manager to request a *Domain Account* and an *Argos Account* by placing a ticket on our [help desk](#).

IV. I receive a "Java was blocked because it is out of date" message when opening the Vacation Request Form

If you receive this message, click on the button "Run this time" provided with the warning message





V. I receive a pop-up when opening the Vacation Request Form asking “Do you want to run this application?”

You may receive this message the first time you open Argos on your computer. You need to tell your computer that his is safe to open.

To do this, check the box that says “Always trust content from this publisher” and click RUN



VI. I receive a pop-up asking to update Java

DO NOT update Java version. This is a feature in your computer that automatically gets updated when needed. You may not be able to run the form if you update your Java version.

You can just click on “Continue” or “Run”

VII. My Employee information on the form is incorrect

When you open the Vacation Request form and notice that some of your information is not correct, you can report it to HR using with our online [Argos Account Verification](#) form.

Open the form and click on “NO” button.





Use the comments box to explain what part of the information is incorrect and provide the details of how the information should be updated.

HR will receive an e-mail with your comments, review your comments and make appropriate changes in Banner.

We're sorry to hear that!
Please tell us what needs to be changed.
Use the comments box below to submit the information.

ID (G#) Supervisor
Employee Name Supervisor Email

Use this comments box to submit the information. HR will receive an e-mail and review
Type in here what's wrong with the information and what is the correct data.
HR will review this information and make proper changes.

VIII. My Supervisor is not the same that is displayed on the form

When you open the Vacation Request form and notice that the supervisor displayed is different from your actual supervisor, you can report it to HR using with our online [Argos Account Verification](#) form. Refer to the previous troubleshooting item (VI) for instructions on how to report the incorrect information.

IX. My supervisor e-mail is incorrect

When you open the Vacation Request form and notice that your supervisor e-mail is not correct, you can report it to HR using with our online [Argos Account Verification](#) form. Refer to the troubleshooting item VI for instructions on how to report the incorrect information.

X. I received a "Request Unsuccessful" message after submitting the vacation request form

If you receive a "Request unsuccessful" message after submitting the vacation request, something failed during the process and you should report it using our [help desk](#). Make sure to include all the text provided after the "Error ID" line

Request unsuccessful.

Please contact your system administrator and provide the following

ERROR ID:

**@Line7(ORA-12899: value too large for column
(actual: 12, maximum: 9)**

You can close this window now.



XI. I submitted a Vacation Request, but I need to cancel it because I no longer need it

In order to get a Vacation Request canceled, you need to submit a Help Desk Ticket at

<https://servicedesk.imperial.edu>

Please make sure to describe the reason why this Request is being canceled, because those comments will be copied into the vacation request comments.

XII. I submitted a Vacation Request and it has been approved, but I would like to change the dates

In order to get a Vacation Request changed, you need to submit a Help Desk Ticket at

<https://servicedesk.imperial.edu>

Please make sure to give as much detail as possible on the dates changed and the reason, because those comments will be copied into the vacation request comments.