



United States Department of the Interior  
INTERIOR BUSINESS CENTER  
Lakewood, CO 80235

D-2400

June 17, 2021

Memorandum

To: Quicktime User Representatives

Subject: Issue with the Leave Request Summary Screen

From: Rob Crest, Chief, Personnel and Payroll Systems Division

This memorandum is to alert Quicktime Certifiers of a bug which currently exists with the Leave Request Summary screen. The bug is experienced when approving requests from the summary screen; shown below:

Certifier: Current Pay Period: 2021 - 13  
06/06/2021 - 06/19/2021

Set status of selected requests to: ▼

Refresh Select/Unselect All

| Select                   | Req#   | Employee | Leave Type                         | Begin Date       | Hours | Status   |                   |
|--------------------------|--------|----------|------------------------------------|------------------|-------|----------|-------------------|
| <input type="checkbox"/> | 925489 |          | 020   ANNUAL LEAVE-USED            | 12/23/21 7:00 AM | 16:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 953185 |          | 020   ANNUAL LEAVE-USED            | 7/8/21 6:00 AM   | 40:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 953055 |          | 020   ANNUAL LEAVE-USED            | 6/25/21 6:00 AM  | 08:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 953054 |          | 030   SICK LEAVE-USED              | 6/23/21 6:00 AM  | 08:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 953205 |          | 020   ANNUAL LEAVE-USED            | 6/18/21 7:00 AM  | 08:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 953559 |          | 020   ANNUAL LEAVE-USED            | 6/16/21 11:45 AM | 03:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 952632 |          | 030   SICK LEAVE-USED              | 6/14/21 8:00 AM  | 03:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 953163 |          | 030   SICK LEAVE-USED              | 6/11/21 6:00 AM  | 08:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 952648 |          | 231   CREDIT HOURS-USED            | 6/9/21 2:15 PM   | 01:00 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 952646 |          | 030   SICK LEAVE-USED              | 6/9/21 6:00 AM   | 03:15 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 952493 |          | 020   ANNUAL LEAVE-USED            | 6/8/21 11:30 AM  | 02:30 | Pending  | <a href="#">Q</a> |
| <input type="checkbox"/> | 951307 |          | 03P   S/L GENERAL FMLY CARE - USED | 6/18/21 11:30 AM | 03:00 | Approved | <a href="#">Q</a> |
| <input type="checkbox"/> | 929858 |          | 020   ANNUAL LEAVE-USED            | 6/14/21 6:00 AM  | 40:00 | Approved | <a href="#">Q</a> |



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When selecting a request for any action from here the action intended for selected request is applied to the request directly above. It is advised to take the action directly on the request – shown below:

Certifier:

Current Pay Period: 2021 - 13  
06/06/2021 - 06/19/2021

Employee:

Leave Request # 953185

Refresh

020 | ANNUAL LEAVE-USED

Begin Date: 7/8/2021

Begin Time: 6:00

AM/PM: AM

End Date: 7/14/2021

End Time: 2:30

AM/PM: AM

Total Hours: 40:00

Daily Hours: 40:00

**Family and Medical Leave:**  
If leave will be used under the Family and Medical Leave Act of 1993 (FMLA) please provide the following information:  
I hereby invoke my entitlement to family and medical leave for:  
☐ 1) Birth/Adoption/Foster care  
☐ 2) Serious health condition of spouse, son, daughter, or parent  
☐ 3) Serious health condition of self  
Contact your supervisor and/or your personnel office to obtain additional information about your entitlement and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Status: Pending

Requestor:

Pending  
Approved  
Disapproved  
Cancelled

Remarks:

We apologize for any inconvenience this may cause and appreciate your patience until this defect can be corrected. If you have any questions or concerns, please contact Tammy Mitchell at 303-969-5245 or LeAnn Potts at 303-969-5249.