# Instructions:
Accessing Leave of Absences

Your Leave of Absence forms are stored in eDocs which and can be accessed at edocs.grcc.edu. Use your GRCC Network User ID and password to log in.

Once you are logged in, you will have the option to select Documents or Workflow. The Documents button will allow you to view documents, while Workflow will allow you into the routing/approval process. Press Documents to proceed.
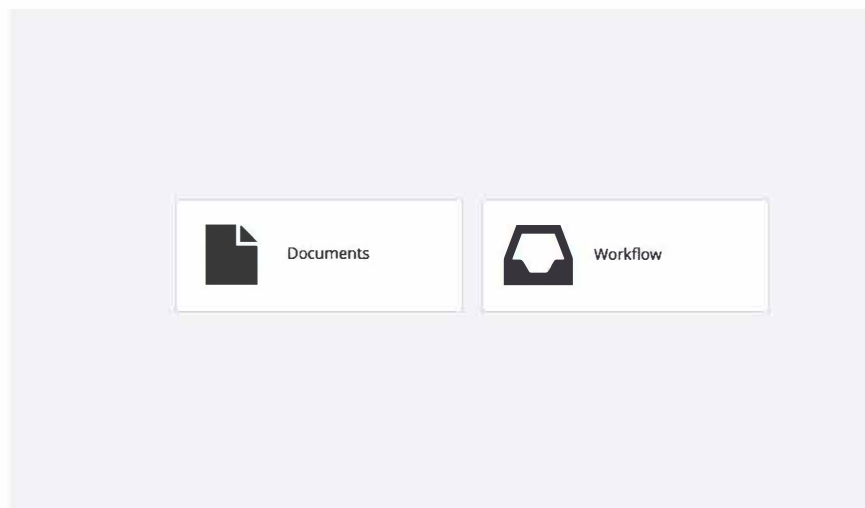
You will automatically be brought to the "My HR Documents" section. There will be past leaves, as well as current ones. If you submitted a Leave of Absence (LOA) since 04/2012 they are listed as "HR Leave of Absence eForm" (Document Name column). The HR Leave of Absence Form is all the previous LOAs that Human Resources has on file for you. You can sort the various columns by clicking on the column headers. The Workflow Queue column will let you know where in the workflow process the LOA is.

If the workflow queue is empty like shown above, it means that it has been process and archived, otherwise the exact workflow queue will be displayed in that queue. You will not be able to edit or access the document in the actual workflow queue, but you will be able to view it from this view.

To open a Leave of Absence, simply select a record and double click. The document will be opened in a new screen. You can view the exact LOA that was submitted.

Once you are finished reviewing your Leave of Absence, please remember to log out of eDocs. You can log out by clicking on the profile button (silhouette in circle), then the power icon to disconnect.

NOTE: GRCC advises against printing your LOAs and storing them locally since they are obtainable via eDocs at any time. If there is a business case presented where you must obtain a printed copy of your LOA, please contact IT Customer Support at ITHELP@grcc.edu and a copy will be generated for you.