

Self-Service Online Leave Application System – FAQs

6.3.13

What is the Self-Service Online Leave Application System?

The Self-Service Online Leave Application System is a new online system designed to streamline leave application process for DOE employees. You can easily apply for a leave of absence and upload supporting documents via Self-Service Online Leave Application System anywhere at anytime.

Who can use the Self-Service Online Leave Application System?

During this first phase ONLY non-supervisory pedagogical employees will have access to the Self-Service Online Leave Application System. At a later date, all employees will be able to use the system.

What can I do in the Self-Service Online Leave Application System?

On the Self-Service Online Leave Application System non-supervisory pedagogical employees can either

- submit a new leave application for non-medical leave, OR
- submit a leave application to extend the current non-medical leave.

During this first phase ONLY non-medical leaves will be available on the Self-Service Online Leave Application System. Eventually, all leave types will be available on the system.

How do I access the Self-Service Online Leave Application System?

You can access the Self-Service Online Leave Application System in the following ways:

- System link: <http://dhrnycaps.nycenet.edu/LeaveApplication/>
- Division of Human Resources and Talent website: <http://schools.nyc.gov/Offices/DHR>
(Under Time-Sensitive Information, click the link “Important News for All UFT Titles Currently on Leave”)

How do I log into the Self-Service Online Leave Application System?

1. Go to: <http://dhrnycaps.nycenet.edu/LeaveApplication/>
2. Enter your Network / Email ID user name (for example, JSMITH). This is the same user name you use to log into the DOE network, and matches your email address.
3. Enter your Network / Email ID password. This is the same password you use to log into the DOE network.
4. Click “Login to Self-Service Online Leave Application” button.

What can I do if I forget my password or I have trouble logging into the Self-Service Online Leave Application System?

If you need assistance with your password or logging in, please contact HR Connect at 718-935-4000.



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How do I access my Checklist?

You can access your Checklist by logging into the online self-service leave application website: <http://DHRNYCAPS.nycenet.edu/LeaveApplication>. Once you log in using your DOE/Network ID and password, select “I would like to View the Details of my Leave Application” to view your Checklist.

How do I access my Fax Coversheet?

You can access your Fax Coversheet in the following way:

- Using the attached Fax Coversheet on the initial submission email that you received.

How will I know that my documents have been received?

You can confirm that your documents have been received in the following ways:

- When your documents are received, you will receive a confirmation email to your DOE email address.
- Log into the online self-service leave application website: <http://DHRNYCAPS.nycenet.edu/LeaveApplication>. Once you log in using your DOE/Network ID and password, select “I would like to View the Details of my Leave Application” to view your Checklist. The Checklist shows the status of the application, including application submission, Principal acknowledgement, and supporting documentation.

How will I know that the Principal has submitted their acknowledgement?

You can confirm that the Principal has submitted their acknowledgement by logging into the online self-service leave application website: <http://DHRNYCAPS.nycenet.edu/LeaveApplication>. Once you log in using your DOE/Network ID and password, select “I would like to View the Details of my Leave Application” to view your Checklist. The Checklist shows the status of the application, including Principal/Supervisor acknowledgement.

How can I change my application once it is submitted?

You can change your application after you submitted your application by logging into the online self-service leave application website: <http://DHRNYCAPS.nycenet.edu/LeaveApplication>. Once you log in using your DOE/Network ID and password, you will see four different choices. Make a selection, and then click the “Continue” button.

How do I withdraw my application?

You can withdraw your application by logging into the online self-service leave application website: <http://DHRNYCAPS.nycenet.edu/LeaveApplication>. Once you log in using your DOE/Network ID and password, you can either withdraw your application OR withdraw your application and submit a new application for a different leave. Make a selection, and then click the “Continue” button.

How do I access my DOE email?

Your DOE email will be used as the primary source of communication for all correspondence related to your leave application. All NYC Department of Education employees have access to their DOE email from the



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Internet. Please visit the DOE Home Page to log into your DOE email:
<http://schools.nyc.gov/DOELogin/default.htm>. If you need assistance with your DOE email or password, please contact HR Connect at 718-935-4000.

How will I know when a determination has been made?

You can confirm the determination status by logging into the online self-service leave application website: <http://DHRNYCAPS.nycenet.edu/LeaveApplication>. Once you log in using your DOE/Network ID and password, select "I would like to View the Details of my Leave Application" to view your Checklist. The Checklist shows status for all of the application process, including any determinations that have been made.

You will also receive an email from the Medical, Leaves & Records Administration confirming the determination, as well as the next steps.

What does it mean that my application will autoclose after a certain amount of days?

Your application will automatically be denied, and then closed if you do not provide all of the required supporting documentation within the 21 days after submission of your application. Once your application closes, you must submit a new application.