

Time Off Request - Employee

Draft

Draft – saves your request for a future submission, but does not send to the immediate Manager.

Submit

Submit – sends the Request via an email and system alert to the immediate Manager.

Cancel

Cancels the Request

The screenshot shows a web application interface for requesting time off. At the top, there are navigation tabs for 'March 26, 2017 - April 1, 2017', 'Request Time Off', and 'My Timecard'. The 'Request Time Off' tab is active, displaying a form titled 'Request Time Off'.

The form includes a 'Type' dropdown menu set to 'Time Off Request'. Below this is a table with columns: 'Start date', 'End date', 'Pay code', 'Duration', 'Start time', and 'Length'. The first row shows a request for 3/27/2017 to 3/27/2017, with 'CTT - Comp Time Taken' as the pay code, 'Hours' as the duration, and empty fields for start time and length. A link '+ Add another time-off period' is provided below the table.

Below the table is an 'Accruals on' section with a date picker set to 3/27/2017. This section contains a table with two columns: 'Accrual' and 'Balance'.

Accrual	Balance
Annual - VAC	302.68 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	256.25 Hour

At the bottom of the form, there are three buttons: 'Draft' (disabled), 'Submit' (active), and 'Cancel' (disabled).

Time Off Request – Employee DRAFT

Draft

Submit

Cancel

Details

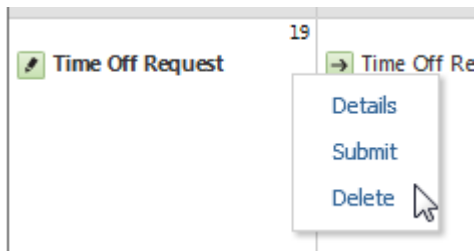
Submit

Delete

Shows Details
of Time Off
Request

Submit – sends the
Request via an email
and system alert to the
immediate
Manager/Supervisor.

Deletes the
Request



A screenshot of a 'Request Time Off' form. The form has a title bar with a close button. Below the title bar, there is a 'Type' dropdown menu set to 'Time Off Request'. Below this, there is a table with columns: 'Start date', 'End date', 'Pay code', 'Duration', 'Start time', and 'Length'. The first row has values: '3/27/2017', '3/27/2017', 'CTT - Comp Time Taken', 'Hours', and empty fields for 'Start time' and 'Length'. Below the table, there is a link '+ Add another time-off period'. Below that, there is an 'Accruals on' dropdown set to '3/27/2017'. At the bottom, there is a table with columns 'Accrual' and 'Balance'. The table contains four rows: 'Annual - VAC' (302.68 Hour), 'Comp - CTT' (0.0 Hour), 'Military - MIL' (0.0 Hour), and 'Sick - SCK' (256.25 Hour). At the bottom right of the form, there are three buttons: 'Draft' (highlighted with a red circle), 'Submit', and 'Cancel'.

Start date	End date	Pay code	Duration	Start time	Length
X 3/27/2017	3/27/2017	CTT - Comp Time Taken	Hours		

+ Add another time-off period

Accruals on 3/27/2017

Accrual	Balance
Annual - VAC	302.68 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	256.25 Hour

Draft Submit Cancel

Time Off Request – Employee SUBMIT

Draft

Submit

Cancel

Submit – sends the Request via an email and system alert to the immediate Manager.

Retract

Retracting prior to the manager approving or refusing the request terminates the request.

Start date	End date	Pay code	Duration	Start time	Length
X 3/27/2017	3/27/2017	CTT - Comp Time Taken	Hours		

+ Add another time-off period

Accrual	Balance
Annual - VAC	302.68 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	256.25 Hour

Draft Submit Cancel

Sun 3/26	Mon 3/27
Time Off Request	Time Off Request

Submitted 7:45AM - 8:45AM VAC - Vacation [1.0 h]

Sun 3/26	Mon 3/27
Time Off Request	Time Off Request

Details Retract

Retracts a timeoff request

Time Off Request – Employee CANCEL

Draft

Submit

Cancel

**Cancels the
Request Time Off
Screen**

The screenshot shows a web application window titled "Request Time Off". At the top, there are navigation tabs for "March 26, 2017 - April 1, 2017", "Request Time Off", and "My Timecard". The main form area has a "Type" dropdown set to "Time Off Request". Below this is a table with columns: "Start date", "End date", "Pay code", "Duration", "Start time", and "Length". The first row contains "X", "3/27/2017", "3/27/2017", "CTT - Comp Time Taken", "Hours", and empty fields. Below the table is a link "+ Add another time-off period". Underneath is an "Accruals on" section with a date picker set to "3/27/2017". This is followed by a table with two columns: "Accrual" and "Balance".

Accrual	Balance
Annual - VAC	302.68 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	256.25 Hour

At the bottom of the form are three buttons: "Draft", "Submit", and "Cancel". The "Cancel" button is highlighted with a red circle and a mouse cursor is pointing at it.

Time Off Request - Manager

Details

Shows Details of
Time Off
Request

Edit

Edits a Time Off
Request

Approve

Approves a Time
Off Request
Hours
automatically
added to
schedule and
timecard.

Refuse

Refuses a Time
Off Request

Pending

Sets the Request
into a Pending
State

Retract

Retracts the
Time Off
Request

Request Time Off

Requests a New
Time Off Request
for Employees not
Self

Manage My Department

Requests

Requests

2/26/2017 - 8/24/2017, Select

All Employees

Time-Off

Multiple

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Time Off Request – Manager DETAILS

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

**Shows Details
of Time Off
Request**

Manage My Department Requests

Requests

2/26/2017 - 8/24/2017, Select All Employees Time-Off Multiple

Details Edit Approve Refuse Pending Retract Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Time-Off Request Details

Submitted 3/27/2017-3:11:48PM
Modified by Donald
Employee Duck, Donald

Requested

Type	Time Off Request		
Pay code	VAC - Vacation		
Start Date	3/20/2017	End Date	3/27/2017
Duration	Hours		
Start Time	7:45AM	Length	1.0 h

Close

Time Off Request – Manager EDIT

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

**Edits the
status of the
Time Off
Request***

Manage My Department

Requests

Requests

2/26/2017 - 8/24/2017. Select

All Employees

Time-Off

Multiple

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

2/26/2017 - 8/24/2017. Select

All Employees

Time-Off

Multiple

Edit Time Off Request

Employee

Duck, Donald

Status

Refused

Submitted

Refused

Pending

Approved

Retracted

Start date

End date

Pay code

Start time

Length

X

3/20/2017

3/27/2017

VAC - Vacation

7:45AM

1.0

+ Add another time-off period

Accruals on

3/20/2017

Accrual	Balance
Annual - VAC	100.0 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	100.0 Hour

Comments

Notes (Optional)

+ Add More Comments/Notes

Edit

Cancel

***Note: Not Recommended**

Time Off Request – Manager APPROVE

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

**Approves a Time Off Request
Hours automatically added to
schedule and timecard***

Manage My Department Requests

Requests

2/26/2017 - 8/24/2017, Select All Employees Time-Off Multiple

Details Edit Approve Refuse Pending Retract Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Approve Time-Off Request

Submitted 3/27/2017-3:11:48PM
Modified by Donald
Employee Duck, Donald

Details

Requested

Type Time Off Request

Pay code VAC - Vacation

Start Date 3/20/2017 End Date 3/27/2017

Duration Hours

Start Time 7:45AM Length 1.0 h

Edit

Comments

Notes (Optional)

Approved
Leave Used
Unapproved

Approve Cancel

***Note: For Future Requests, approved requests will appear on timecard upon today's date within the Current Pay Period**

Time Off Request – Manager REFUSE

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

**Refuses a Time Off
Request. Request is not
populated onto timecard.***

Manage My Department Requests

2/26/2017 - 8/24/2017, Select All Employees Time-Off Multiple

Details Edit Approve **Refuse** Pending Retract Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Refuse Time-Off Request

Submitted 3/27/2017-3:11:48PM
Modified by Donald
Employee Duck, Donald

Requested

Type Time Off Request

Pay code VAC - Vacation

Start Date 3/20/2017 End Date 3/27/2017

Duration Hours

Start Time 7:45AM Length 1.0 h

Comments

Notes (Optional)

Approved
Leave Used
Unapproved

Refuse Cancel

***Note: Refusing Leave if the employee made a mistake on the request.**

Time Off Request – Manager PENDING

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

Sets the Request into a
Pending State*

Manage My Department Requests

2/26/2017 - 8/24/2017, Select All Employees Time-Off Multiple

Details Edit Approve Refuse Pending Retract Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Pending Time-Off Request

Submitted 3/27/2017-3:11:48PM
Modified by Donald

Employee Duck, Donald

Requested

Type Time Off Request

Pay code VAC - Vacation

Start Date 3/20/2017 End Date 3/27/2017

Duration Hours

Start Time 7:45AM Length 1.0 h

Comments

Notes (Optional)

Pending Cancel

*Note: Not Recommended

Time Off Request – Manager RETRACT

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

Changes the status of the Time off Request to “Retracted”; HOWEVER HOURS MUST BE MANUALLY REMOVED FROM THE SCHEDULE*

Manage My Department | Requests

Requests

2/26/2017 - 8/24/2017, Select | All Employees | Time-Off | Multiple

Details | Edit | Approve | Refuse | Pending | **Retract** | Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Retract Time-Off Request

→ Submitted 3/27/2017-3:11:48PM
Modified by Donald

Employee Duck, Donald

Requested

Type	Time Off Request		
Pay code	VAC - Vacation		
Start Date	3/20/2017	End Date	3/27/2017
Duration	Hours		
Start Time	7:45AM	Length	1.0 h

Comments

Notes (Optional)

Submit Cancel

***Note: Not Recommended**

Time Off Request – Manager

REQUEST TIME OFF

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

**Requests a New
Time Off Request
for Employees
not Self.**

Manage My Department Requests

Requests

2/26/2017 - 8/24/2017, Select All Employees Time-Off Multiple

Details Edit Approve Refuse Pending Retract Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	
Duck, Donald	Time Off Request	3/27/2017 3:11PM	Submitted	Duck, Donald	3/20/2017	Duck, Donald	3/27/2017

Request Time Off

Employee: Duck, Donald

Type: Hum

Start date: 3/27/2017

Time Taken: Hours

Duration: Start time: Length:

Accruals on: 3/27/2017

Accrual	Balance
Annual - VAC	100.0 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	100.0 Hour

Comments: Notes (Optional)

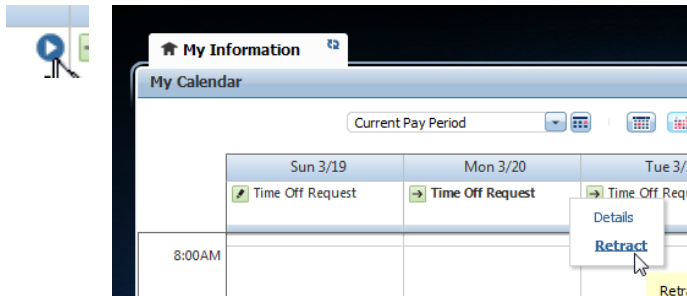
Draft Submit Cancel

Scenario I

Request has been submitted, but not approved and the Employee wants to edit/delete the request

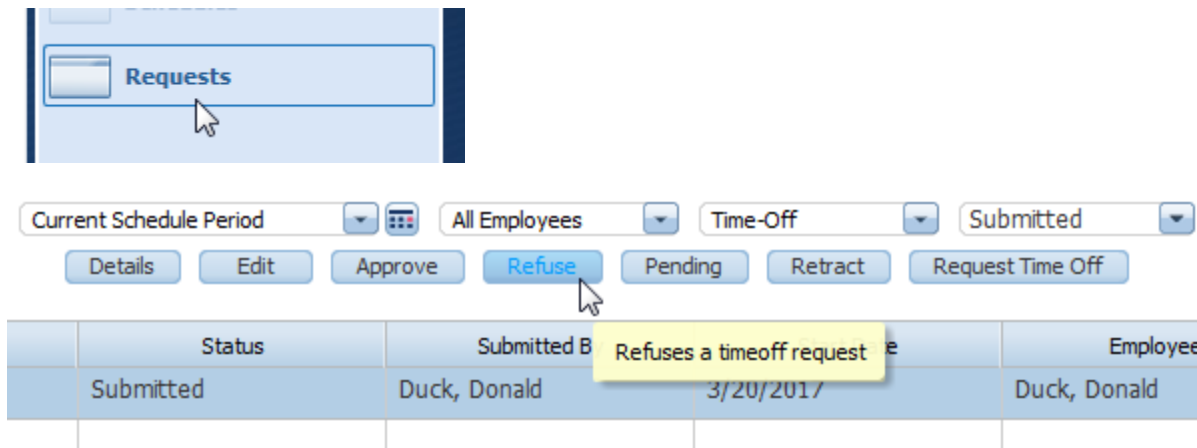
Option 1

- Employee logs in -> My Calendar -> Retract



Option 2

- Manager logs in -> Requests -> Refuse



Scenario II

Request has been APPROVED, but
Employee wants to edit/delete the
request

Option 1

- Employee logs in -> My Calendar -> Cancel -> Submit

The screenshot shows the 'My Calendar' interface with a calendar view for March 26-28. A 'VAC - Vacation' request is highlighted for March 26-27. A 'Cancel' button is visible in the details pop-up. A 'Cancel Time-Off Request' dialog box is shown with 'Approved' status and 'Submit' button.

- Manager logs in -> Requests -> Cancel Approved -> Approve

The screenshot shows the 'Requests' interface with a table of requests. A 'Cancel Approved' button is visible. A 'Approve Time-Off Cancellation Request' dialog box is shown with 'Approved' status and 'Approve' button.

Status	Sub	Employee
Cancel Submitted	Duck, Donald	3/20/2017

Scenario II

Request has been APPROVED, but Employee wants to edit/delete the request

Option 2

- Manager logs in -> Requests -> Cancel -> Submit

The screenshot shows the 'Requests' management interface. At the top, there are filters for '3/28/2017, Selected Date', 'All Employees', 'Time-Off', and 'Approved'. Below these are buttons for 'Details', 'Edit', 'Retract', 'Cancel' (circled in orange), and 'Request Time Off'. A tooltip for the 'Cancel' button reads 'Cancels a timeoff request'. Below the buttons is a table of requests.

Modified By	Subject	Submit Date	Status	Submitted By	Employee
Duck, Donald	Time Off Request	3/28/2017 8:32AM	Approved	Duck, Donald	Duck, Donald

The 'Cancel Time-Off Request' dialog box shows details for an approved request. It includes a green checkmark and the text 'Approved 3/28/2017-8:32:51AM Modified by Donald'. The employee is 'Duck, Donald'. The request is for 'Time Off Request' with a 'Pay code' of 'VAC - Vacation', 'Start Date' of '3/28/2017', 'End Date' of '3/28/2017', 'Duration' of 'Hours', 'Start Time' of '7:45AM', and 'Length' of '1.0 h'. There are 'Submit' and 'Cancel' buttons at the bottom.

- View All Statuses in Requests-> Cancel Approved -> Approve

The 'Approve Time-Off Cancellation Request' dialog box shows details for a 'Cancel Submitted' request. It includes a green checkmark and the text 'Cancel Submitted 3/28/2017-8:32:51AM Modified by Donald'. The employee is 'Duck, Donald'. The request is for 'Time Off Request' with a 'Pay code' of 'VAC - Vacation', 'Start Date' of '3/28/2017', 'End Date' of '3/28/2017', 'Duration' of 'Hours', 'Start Time' of '7:45AM', and 'Length' of '1.0 h'. There are 'Approve' and 'Close' buttons at the bottom.

The screenshot shows the 'Requests' management interface. At the top, there are filters for '3/28/2017, Selected Date', 'All Employees', 'Time-Off', and 'All Status' (circled in orange). Below these are buttons for 'Details', 'Edit', 'Cancel Approved' (circled in orange), 'Cancel Refused' (circled in orange), and 'Request Time Off'. Below the buttons is a table of requests.

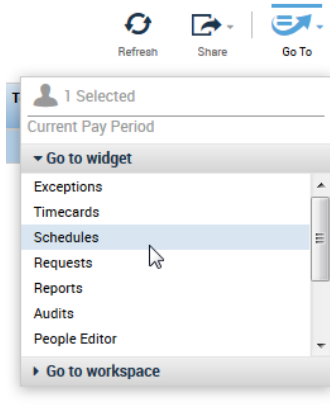
Subject	Submit Date	Status	Submitted By	Start Date	Employee
Time Off Request	3/28/2017 8:32AM	Cancel Submitted	Duck, Donald	3/28/2017	Duck, Donald

Scenario III

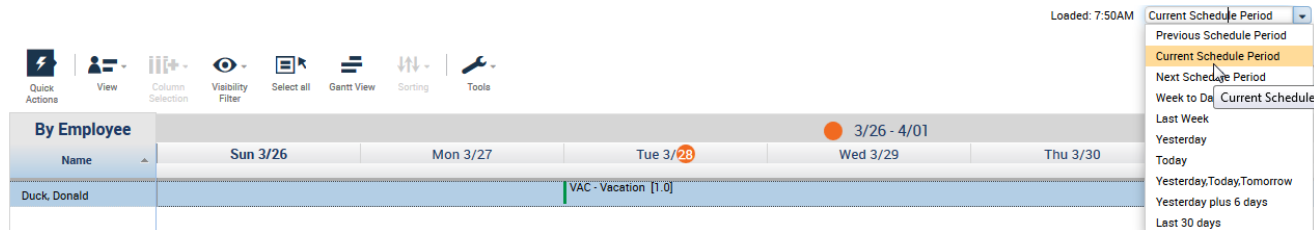
Request was Retracted by the Manager or Employee; but the hours are still on the timecard

Only 1 Option

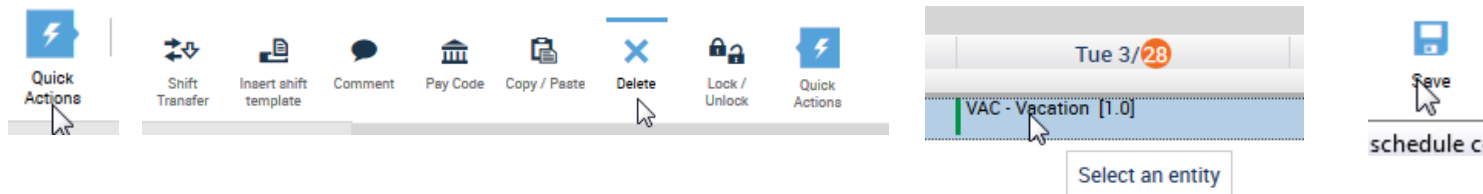
- Manager logs in -> Selects Employee -> Go To -> Schedules



- Find Leave (change time frame if needed)



- Quick Actions -> Delete -> Click on Leave (to be deleted) -> Save

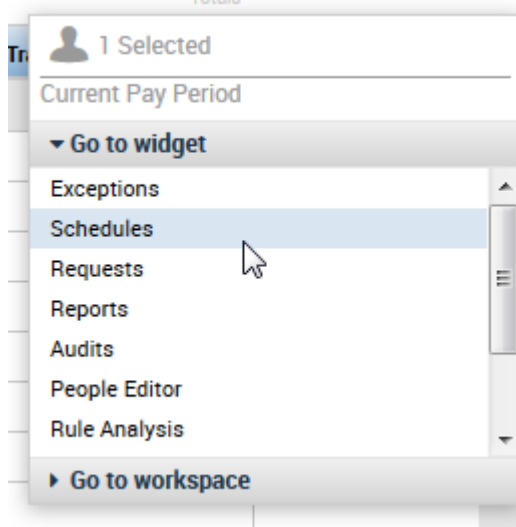


Scenario IV

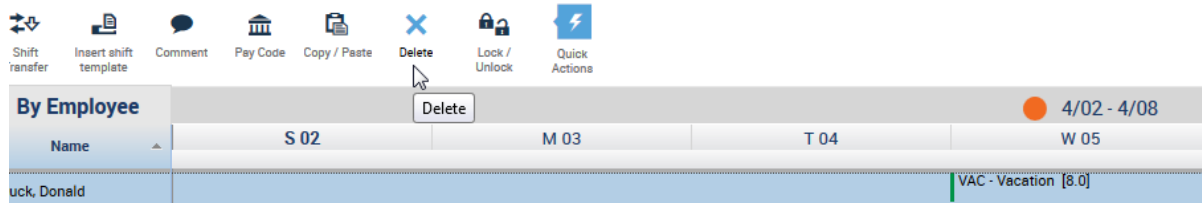
Request was submitted and approved, however the University closed due to an unexpected weather event. Leave for the Weather Day needs to be removed.

Option 1

- Manager logs in -> Selects Employee -> Go To -> Schedules



- Find Leave (change time frame if needed)



- Quick Actions -> Delete -> Click on Leave (to be deleted) -> Save

Time Off Request - Manager

