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

Time Off Request – Employee
DRAFT

Draft — grey box

Submit — orange box

Cancel — orange box

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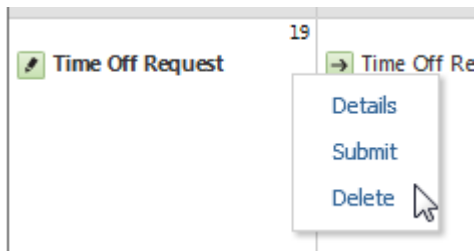
Details

Shows Details of Time Off Request

Submit

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

Delete

Deletes the Request

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.

Request Time Off

| | March 26, 2017 – April 1, 2017 | | Request Time Off | My Timecard |

Request Time Off

Type | Time Off 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

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

My Calendar

Current Pay Period

	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	T
	Time Off Request	Time Off Request	

Details
Retract

8:00AM

Retracts a timeoff request

9:00AM

Time Off Request – Employee
CANCEL

Draft

Submit

Cancel

Cancels the Request Time Off Screen

Time Off Request - Manager

Details	Edit	Approve	Refuse	Pending	Retract	Request Time Off
Shows Details of Time Off Request	Edits a Time Off Request	Approves a Time Off Request Hours automatically added to schedule and timecard.	Refuses a Time Off Request	Sets the Request into a Pending State	Retracts the Time Off Request	Requests a New Time Off Request for Employees not Self

🏠 Manage My Department | Requests

Requests

2/26/2017 - 8/24/2017, Selecte ▾ | 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	3/27/201

Time Off Request – Manager
DETAILS

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

Shows Details of Time Off Request

Time Off Request – Manager
EDIT

Details	Edit	Approve	Refuse	Pending	Retract	Request Time Off

Edits the status of the Time Off Request*

*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** ⏱ | X

Requests

2/26/2017 - 8/24/2017, Selecte ▾ 🔲 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	3/27/201

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.*

*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*

*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	3/27/201

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.
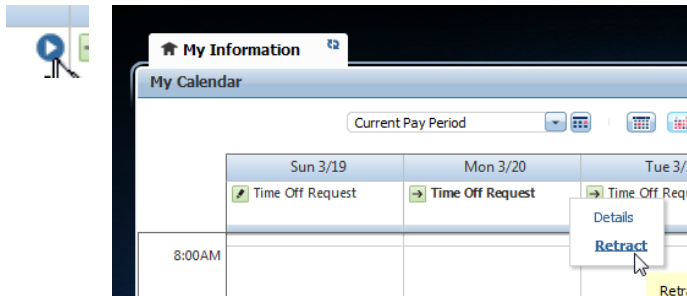
Request has been submitted, but not approved and the Employee wants to edit/delete the request
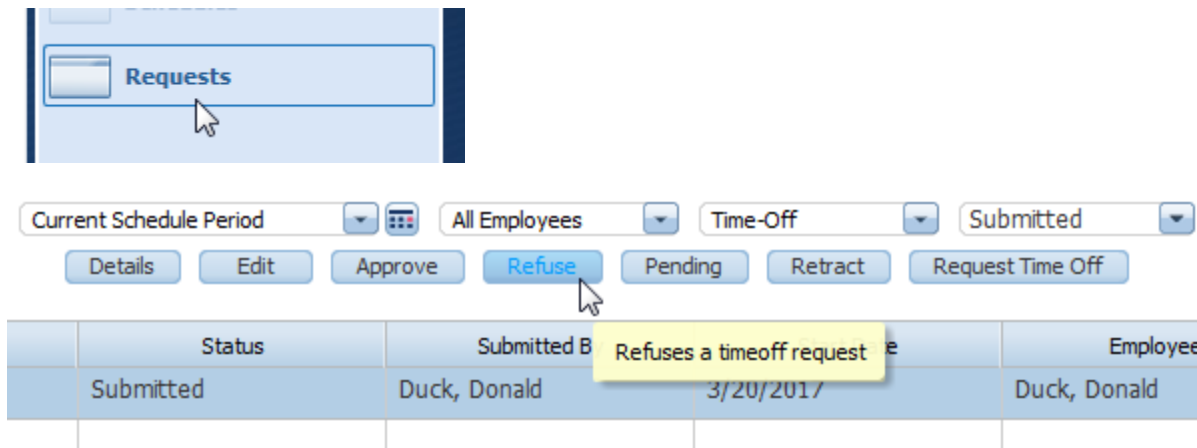
Option 1

- Employee logs in -> My Calendar -> Retract

Option 2

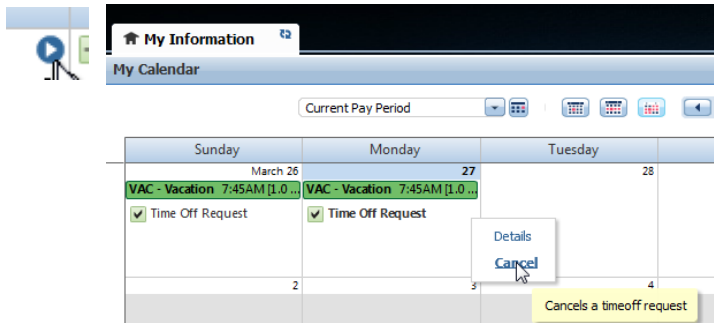- Manager logs in -> Requests -> Refuse

Scenario II

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

Option 1

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

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

Scenario II

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

Option 2

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

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

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
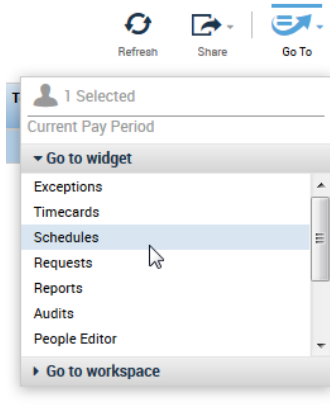
- Find Leave (change time frame if needed)
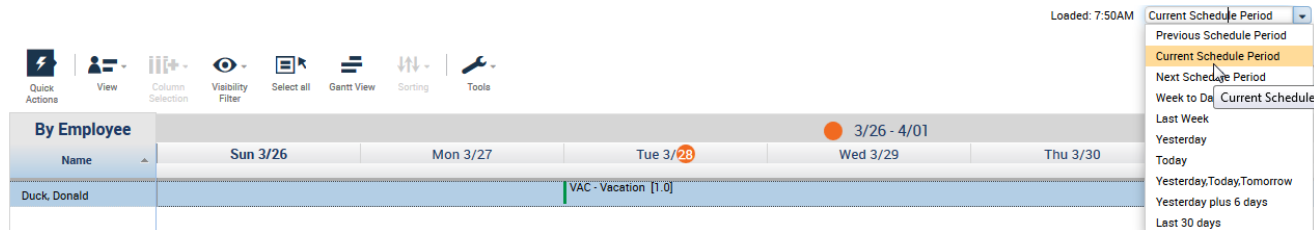
- Quick Actions -> Delete -> Click on Leave (to be deleted) -> Save
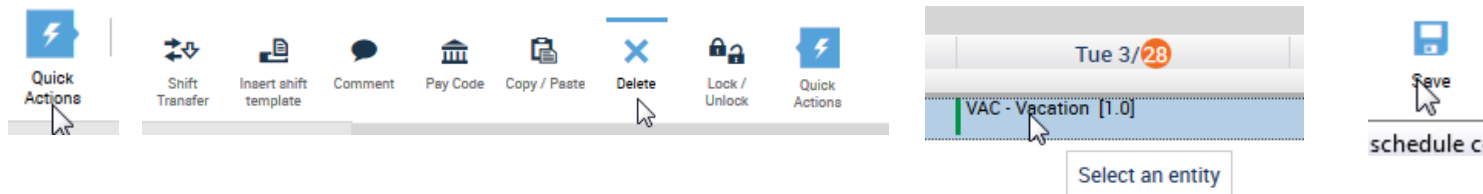
Request was submitted and approved, however the University closed due to an unexpected weather event. Leave for the Weather Day needs to be removed.

Option 1

- Manager logs in -> Selects Employee -> Go To -> Schedules
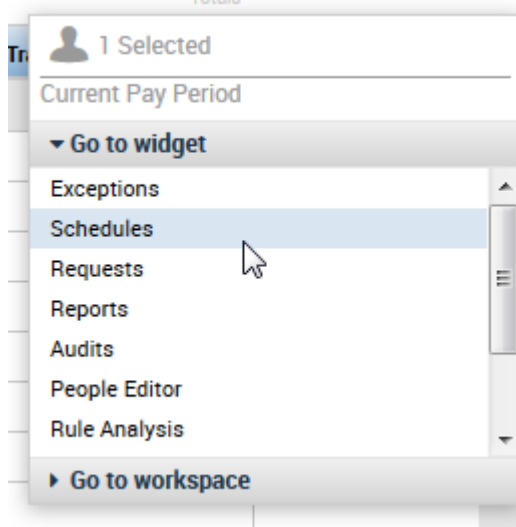
- Find Leave (change time frame if needed)
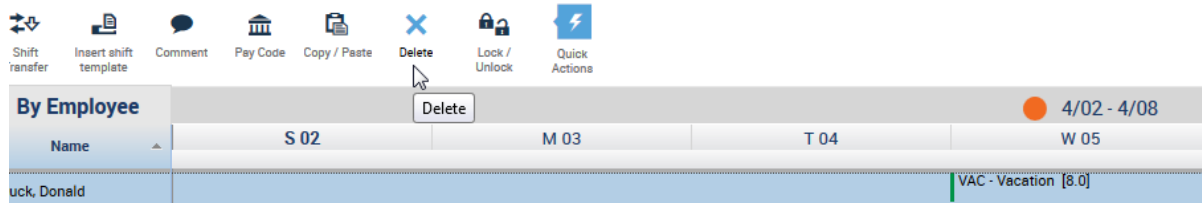
- Quick Actions -> Delete -> Click on Leave (to be deleted) -> Save

Time Off Request - Manager

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

Cancel
Cancel the Time Off Request

Details
Shows Details of Time Off Request

Refuse
Refuses a Time Off Request

Pending
Sets the Request into a Pending State

Retract
Retracts the Time Off Request

Hours must be manually removed from timecard

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

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

Details
Shows Details of Time Off Request

Edit
Edits a Time Off Request

Cancel Approved
Approves a Canceled Time Off Request

Hours automatically removed from timecard

Cancel Refused
Refuses a Canceled Time Off Request

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

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