

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' (which is active), and 'My Timecard'. The main form is titled 'Request Time Off' and includes a close button in the top right corner.

Type: A dropdown menu is set to 'Time Off Request'.

Request Details Table:

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

Below the table is a link: '+ Add another time-off period'.

Accruals on: A date selector is set to '3/27/2017'.

Accrual Table:

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' (disabled), 'Submit' (highlighted in orange), and 'Cancel' (disabled).

Time Off Request – Employee DRAFT

Draft

Submit

Cancel

Details

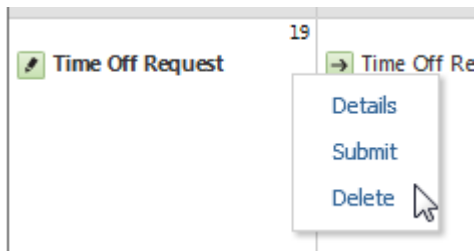
Submit

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 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 is a link '+ Add another time-off period'. Below that is an 'Accruals on' dropdown set to '3/27/2017'. At the bottom of the form is a table with two columns: 'Accrual' and 'Balance'. The rows are: '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 are three buttons: 'Draft' (circled in orange), 'Submit' (circled in orange), 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

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

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 selector 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 circled in red, 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

  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

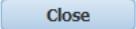
Time-Off Request Details 

→ 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



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)

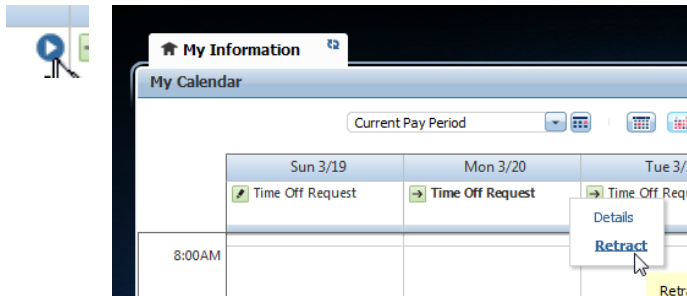
Draft Submit Cancel

Scenario I

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

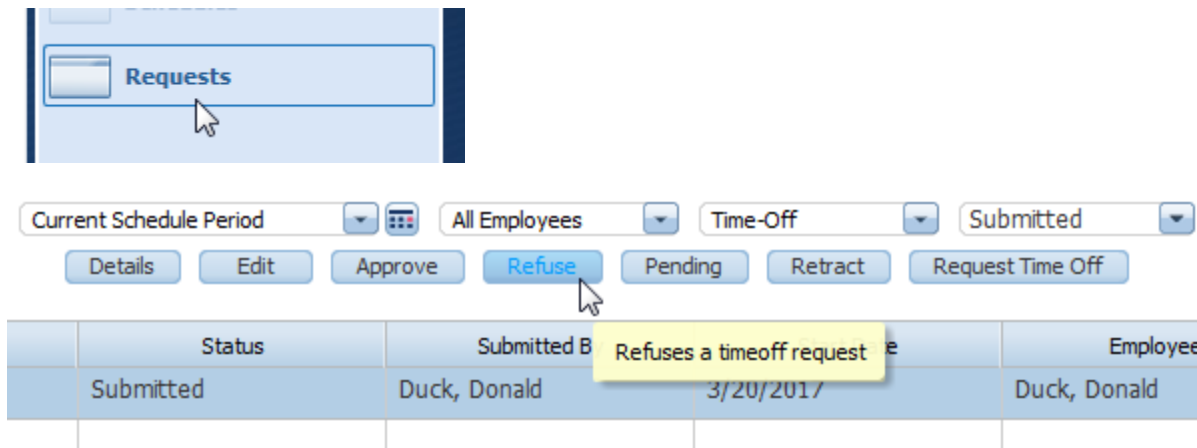
Option 1

- Employee logs in -> My Calendar -> Retract



Option 2

- Manager logs in -> Requests -> Refuse

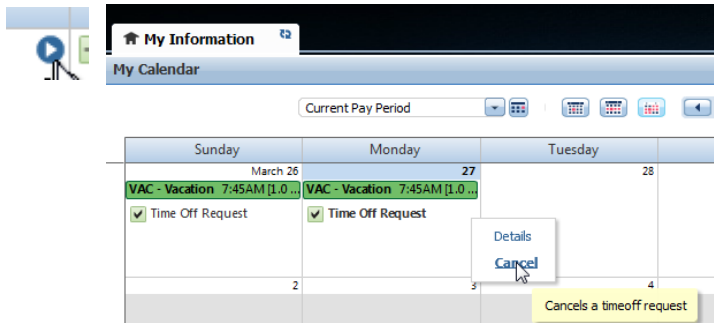


Scenario II

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

Option 1

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



My Calendar

Current Pay Period

Details

Cancel

Cancels a timeoff request

Cancel Time-Off Request

Approved 4/20/2017-8:32:26AM
Modified by MILLEMS

Requested Approved

Type Time Off Request

Pay code VAC - Vacation

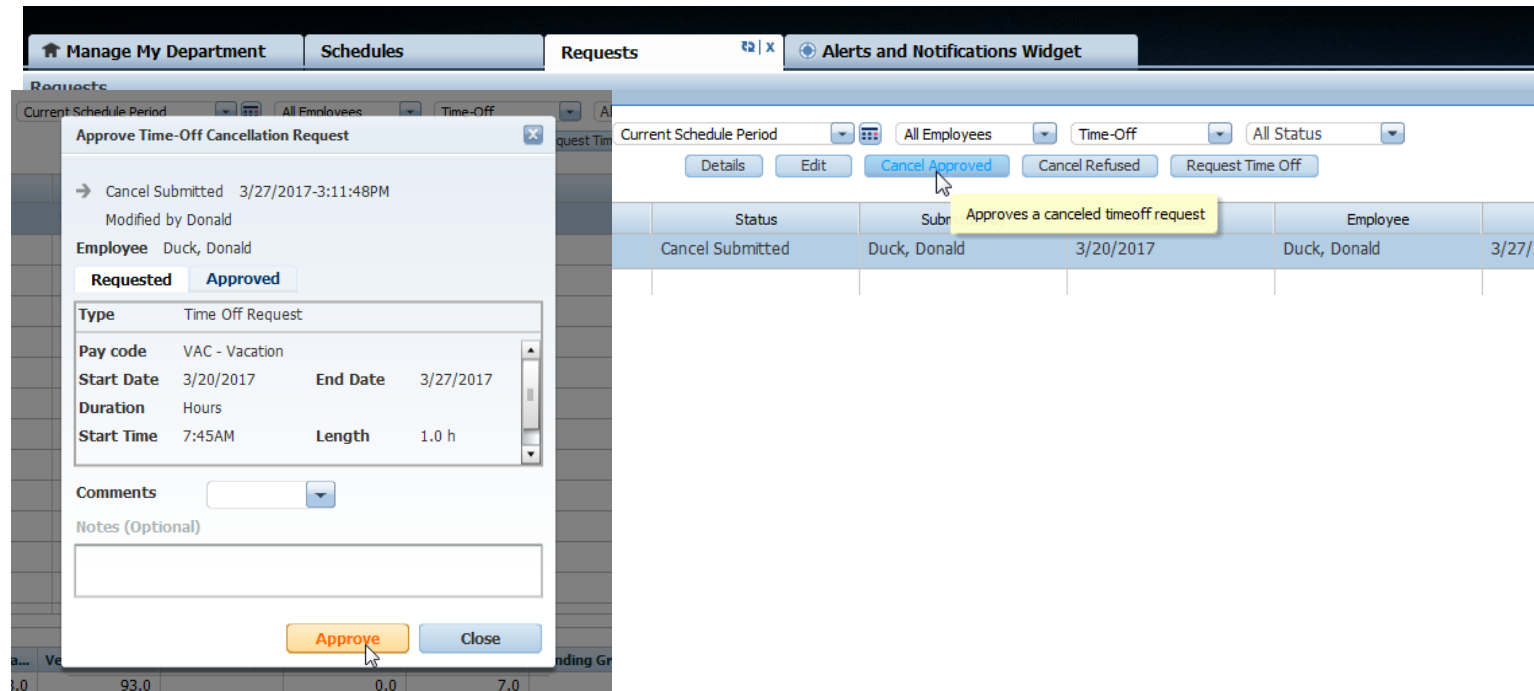
Start Date 4/24/2017 End Date 4/24/2017

Duration Hours

Start Time 7:00AM Length 8.0 h

Submit Cancel

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



Manage My Department Schedules Requests Alerts and Notifications Widget

Requests

Current Schedule Period All Employees Time-Off All Status

Details Edit Cancel Approved Cancel Refused Request Time Off

Approves a canceled timeoff request

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

Approve Time-Off Cancellation Request

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

Employee Duck, Donald

Requested Approved

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)

Approve Close

Scenario II

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

Option 2

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

Manage My Department | Requests

3/28/2017, Selected Date | All Employees | Time-Off | Approved

Details | Edit | **Cancel** | Request Time Off

Cancels a timeoff request

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

Cancel Time-Off Request

Approved 3/28/2017-8:32:51AM
Modified by Donald
Employee Duck, Donald

Requested | **Approved**

Type Time Off Request

Pay code VAC - Vacation

Start Date 3/28/2017 End Date 3/28/2017

Duration Hours

Start Time 7:45AM Length 1.0 h

Comments

Notes (Optional)

Submit | Cancel

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

Approve Time-Off Cancellation Request

Cancel Submitted 3/28/2017-8:32:51AM
Modified by Donald
Employee Duck, Donald

Requested | **Approved**

Type Time Off Request

Pay code VAC - Vacation

Start Date 3/28/2017 End Date 3/28/2017

Duration Hours

Start Time 7:45AM Length 1.0 h

Comments

Notes (Optional)

Approve | Close

Department | Requests

3/28/2017, Selected Date | All Employees | Time-Off | **All Status**

Details | Edit | **Cancel Approved** | Cancel Refused | Request Time Off

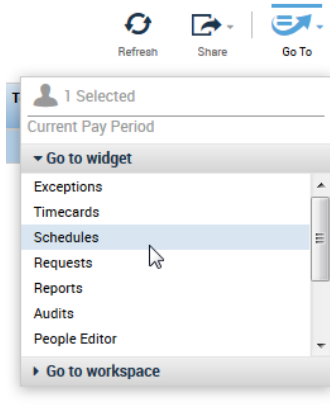
Subject	Submit Date	Status	Submitted By	Start Date	Employee
Time Off Request	3/28/2017 8:32AM	Cancel Submitted	Duck, Donald	3/28/2017	Duck, Donald

Scenario III

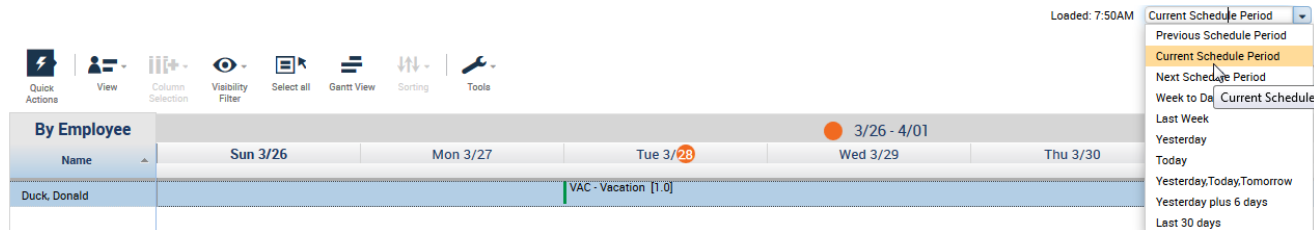
Request was Retracted by the Manager or Employee; but the hours are still on the timecard

Only 1 Option

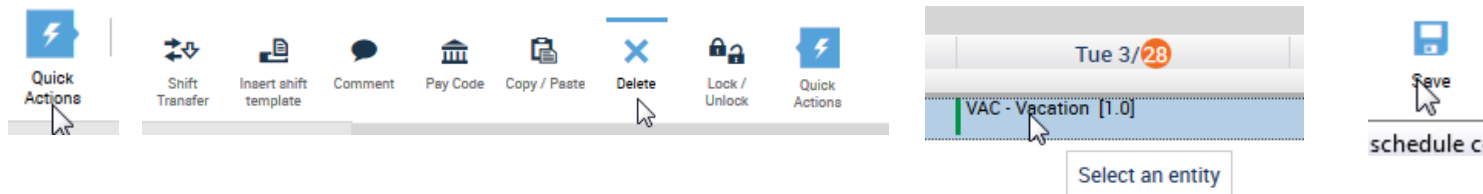
- Manager logs in -> Selects Employee -> Go To -> Schedules



- Find Leave (change time frame if needed)



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

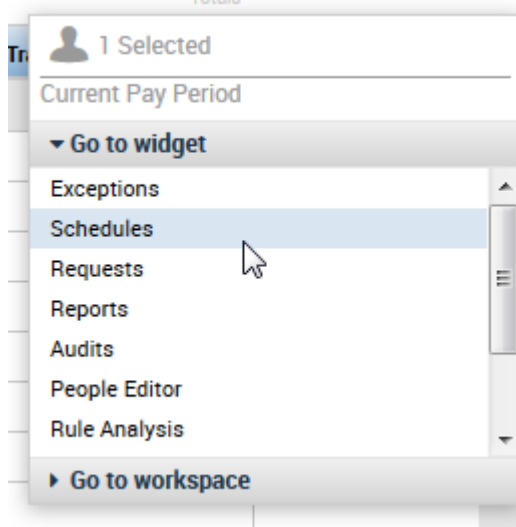


Scenario IV

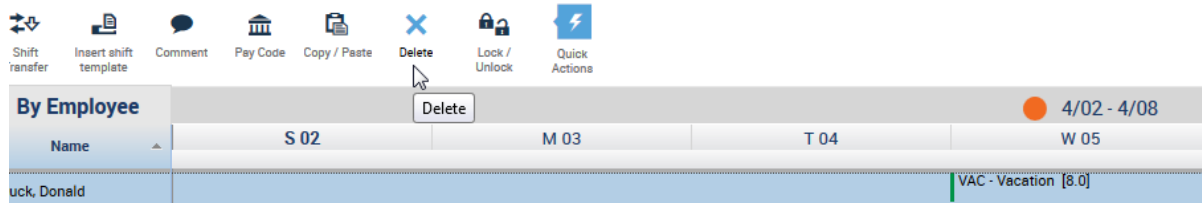
Request was submitted and approved, however the University closed due to an unexpected weather event. Leave for the Weather Day needs to be removed.

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

