

Requesting Time-Off

1.	You can submit time off requests, track the status of your requests, and view the history of past requests using the My Time Off function. When you request time-off, email is sent to notify the manager that a request was made.
2.	From the Employee Dashboard Layout (home screen), under Schedules , select My Time Off . The Request List window appears.
3.	Select Create New Request . “ I Need to Request Time for ... ” screen will appear. Select from either: <ul style="list-style-type: none"> • FMLA and/or State Leave Absences (go to step 4) • Time off for Sick, Vacation and Other (go to step 6) Select the “ Continue ” button for your choice
4.	The Create New Leave Request window appears (FMLA and/or State Leaves Absences) Enter the Estimated Start Date and Estimated End Date on which you want to begin your time off, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Choose the Reason from the drop-down list.
5.	Bottom left corner click Continue to additional questions or Discard request <ul style="list-style-type: none"> • Selecting Continue to Additional questions <ul style="list-style-type: none"> ○ Fill out the additional questions • Skip to Step 11
6.	The Create Time Off Request window appears (Time off for Sick, Vacation and Other) Choose the Reason from the drop-down list. Enter the day on which you want to begin and end your time off in the Start Date field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date.
7.	If necessary, enter a note to accompany your request in the Comments field.



8.	<p>Select Next to display the details of your time off request.</p> <p>The Request Details window appears. The hours request defaults to the scheduled hours for that day. You can modify the hours requested and also select another pay code from the Pay Code column.</p>
9.	<p>Click the Insert icon  in the Action field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.</p>
10.	<p>If exceptions prevent you from submitting the request, do one of the following:</p> <ul style="list-style-type: none"> • Click the Back button to return to the previous window and make a different selection, or • Reduce the hours selected by the clicking the Delete icon in the Action field of a row to remove the hours from that row, and then click the Update button.
11.	<p>If no exceptions prevent you from submitting the request, click the Submit button to submit your request. You are notified of a successful submission.</p>
12.	<p>Click OK. You are returned to the Request List window. Your new request appears in the Request List window as Pending. A request email is sent to your manger.</p>
13.	<div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><i>When your manager approves the Time-Off Request, the requested time posts to your timesheet as time off. You receive an email message when your manger approves or rejects your request.</i></p> </div>

14.

E-mail Notification

E-mail messages are sent to the following recipients when time off requests are submitted. The following table shows when the event triggering the e-mail, the recipients, and the content of the message.

Table 3: Time Off Requests Email Notifications, Triggering Events and Recipients

Event Triggering Email	Message Subject	Message	Recipients
Submission of time off request	Time Off Request – Pending	“Employee Name” has requested time off. Please review.	Manager and Delegates
Approval of time off request	Time Off Request – Approved	Your time off request has been approved.	Employee
Rejection of time off request	Time Off Request – Rejected	Your time off request has been rejected.	Employee
Submission of time off request BEFORE TOR is approved	Time Off Request – Cancelled by Employee	“Employee Name” has cancelled his or her request for time off.	Manager and Delegates
Rejection of approved time off request	Time Off Request – Cancelled by Manager	The manager has cancelled the employee’s request for time off.	Employee