**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

**Accruals on 3/27/2017**

<table>
<thead>
<tr>
<th>Accrual</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual - VAC</td>
<td>242.68 Hour</td>
</tr>
<tr>
<td>Comp - CTT</td>
<td>0.0 Hour</td>
</tr>
<tr>
<td>Military - MIL</td>
<td>0.0 Hour</td>
</tr>
<tr>
<td>Sick - SICK</td>
<td>266.25 Hour</td>
</tr>
</tbody>
</table>
Draft – saves your request for a future submission, but does not send it to the immediate Manager.

Details
- Shows Details of Time Off Request

Submit
- Submits 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.
Time Off Request – Employee

**CANCEL**

**Draft**

**Submit**

**Cancel**

Cancels the Request Time Off Screen
## Time Off Request - Manager

<table>
<thead>
<tr>
<th>Details</th>
<th>Edit</th>
<th>Approve</th>
<th>Refuse</th>
<th>Pending</th>
<th>Retract</th>
<th>Request Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows Details of</td>
<td>Edits a Time Off</td>
<td>Approves a</td>
<td>Refuses a</td>
<td>Sets the Request</td>
<td>Retracts the</td>
<td>Requests a New</td>
</tr>
<tr>
<td>Time Off Request</td>
<td>Request</td>
<td>Time Off</td>
<td>Time Off Request</td>
<td>Request into a</td>
<td>Time Off Request</td>
<td>Time Off Request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request</td>
<td>Request</td>
<td>Pending State</td>
<td></td>
<td>for Employees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
<td>not Self</td>
</tr>
</tbody>
</table>

### Time Off Request- Manager

*Notes:*
- Details: Shows Details of Time Off Request
- Edit: Edits a Time Off Request
- Approve: Approves a Time Off Request
- 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

### Time Off Request Table

<table>
<thead>
<tr>
<th>Modified By</th>
<th>Subject</th>
<th>Submit Date</th>
<th>Status</th>
<th>Submitted By</th>
<th>Start Date</th>
<th>Employee</th>
</tr>
</thead>
</table>
**Details**

**Subject:** Time Off Request

**Start date:** 3/20/2017

**End date:** 3/27/2017

**Pay code:** VAC - Vacation

**Accruals on:**
- Annual - VAC: 100.0 Hour
- Comp - CTT: 0.0 Hour
- Military - MIL: 6.0 Hour
- HS - SCX: 100.0 Hour

**Comments**

**Submit Date:** 3/27/2017 3:11PM

**Status:** Pending

**Submit By:** Duck, Donald

**Edit Time Off Request**

- **Employee:** Duck, Donald
- **Status:** Refused

**Edit Time Off Request Details**

- **Accruals on:** 3/20/2017
  - Annual - VAC: 100.0 Hour
  - Comp - CTT: 0.0 Hour
  - Military - MIL: 6.0 Hour
  - HS - SCX: 100.0 Hour
- **Comments**

*Note: Not Recommended*
Time Off Request – Manager

**APPROVE**

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

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

<table>
<thead>
<tr>
<th>Details</th>
<th>Edit</th>
<th>Approve</th>
<th>Refuse</th>
<th><strong>Pending</strong></th>
<th>Retract</th>
<th>Request Time Off</th>
</tr>
</thead>
</table>

#### Sets the Request into a Pending State*

*Note: Not Recommended*
Changes the status of the Time off Request to “Retracted”; HOWEVER HOURS MUST BE MANUALLY REMOVED FROM THE SCHEDULE*

*Note: Not Recommended
Manage My Department Requests

Requests

Modify By: Duck, Donald
Request Time Off

Request Time Off

Employee: Duck, Donald

Submit Date: 3/27/2017 3:11PM

Status: Submitted

Submitted By: Duck, Donald

Start Date: 3/20/2017

Details

Edit

Approve

Refuse

Pending

Retract

Request Time Off

Accruals:

- Annual - VAC
- Comp - CIT
- Military - MIL
- Sick - SCK

Notes (Optional):

More Options:

- Add Notes

Requests a New Time Off Request for Employees not Self.
Option 1

- Employee logs in -> My Calendar -> Retract

Option 2

- Manager logs in -> Requests -> Refuse

Request has been submitted, but not approved and the 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

*Manager logs in*

1. Go to Request section
2. Select Cancel
3. Submit the request

*View All Statuses*

1. Go to Requests section
2. Select Cancel Approved
3. Approve the request
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