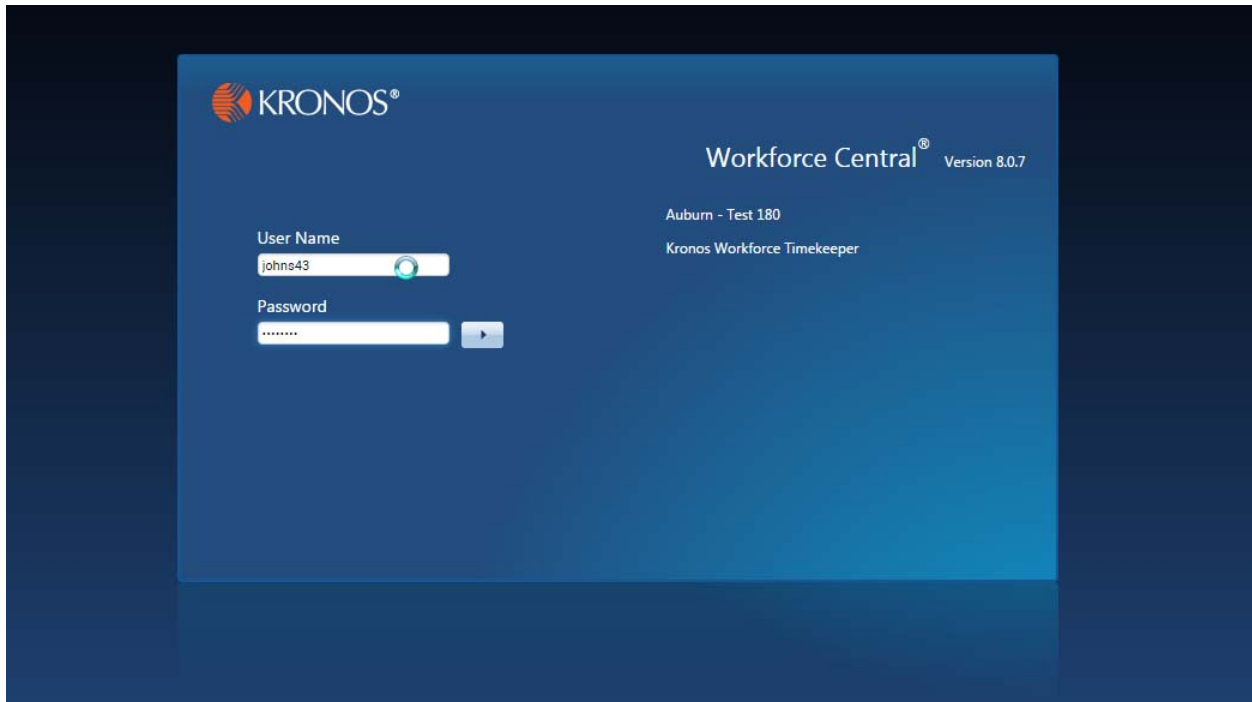
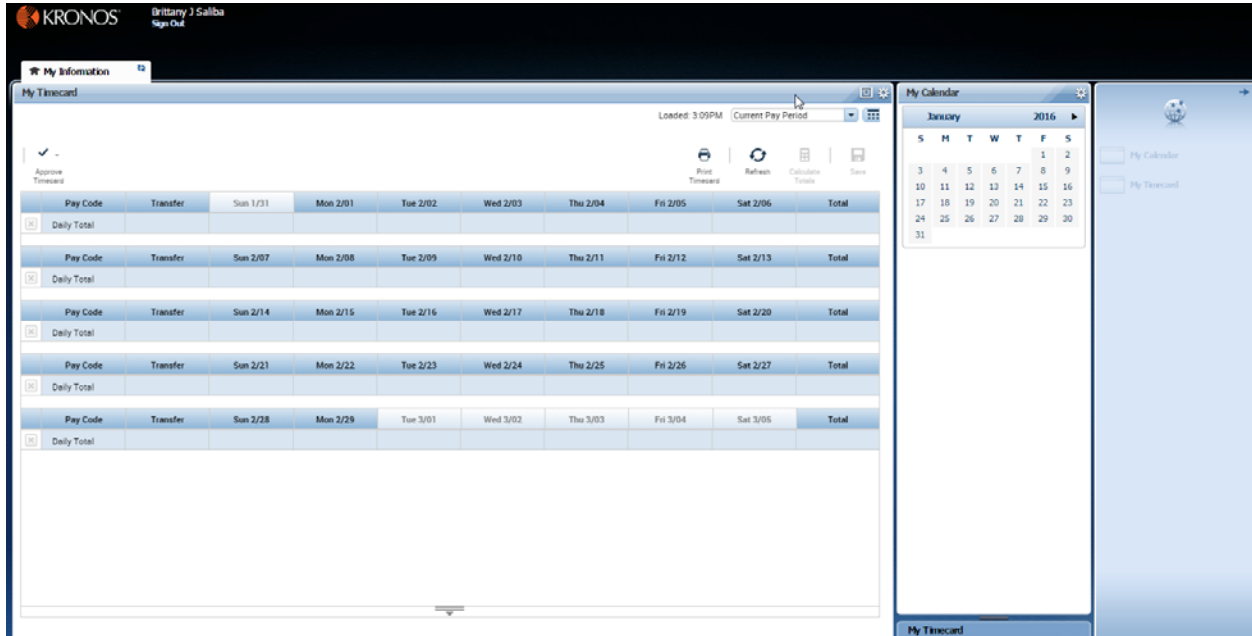


How to Request Time-Off

Log onto the system via: autime.auburn.edu



Exempt Employees: Landing Page: *My Timecard* and *My Calendar* options



My Timecard

Loaded: 3:09PM Current Pay Period

Approve Timecard

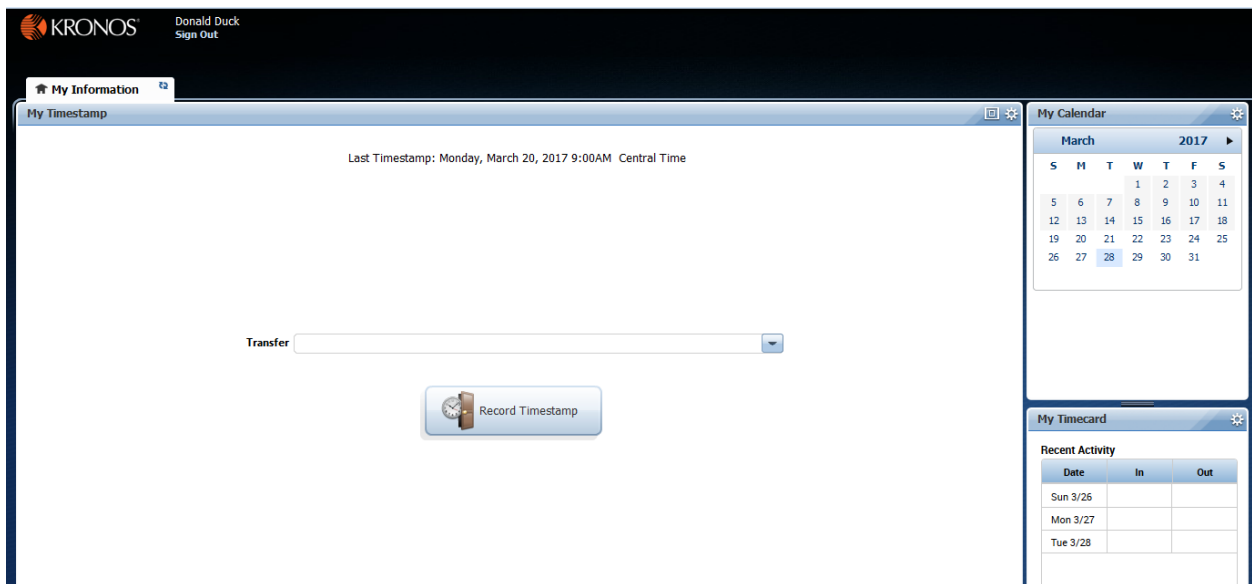
Pay Code	Transfer	Sun 1/31	Mon 2/01	Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Sat 2/06	Total

My Calendar

January 2016

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Non-Exempt Employees: Landing Page: *My Timestamp*, *My Timecard* and *My Calendar* Options



My Timestamp

Last Timestamp: Monday, March 20, 2017 9:00AM Central Time

Transfer

Record Timestamp

My Calendar

March 2017

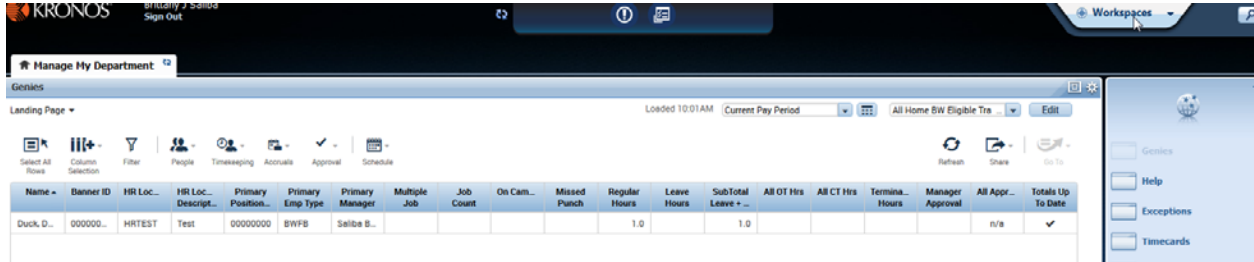
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

My Timecard

Recent Activity

Date	In	Out
Sun 3/26		
Mon 3/27		
Tue 3/28		

Managers: Landing Page: *Manage My Department* etc. -> *Workspaces* -> *My Information*



Manage My Department

Genics

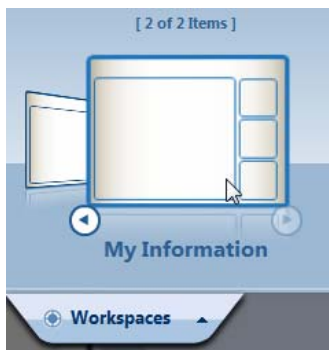
Landing Page

Loaded 10:01 AM Current Pay Period All Home BW Eligible Tra Edit

Selected All Rows Columns Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

Name	Banner ID	HR Loc.	HR Loc. Descript.	Primary Position	Primary Emp Type	Primary Manager	Multiple Job	Job Count	On Cam.	Missed Punch	Regular Hours	Leave Hours	SubTotal Leave + ...	All OT Hrs	All CT Hrs	Termina. Hours	Manager Approval	All Appr.	Totals Up To Date
Duck, D...	000000...	HRTEST	Test	00000000	BWFB	Salba B...					1.0		1.0					n/a	✓

Genics Help Exceptions Timecards



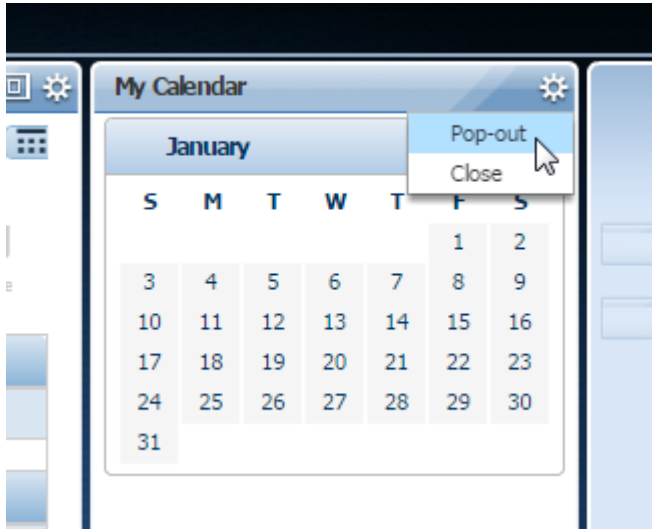
[2 of 2 Items]

My Information

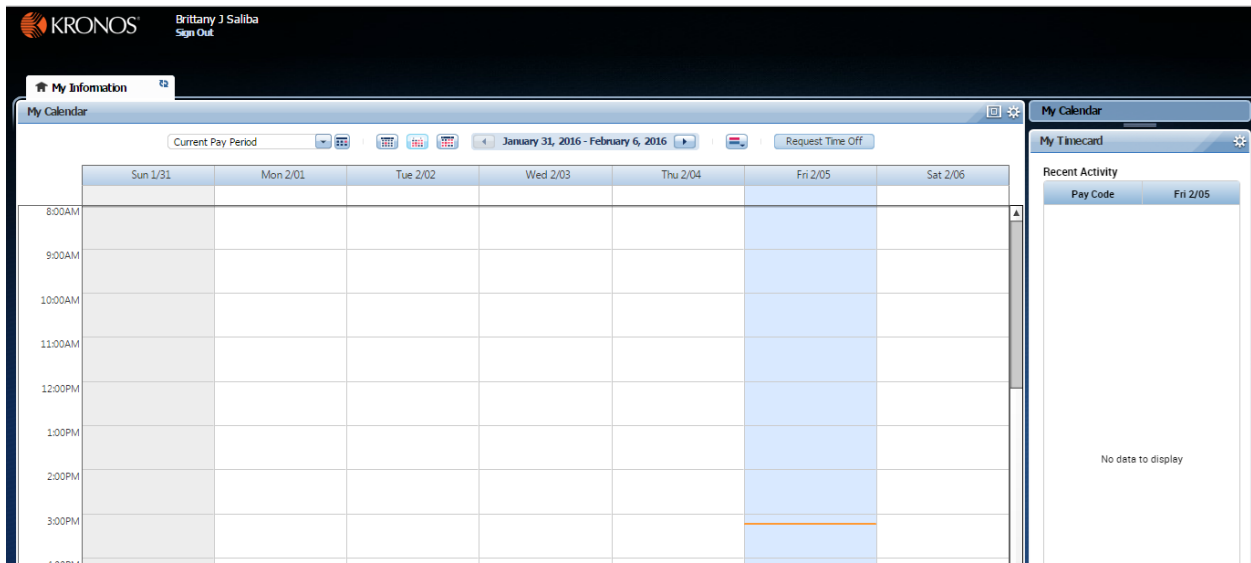
Workspaces



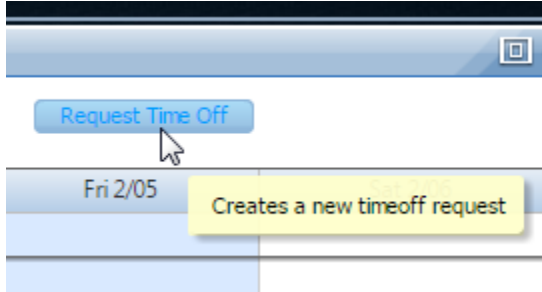
Open the *My Calendar* widget by clicking on the Gear icon and select Pop-Out.

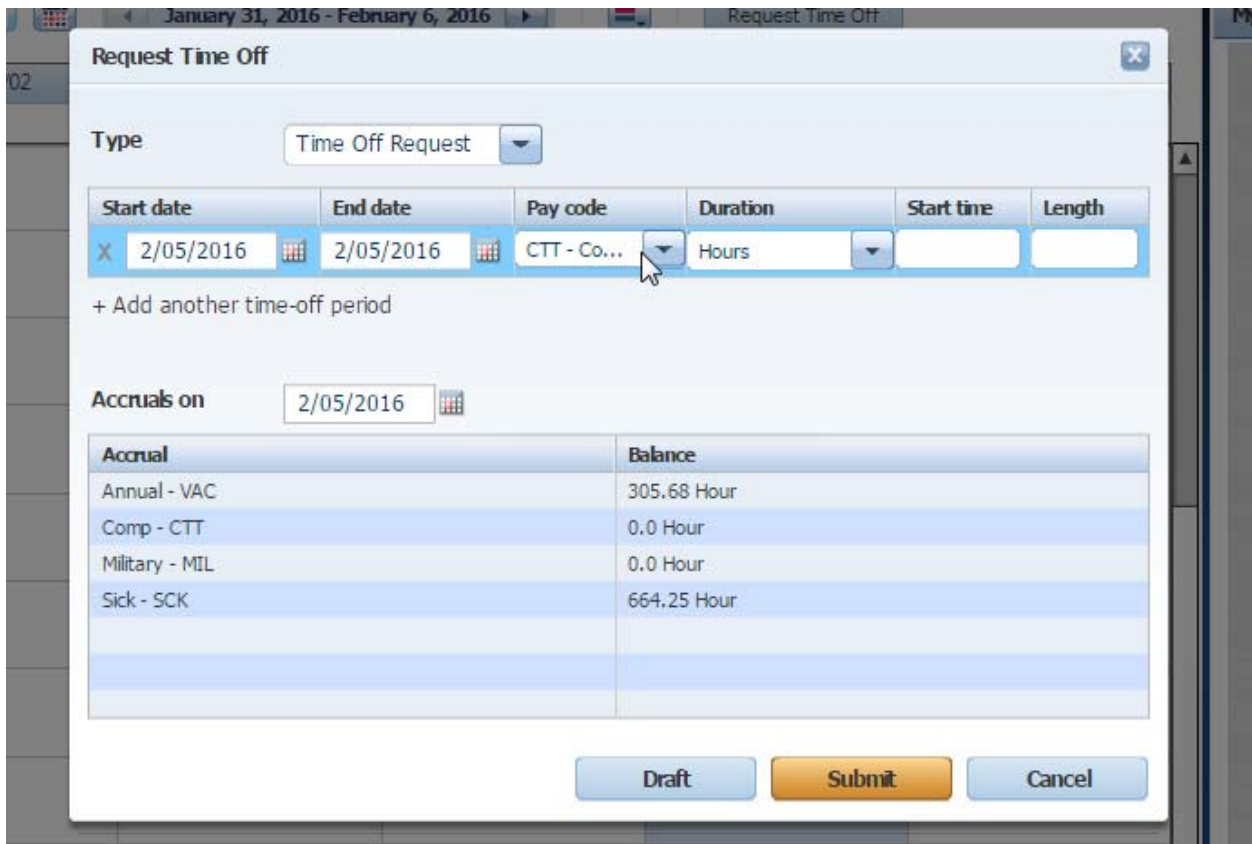


My Calendar widget has been activated in primary view



Click on *Request Time Off*





Request Time Off

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 2/05/2016	2/05/2016	CTT - Co...	Hours		

+ Add another time-off period

Accruals on: 2/05/2016

Accrual	Balance
Annual - VAC	305.68 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	664.25 Hour

Buttons: Draft, Submit, Cancel

Start Date: Start Date of Leave

End Date: End Date of Leave

Pay Code: Vacation (VAC), Sick (SCK), Comp Time Taken (CTT), Military (MIL), Funeral (FNL), and Jury Duty (JRY) – select the type of leave being requested.

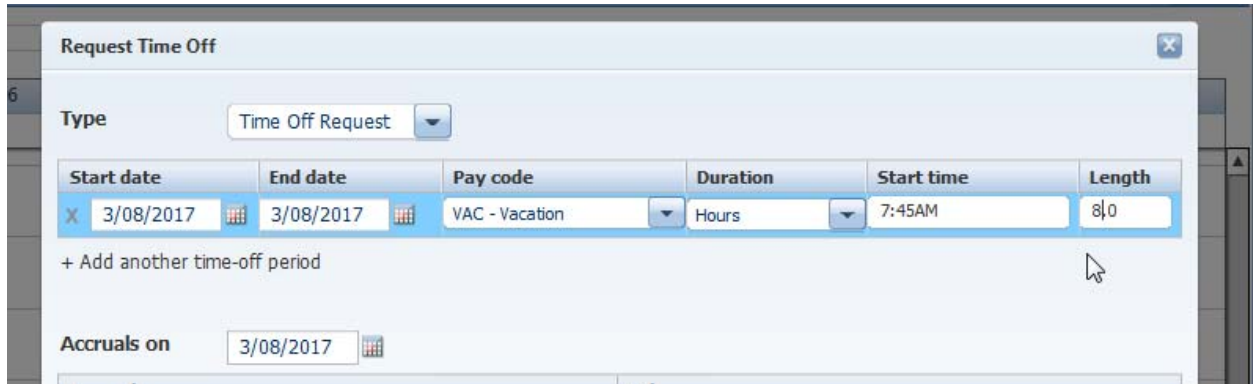
Duration: Pre-selected for Hours

Start Time: Start Time of Leave (required)

Length: Number of hours requested *per day*

Scenario 1:

Requesting Vacation for 1 full day



The screenshot shows the 'Request Time Off' form with the following details:

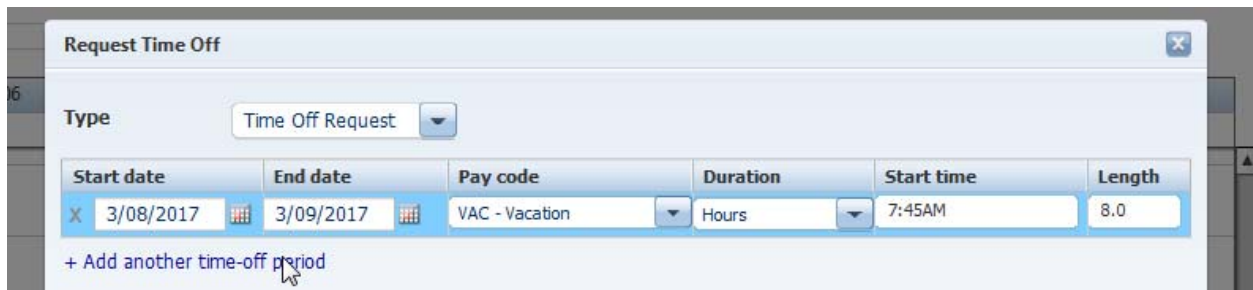
- Type: Time Off Request
- Table:

Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/08/2017	VAC - Vacation	Hours	7:45AM	8.0
- Accruals on: 3/08/2017

Scenario 2:

Requesting Vacation for 2 or more sequential days

Tip: If you try to enter a cumulative total hours (16 hours), then the system assumes you wish to take 16 hours PER DAY



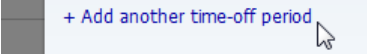
The screenshot shows the 'Request Time Off' form with the following details:

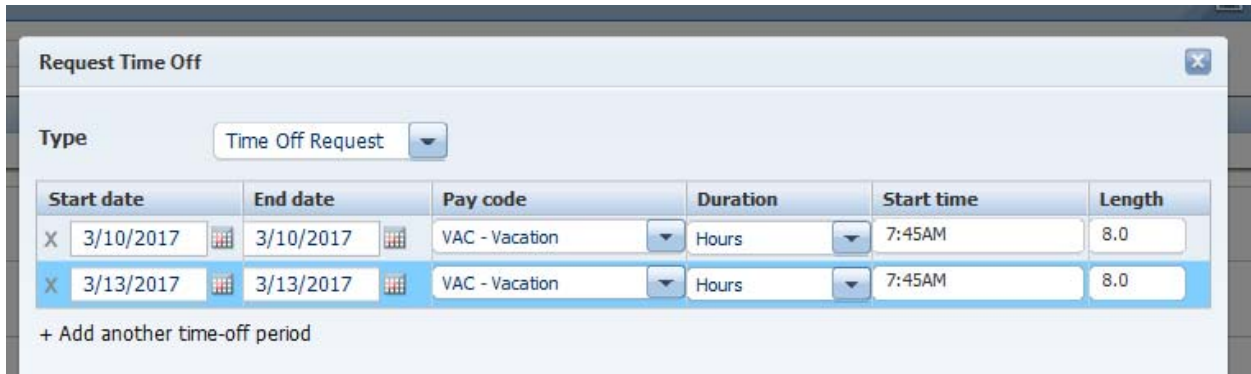
- Type: Time Off Request
- Table:

Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/09/2017	VAC - Vacation	Hours	7:45AM	8.0

Scenario 3:

Requesting Vacation for 2 non-sequential days (i.e. Friday and Monday)

Tip: use the 



Request Time Off

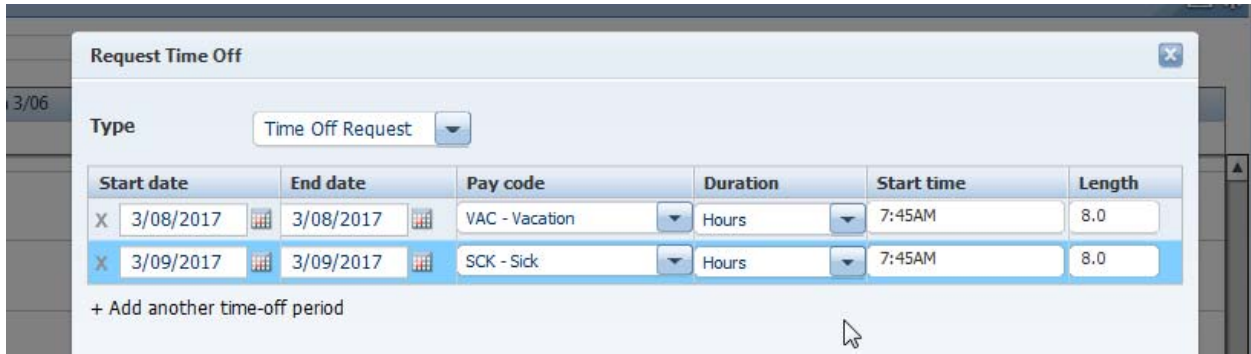
Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 3/10/2017	3/10/2017	VAC - Vacation	Hours	7:45AM	8.0
X 3/13/2017	3/13/2017	VAC - Vacation	Hours	7:45AM	8.0

+ Add another time-off period

Scenario 4:

Requesting different leave types for 2 or more sequential days



Request Time Off

Type: Time Off Request

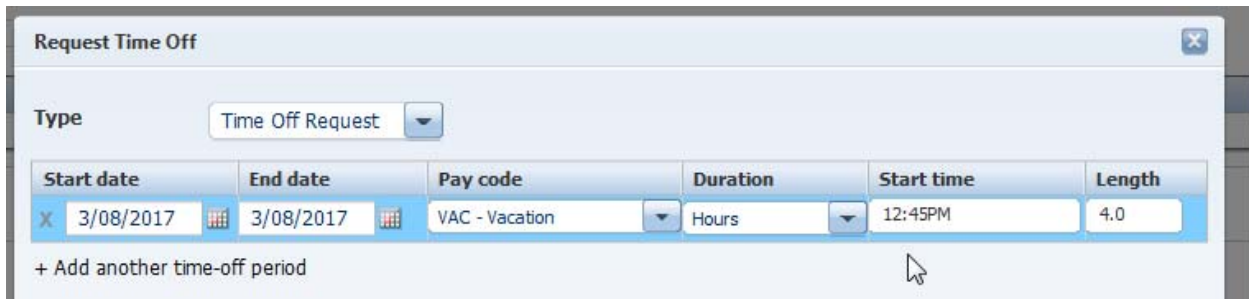
Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/08/2017	VAC - Vacation	Hours	7:45AM	8.0
X 3/09/2017	3/09/2017	SCK - Sick	Hours	7:45AM	8.0

+ Add another time-off period

Scenario 5:

Requesting partial leave on a single day

Tip: Make sure that your start time on any partial leave request does not conflict with any of your punches. (i.e. if your punch times are 8am and 1pm; then this leave would not populate onto the timecard since it CONFLICTS with the punch time)



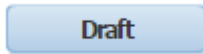
The screenshot shows a 'Request Time Off' form with the following fields and values:

Start date	End date	Pay code	Duration	Start time	Length
3/08/2017	3/08/2017	VAC - Vacation	Hours	12:45PM	4.0


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

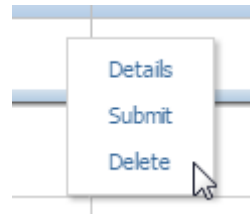
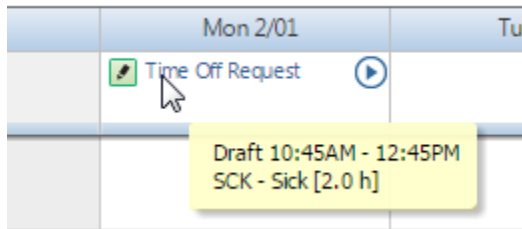


Submit – sends the Request via an email and system alert to the immediate Manager.

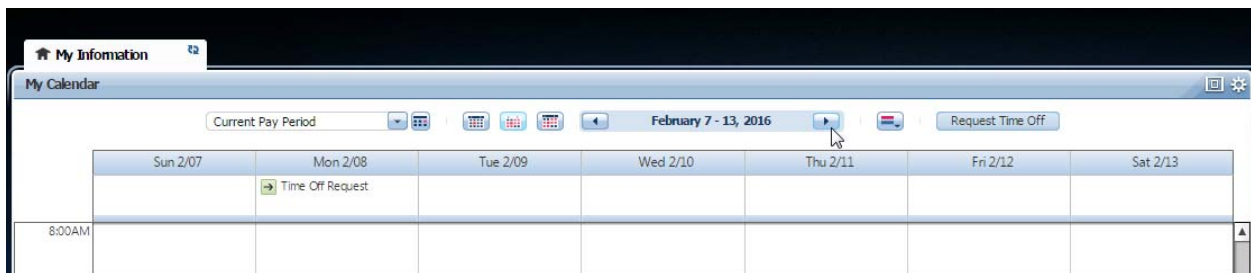


Draft – saves your request for a future submission, but does not send to the immediate Manager

Click  for more options: Details, Submit, Delete



After submitting the request, navigate to the requested date to view the request. The immediate Manager must approve the request before the leave is entered onto the timesheet.



Hovering over the request provides more information.

