ezLaborManager

Employee Quick Reference Card

Time Off Requests

Home

1. To Request Time Off:

From the Home Page:

- Click on the Request Time Off button.
  - ➢ *You will be brought to the Time Off Request configuration screen on the My Attendance page. If applicable, your available accrual balances will display in the **Accruals** box.*
- Enter a brief description of the time off request in the **Description** field (optional).
  - ➢ *You may enter further details in the **Comments** field.*
- Select the date(s) for which you want to request time off by clicking on them in the calendars on the left side of the screen. Click on the arrow to the left of a week to select all displayed days in the week. (Note: You may remove Saturday and Sunday from the calendars by clicking in the **Show Weekends** check box to deselect it.)
  - ➢ *The selected date(s) will display in the table.*
- To insert an additional line for a date, click on the corresponding + button.
- To remove one or more date rows from the table, click in the corresponding check box(es) in the **Remove Row** column, then click on the Delete button.
  - ➢ *A confirmation pop-up message will display. Click **OK** to remove the selected row(s).*
- Follow these three steps for each date row:
  - Enter the number of hours that you are requesting in the **Hours** field.
    - ➢ *As you configure the time off request, the **Total Hours Requested** will display in the upper right corner.*
  - If you are requesting a full day off, enter the start time of your normal shift for that day in the **Start Time** field. If you are requesting a partial day off, enter the time at which you would like the time off to begin.
  - Click on the arrow in the **Earnings Code** drop-down box and select the earnings code that you would like to apply to the date (e.g., Vacation or Personal Hours).
    - ➢ *If you are applying the same earnings code to all dates, you may use the drop-down box located in the table header row to fill the **Earnings Code** field in all of the date rows.*
- If you would like your supervisor to respond to the time off request by a certain date, enter that date in the **Review By** field (or click on the button and select a date from the calendar).
- When you have finished entering your time off requests, click on the Submit button.
  - ➢ *You will be returned to the Home page. A notification will be sent to the designated supervisor and a status pending notification will be sent to your Inbox. You will receive a new status notification when the time off request has been acted on by a supervisor. When a time off request receives final approval, the information will be displayed in your schedule.*

2. To Accept Partial Approval of a Time Off Request:

When multiple dates are submitted in one time off request, the supervisor may choose to approve parts of the request, while denying others. When this occurs, you must accept the supervisor's decision in order for the approved portion of the request to become active in your schedule. You will be notified via your Inbox of a partial approval.

From the Home Page:

- Click on **Time Off Requests** on the left side of your Inbox.
  - ➢ *A list of time off request notifications will display.*
- Click on the notification for the time off request which displays a **Description** of Partially Approved.
  - ➢ *The content of the notification will display, including the status and action that is required for the time off request.*

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- Click on the **Time Off Request** link within the notification text.
  - ➢ *You will be brought to the My Attendance page, where the Time Off Request details will be displayed, including which portions of the request were approved and which were denied.* ***Total Hours Requested*** *and* ***Total Hours Approved*** *will display in the upper right corner.*
- To accept the partial approval, click on the **Accept Partial Approval** button.
  - ➢ *You will be returned to the Home Page. A notification will be sent to your Inbox and the designated supervisor's Inbox. The approved portion of the time off request will be displayed in your schedule.*
- If you do not wish to accept the partial approval, you may cancel the entire time off request by clicking on the **Cancel Request** button.
  - ➢ *A confirmation pop-up message will display. Click* ***OK*** *to cancel the time off request. You will be returned to the Home Page. A notification will be sent to your Inbox and the designated supervisor's Inbox.*

My Attendance

3. To Edit a Time Off Request:

Time off request details may be edited prior to receiving supervisor approval.

- Click on the **My Attendance** tab.
- Click on the **Request Number** link for the time off request that you wish to edit.
  - ➢ *The Time Off Request details window will display.*
- Make the desired changes to the time off request. (Refer to Step 1 for available fields.)
- Click on the **Submit** button.
  - ➢ *You will receive an* ***Operation Successful*** *message. The updated information will display during supervisor review.*

4. To Cancel a Time Off Request:

Time off requests may be canceled at any point prior to the corresponding pay period being closed.

- Click on the **My Attendance** tab.
- Click on the **Request Number** link for the time off request that you wish to cancel.
  - ➢ *The Time Off Request details window will display. You may type notes regarding the cancellation in the* ***Cancellation Comments*** *field.*
- Click on the **Cancel Request** button.
  - ➢ *A confirmation pop-up message will display.*
- Click **OK** to cancel the time off request.
  - ➢ *You will receive an* ***Operation Successful*** *message. A notification will be sent to your Inbox and the designated supervisor's Inbox. If the time off request had been approved prior to cancellation, any previously scheduled time for the appropriate day(s) will be restored.*

Viewing Your Time Off Requests

My Attendance

To View Your Time Off Requests:

- Click on the **My Attendance** tab.
  - ➢ *The basic details and status of your time off requests will display in the Time Off Request box. Click on the* ***Request Number*** *link of a time off request to view additional details.*
- To display all time off requests of only a specified status (e.g., Approved or Denied), click on the arrow in the **Status** drop-down box and select a status type.
- To search for a specific time off request, enter the assigned Request Number in the **Find Request Number** field, then click on the **Find** button.
- You may further modify any of the above settings to display only items within a specific year by clicking on the arrow in the **Year** drop-down box and making a selection.