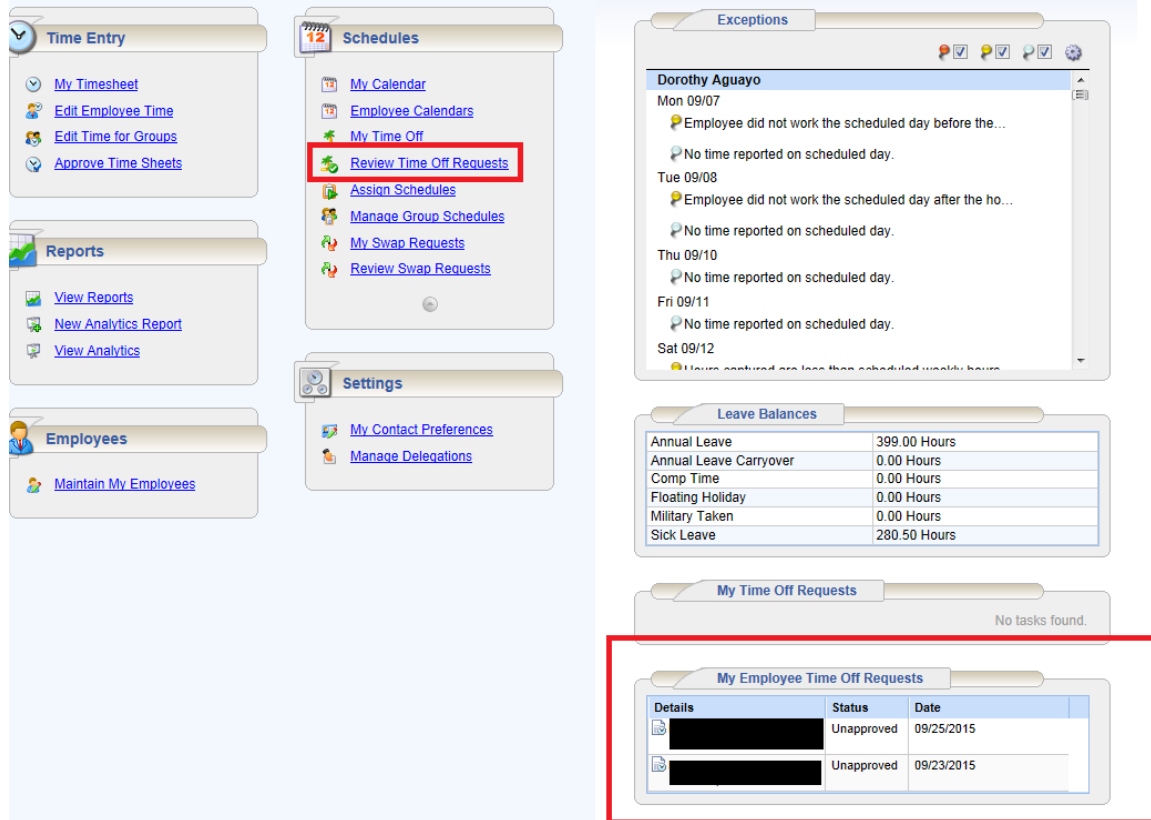


DHSS Job Aid 15: Approving/Rejecting/Canceling Time Off Request

1. Once a Time Off Request is submitted by an employee, the Manager is the only one who can approve, reject, or cancel an employee Time Off Request. The Manager has two ways to find to the employee's Time Off Requests.

- **My Employee Time Off Requests** show up on your dashboard in a notification box.
- Select **Review Time Off Requests** under **Schedules**.



The screenshot shows the eSTAR dashboard with several sections:

- Time Entry:** My Timesheet, Edit Employee Time, Edit Time for Groups, Approve Time Sheets
- Reports:** View Reports, New Analytics Report, View Analytics
- Employees:** Maintain My Employees
- Schedules:** My Calendar, Employee Calendars, My Time Off, Review Time Off Requests (highlighted with a red box), Assign Schedules, Manage Group Schedules, My Swap Requests, Review Swap Requests
- Settings:** My Contact Preferences, Manage Delegations
- Exceptions:** Dorothy Aguayo, Mon 09/07, Tue 09/08, Thu 09/10, Fri 09/11, Sat 09/12
- Leave Balances:** Annual Leave (399.00 Hours), Annual Leave Carryover (0.00 Hours), Comp Time (0.00 Hours), Floating Holiday (0.00 Hours), Military Taken (0.00 Hours), Sick Leave (280.50 Hours)
- My Time Off Requests:** No tasks found.
- My Employee Time Off Requests:** (highlighted with a red box)

Details	Status	Date
[Redacted]	Unapproved	09/25/2015
[Redacted]	Unapproved	09/23/2015

2. From there select the employee you want to review under **Pending Requests**.

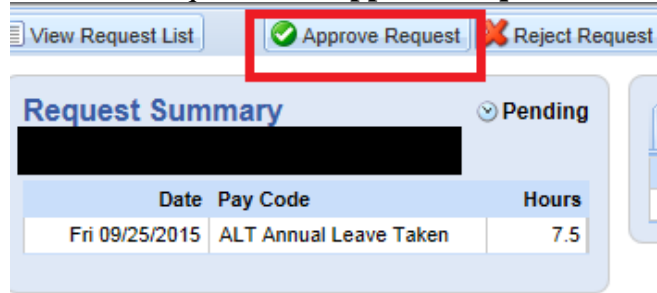
Time Off Review Summary

Pending Requests | Time Off Request History

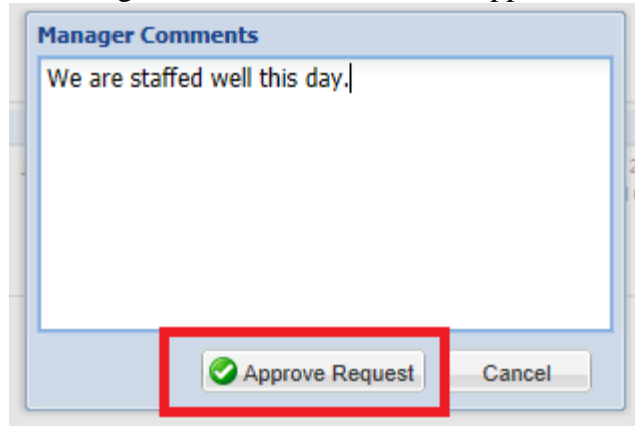
Current filter: none

Employee ID	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Case ID	Last Modified
[Redacted]	[Redacted] (Admini...	Pending	10/05/2015	10/05/2015	8.25	n/a	09/30/2015 11:34 am
[Redacted]	[Redacted] (Social Se...	Pending	09/30/2015	09/30/2015	7.5	n/a	09/30/2015 11:35 am
[Redacted]	[Redacted] (Social Service...	Pending	09/30/2015	09/30/2015	7.5	n/a	09/30/2015 11:36 am

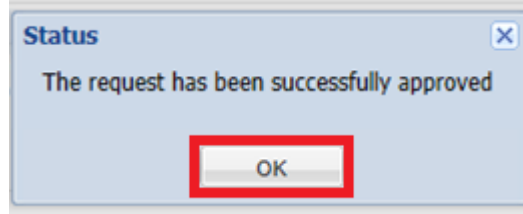
3. To approve an employee's Time Off Request click **Approve Request**.



It will then prompt you as the Manager to write a comment and approve the request.



The status box appears stating you have successfully approved the request.



4. This will return you to your time off review summary. Here, you can review more requests from your employees.

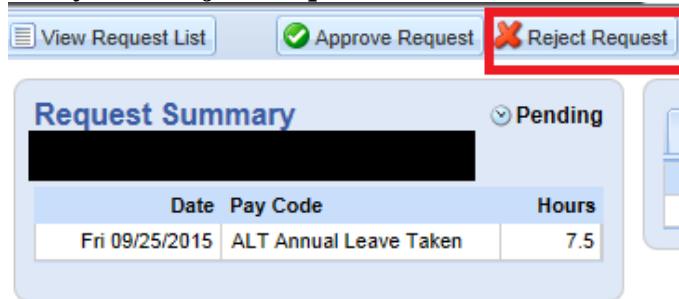
Time Off Review Summary

Pending Requests Time Off Request History

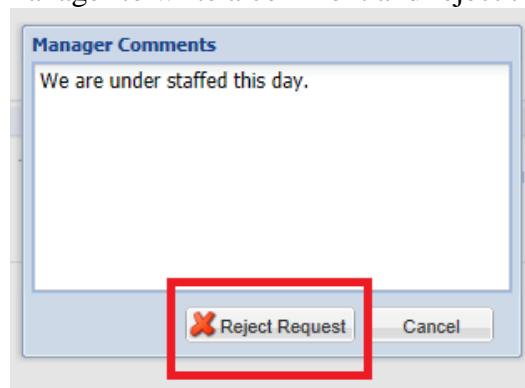
Current filter: none

Employee ID	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Case ID	Last Modified
[REDACTED]	[REDACTED]	Pending	09/23/2015	09/23/2015	4	[REDACTED]	09/23/2015 03:55 pm

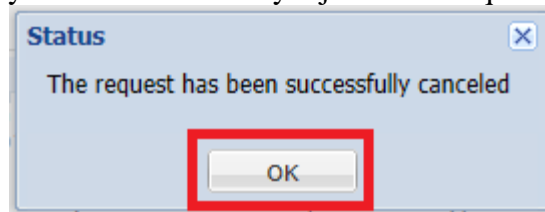
5. To reject an employee's Time Off Request, follow the same steps as above. When you are on your employee's **Request Summary** click **Reject Request**.



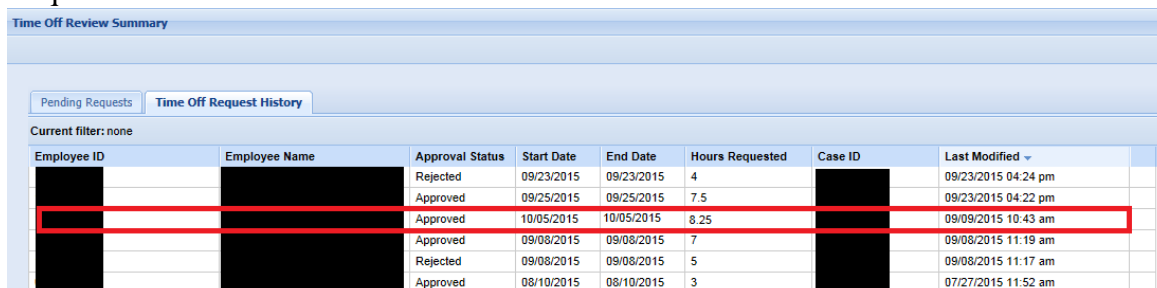
It will then prompt you as the Manager to write a comment and reject the request.



The status box appears stating you have successfully rejected the request. Click **OK**.



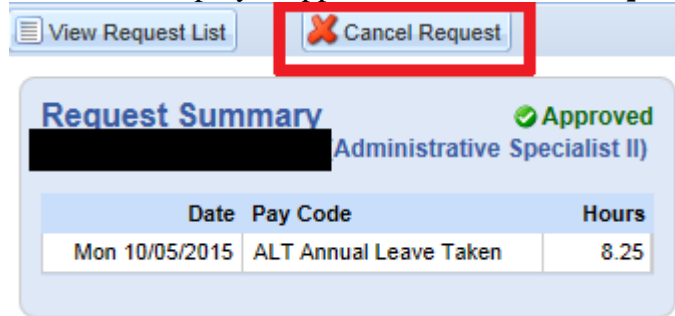
6. In order to cancel an employee's Time Off Request, go to your **Time Off Review Summary** and select an employee under **Time Off Request History**. You can only cancel an employee's time off request if it has already been approved; if the request is pending, the employee can cancel their own Time Off Request.



The screenshot shows the 'Time Off Review Summary' interface. It has two tabs: 'Pending Requests' and 'Time Off Request History'. Below the tabs is a table with the following data:

Employee ID	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Case ID	Last Modified
		Rejected	09/23/2015	09/23/2015	4		09/23/2015 04:24 pm
		Approved	09/25/2015	09/25/2015	7.5		09/23/2015 04:22 pm
		Approved	10/05/2015	10/05/2015	8.25		09/09/2015 10:43 am
		Approved	09/08/2015	09/08/2015	7		09/08/2015 11:19 am
		Rejected	09/08/2015	09/08/2015	5		09/08/2015 11:17 am
		Approved	08/10/2015	08/10/2015	3		07/27/2015 11:52 am

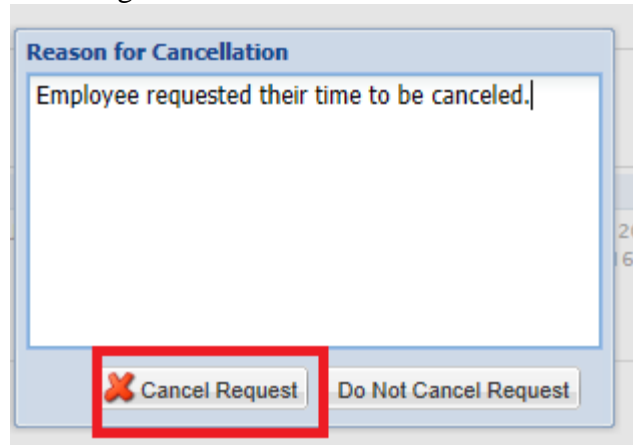
7. The **Request Summary** box for that employee appears. Click **Cancel Request**.



The screenshot shows a software interface with two buttons at the top: "View Request List" and "Cancel Request". The "Cancel Request" button is highlighted with a red box. Below the buttons is a "Request Summary" box for an "Administrative Specialist II" employee. The status is "Approved". A table below shows the request details:

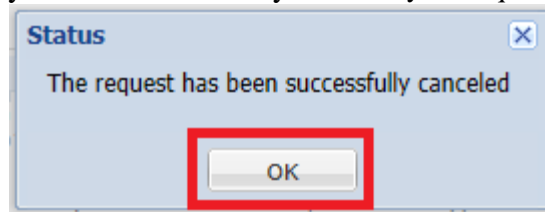
Date	Pay Code	Hours
Mon 10/05/2015	ALT Annual Leave Taken	8.25

It will then prompt you as the Manager to write a comment and cancel the request.



The screenshot shows a "Reason for Cancellation" dialog box. The text area contains the comment: "Employee requested their time to be canceled." At the bottom of the dialog, there are two buttons: "Cancel Request" (highlighted with a red box) and "Do Not Cancel Request".

The status box appears stating you have successfully canceled your request successfully. Click **OK**.



The screenshot shows a "Status" dialog box with the message: "The request has been successfully canceled". The "OK" button at the bottom is highlighted with a red box.