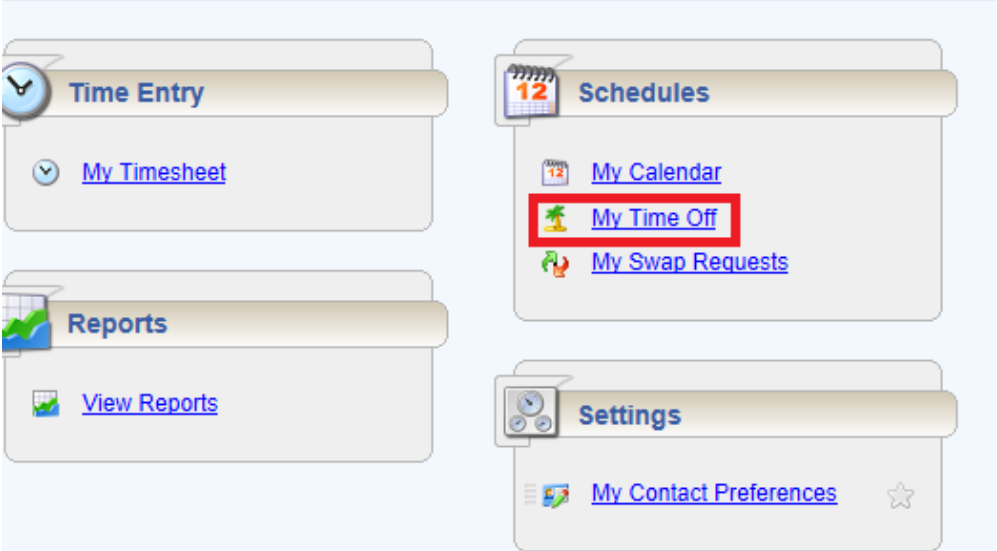


**DHSS Job Aid 7: Non Clocking How to Enter Time Without Pay**

1. From the home screen, select **Schedules** → **My Time Off**.



2. The **Request List** window appears. Select **Create New Request**.



The create **Time Off Request** window appears. Click **“Continue”** at the bottom of the Time off window for Sick, Vacation and Other.

**I need to request time off for...**

**FMLA and/or State Leave Absences**

Reason for Leave:

- Serious Health Condition
- Serious Health Condition of Family Member
- Parental Care (Newborn, Adoption, Foster Care Placement)
- Military - Service Member Caregiver Leave
- Military - Veteran Caregiver Leave
- Military - Exigency Family Leave

**Time Off for Sick, Vacation, and Other**

Time off Request:

- Annual Time
- Comp Time
- Floating Holiday
- Sick
- Personal Days
- Unpaid

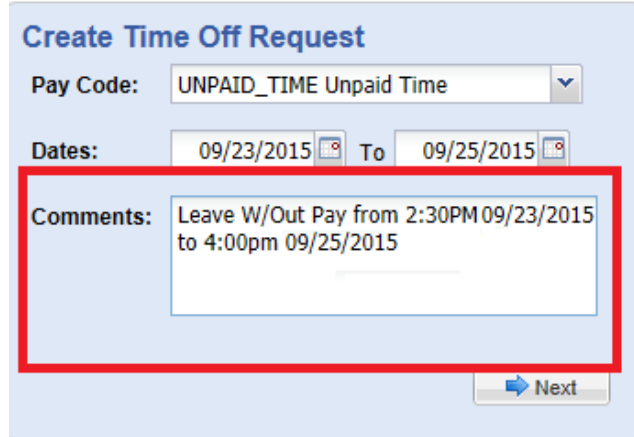
3. Choose **UNPAID\_TIME Unpaid Time** from **Pay Code** drop-down list.

The screenshot shows the 'Create Time Off Request' form. The 'Pay Code' dropdown menu is open, displaying a list of options. The option 'UNPAID\_TIME Unpaid Time' is highlighted with a red rectangular box. Other visible options include 'LVBON Bone Marrow Donor Leave', 'LVDSV Disaster Service Volunteer', 'VMEX Leave for competing in Exams', 'LVORG Organ Donor Leave', 'MILPL Military Leave with Pay', 'MILSI Military Serious Illness/Injury Leave', 'MILUL Military Unpaid leave', 'MVD Military Veterans Funeral Detail', 'OCP Olympic Competition Participant', 'REQ\_COMP\_WRK Request to Work Comp Time', 'REQ\_OT\_WRK Request to Work Overtime', 'SLBA Sick Borrow Ahead Leave', 'SLT Sick Leave Taken', and 'SUBP Subpoena Pay-Hours'. The 'Comments' field is empty.

4. Enter the day on which you want to begin your time off in the **Start Date** field, or click the calendar icon to display a calendar from which you can choose the date.

The screenshot shows the 'Create Time Off Request' form. The 'Pay Code' dropdown menu is set to 'UNPAID\_TIME Unpaid Time'. The 'Dates' field is highlighted with a red rectangular box and contains the text '09/23/2015' followed by a calendar icon, 'To', '09/25/2015' followed by a calendar icon. The 'Comments' field is empty. A 'Next' button with a blue arrow is located at the bottom right of the form.

5. You must enter a note to accompany your request in the **Comments** field if you are requesting less than a full day. The note must include exact times.  
**Example:** *Leave W/O pay from 2:30PM to 3:30PM*



**Create Time Off Request**

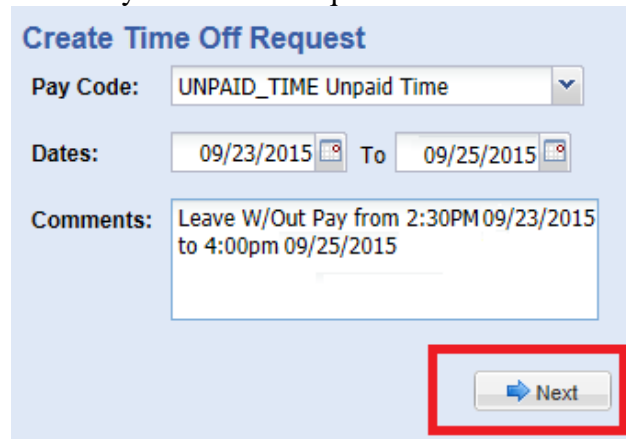
Pay Code: UNPAID\_TIME Unpaid Time

Dates: 09/23/2015 To 09/25/2015

Comments: Leave W/Out Pay from 2:30PM 09/23/2015 to 4:00pm 09/25/2015

Next

6. Select **Next** to display the details of your time off request.



**Create Time Off Request**

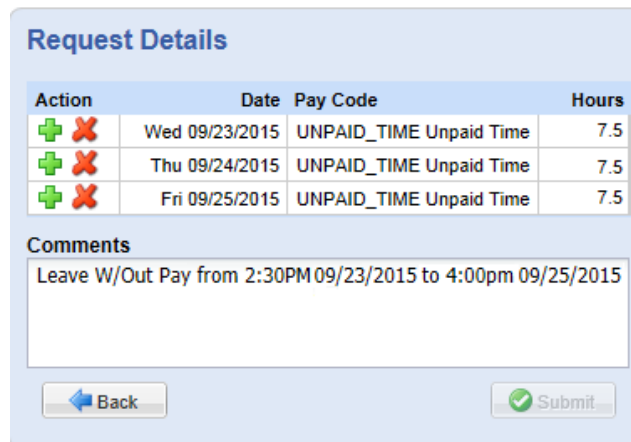
Pay Code: UNPAID\_TIME Unpaid Time

Dates: 09/23/2015 To 09/25/2015







Comments: Leave W/Out Pay from 2:30PM 09/23/2015 to 4:00pm 09/25/2015

Next

7. The **Request Details** window appears. The hours requested defaults to the scheduled hours for that day. You can modify the hours requested. If you modify the requested hours you need to **Update** your request.



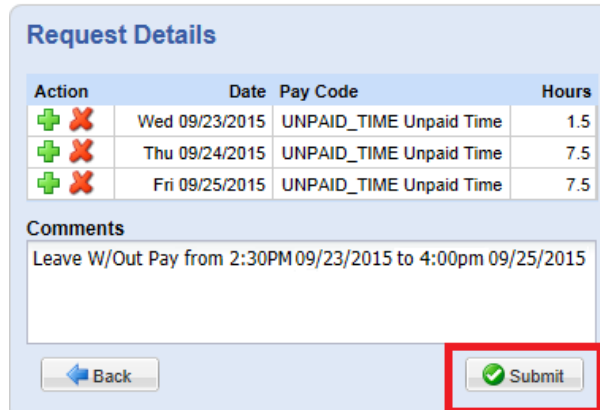
**Request Details**

Action	Date	Pay Code	Hours
 	Wed 09/23/2015	UNPAID_TIME Unpaid Time	7.5
 	Thu 09/24/2015	UNPAID_TIME Unpaid Time	7.5
 	Fri 09/25/2015	UNPAID_TIME Unpaid Time	7.5

Comments  
Leave W/Out Pay from 2:30PM 09/23/2015 to 4:00pm 09/25/2015

Back Submit

8. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request.

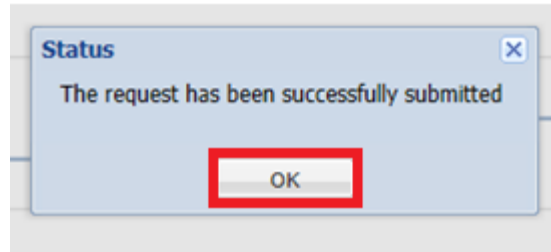


**Request Details**

Action	Date	Pay Code	Hours
	Wed 09/23/2015	UNPAID_TIME Unpaid Time	1.5
	Thu 09/24/2015	UNPAID_TIME Unpaid Time	7.5
	Fri 09/25/2015	UNPAID_TIME Unpaid Time	7.5

**Comments**  
Leave W/Out Pay from 2:30PM 09/23/2015 to 4:00pm 09/25/2015

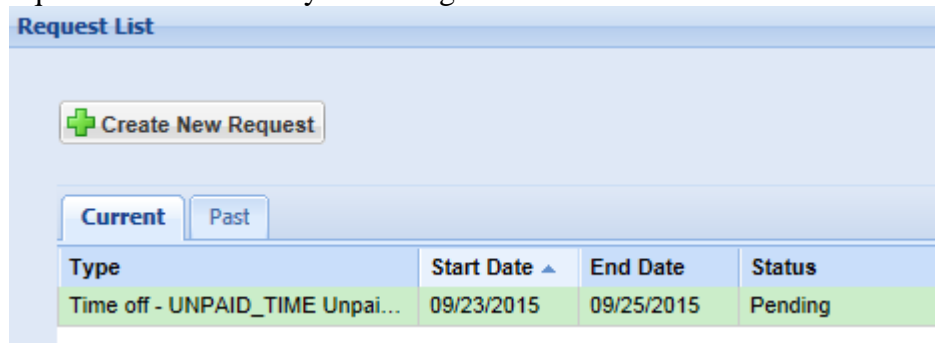
You are notified of a successful submission. Click **OK**.



**Status** [X]

The request has been successfully submitted

9. 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 manager.



**Request List**

Type	Start Date ▲	End Date	Status
Time off - UNPAID_TIME Unpai...	09/23/2015	09/25/2015	Pending

10. **E-mail Notification**  
E-mail messages are sent to the following recipients state outlook account 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.

**Time Off Requests Email Notifications, Triggering Events and Recipients**

EVENT TRIGGERING EMAIL	MESSAGE SUBJECT	MESSAGE	RECIPIENT(S)
Submission of time off request	Time Off Request – Pending	"Employee Name" has requested time off for "date". Please review.	Manager and Delegates
Approval of time off request	Time Off Request – Approved	Your time off request on "date" has been approved.	Employee
Rejection of time off request	Time Off Request – Rejected	Your time off request on "date" 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	"Manager Name" has cancelled your request	Employee

11. If an employee does not submit a time off request for leave without pay, an Auditor or Manager can update the timesheet and use the *Unpaid\_time* pay code to make sure it is not paid. A Manager will have to approve the timesheet. Do not use DKP dock pay for this.