

## **DHSS Job Aid 2: Requesting Time Off**

Employees requests usi notify the n	can submit time off requests, track the s ng the "My Time Off" function. When a nanager that a request was made.	status ofrequests, and view the history of an employee requests time off, an email	past is sent to
From the ho	ome screen, select Schedules → My Tin view Reports view Reports	me Off.  Schedules  My Calendar  My Time Off  My Swap Requests  Settings  My Contact Preferences	
The <b>Reque</b> The create ' window for	st List window appears. Select Create I Request List Current Past Time Off Request window appears. Cl Sick, Vacation and Other.	New Request.	e off
	I need to reque	st time off for	
	FMLA andior State Leave Absences Reason for Leave:    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  Continue.	Time Off for Sick, Vacation, and Other Time off Request: Annual Time Comp Time Floating Holiday Sick Personal Days Unpaid	
	Employees requests usi notify the n From the ho The <b>Reque</b> The create ' window for	Employees can submit time off requests, track the s requests using the "My Time Off" function. When notify the manager that a request was made. From the home screen, select Schedules → My Th with TimeEntry with Timesheet with Timesheet with Timesheet with the screen select Schedules → My Th with the screen select Schedules → My Th with the screen select Schedules → My Th reports with the screen select Schedules → My Th reports with the screen select Schedules → My Th reports	Employees can submit time off requests, track the status of requests, and view the history of requests using the "My Time Off" function. When an employee requests time off, an email is notify the manager that a request was made. From the home screen, select Schedules → My Time Off. From the home screen, select Schedules → My Time Off. If the Entry If the Entry If the Contact Preferences If the theorem there the



4.	Choose the type of time off f	rom the Pa	y Code drop-down list.
		Create Tim	ne Off Request
		Pay Code:	ALT Annual Leave Taken
			ALT Annual Leave Taken
		Dates:	CIF Compassionate Immediate Family
		Comments:	CNI Compassionate Not Immediate
		Commenter	CTT Comp Time Taken
			FHD Floating Holiday
			FMLAC FMLA Comp Time Taken
			FMLAF FMLA Floating Holiday
			FMLAS FMLA Sick Leave Paid
			FMLAU FMLA Leave - Unpaid
			IDA Juny Duty Attendance
		- Annual Lea	JUS JUS JUS DULY ALLENUMICE
		- Comp Tim	VDSV Disaster Service Volunteer
		Floating H	<sup>4</sup> LVMEX Leave for competing in Exams
		- Military Ta	LVORG Organ Donor Leave
5	Enter the day on which you y	vant to begi	in your time off in the <b>Start Date</b> field, or click the calendar
5.	icon to display a calendar fro	om which vo	ou can choose the date.
		J	
	С	reate Time	e Off Request
	P	ay Code:	ALT Annual Leave Taken
		ates:	09/22/2015 To 09/22/2015
		omments:	
		onnonto.	
			Next



6.	Full Day: Select Next to display the de	etails of your time off request.
		Create Time Off Request
		Pay Code: ALT Annual Leave Taken
		Dates: 09/22/2015 To 09/22/2015
		Comments:
		Next
	The <b>Request Details</b> window If no exceptions prevent you request. You are notified of	w appears. The hours requested defaults to the scheduled hours for that day. from submitting the request, click the <b>Submit</b> button to submit your a successful submission.
		Request Details
		Action Date Pay Code Hours
		Tue 09/22/2015 ALT Annual Leave Taken 7.5
		Comments
		Submit
	Click <b>OK</b> .	
		Status The request has been successfully submitted
	You are returned to the <b>Req</b> generated email is sent to yo	<b>uest List</b> window. Your new request appears as <b>Pending</b> . A system ur manager.
		Create New Request
	C	Durrent Past
	Ty Ti	pe     Start Date     End Date     Status       me off - ALT Annual Leave Ta     09/22/2015     09/22/2015     Pending



7.	Partial Day:						
	For a partial day follow steps 1 thru 5. There must be a note to accompany your request in the						
	<b>Comments</b> field if you are requesting less than a full day. The note must include exact times.						
	Example: Dr. Appointment from 2:30PM to 3:30PM						
	Select <b>Next</b> to display the details of your time off request.						
	Create Time Off Request						
	Pay Code: SLT Sick Leave Taken						
	Dates: 09/22/2015 To 09/22/2015						
	Comments: Ex: Dr Appointment From 2:30PM To 3:30PM						
	■> Next						
	If you are taking a partial day you can modify the hours requested at this time and add any additional leave taken in the day. To add additional leave, click the <b>Plus</b> icon and choose the proper pay of hours. If you make any changes here you must select <b>Update</b> to save it and proceed.	tional ode and					
	If no exceptions prevent you from submitting the request, click the <b>Submit</b> button to submit yo request. You are notified of a successful submission.	ur					
	Request Details						
	ActionDatePay CodeHours나XTue 09/22/2015SLT Sick Leave Taken1.0나XTue 09/22/2015ALT Annual Leave Taken0.5						
	Comments Ex: Dr. Appointment From 2:30PM To 3:30PM. Taking Annual Leave After My Appointment To Cover My Last 30 mins of Work.						
	Submit						

## eSTAR Job Aid



	Click <b>OK</b> .						
	Status X The request has been successfully submitted						
	You are returned to the <b>Request List</b> window. Your new request appears as <b>Pending</b> . A system						
	generated email is sent to your manager.						
	Request List						
		Create New Request         urrent       Past         De       Start Date ▲       End Date       Status         De       Start Date ▲       End Date       Status         De       Start Date ▲       End Date       Status         De       Og/22/2015       Og/22/2015       Pending					
	If there are multiple types of canceled and re-submitted.	f leave and there is a change, the entire Time Off Request needs to be					
8.	Multiple Days: For multiple days follow steps	1 thru 5. Select the start and end dates, then select next.					
		Create Time Off Request					
		Pay Code: ALT Annual Leave Taken					
		Dates: 10/30/2015 To 11/06/2015					
		Comments: Vacation					
		■ Next					



in no exceptions preven	t you from submitting the request, click the	Submit button to submit your
request. You are notifie	d of a successful submission.	-
	Request Details	
	Action Date Pay Code	Hours
	Fri 10/30/2015 ALT Annual Leave Taken	7.5
	Sat 10/31/2015 ALT Annual Leave Taken	
	Sun 11/01/2015 ALT Annual Leave Taken	
	Mon 11/02/2015 ALT Annual Leave Taken	7.5
	Tue 11/03/2015 ALT Annual Leave Taken	7.5
	🕂 💥 Wed 11/04/2015 ALT Annual Leave Taken	7.5
	🕂 💥 Thu 11/05/2015 ALT Annual Leave Taken	7.5
	Fri 11/06/2015 ALT Annual Leave Taken	7.5
	Comments	
	Vacation	
	Back	Submit
Click <b>OK</b> .		
	Status	× -
	The request has been successfully submitte	d
	The request has been successfully submitte	d
	The request has been successfully submitte	d
	The request has been successfully submitte	d
	The request has been successfully submitte	d
You are returned to the	The request has been successfully submitte	ppears as <b>Pending</b> . A system
You are returned to the generated email is sent	The request has been successfully submitte         OK         OK         Request List window. Your new request a to your manager.	d appears as <b>Pending</b> . A system
You are returned to the generated email is sent	Request List window. Your new request a to your manager.	d ppears as <b>Pending</b> . A system
You are returned to the generated email is sent	Request List window. Your new request a to your manager.	d ppears as <b>Pending</b> . A system
You are returned to the generated email is sent	The request has been successfully submitter oc Request List window. Your new request as to your manager. Request List Create New Request	d ppears as <b>Pending</b> . A system
You are returned to the generated email is sent	Request List window. Your new request a to your manager.	d appears as <b>Pending</b> . A system
You are returned to the generated email is sent	The request has been successfully submitte OK Request List window. Your new request a to your manager. Request List Create New Request Current Past	d ppears as <b>Pending</b> . A system
You are returned to the generated email is sent	The request has been successfully submitte Coc Request List window. Your new request a to your manager. Request List Current Past Type Start Date End Date	d ppears as <b>Pending</b> . A system
You are returned to the generated email is sent	The request has been successfully submitte Coc Request List window. Your new request a to your manager. Request List Current Past Type Leave - Employee Health Condit 06/29/2015 07/20/2015 07/20/2015 1000/2015	d ppears as <b>Pending</b> . A system



	Reques	t Details				
	Action	Date Tue 09/22/2015 Tue 09/22/2015 S pointment From 2 er My Appointment	Pay Code SLT Sick Leave Taken ALT Annual Leave Taken 30PM To 3:30PM. Taking A To Cover My Last 30 mins o	Hours 1.0 0.5 nnual of Work. Submit		
• Select the <b>Delete</b> icc	on to remo	ove the row an t Details	nd then click the <b>Up</b>	date butto	on.	
	Action	Date	Pay Code	Hours		
	Action	Date Tue 09/22/2015	Pay Code SLT Sick Leave Taken	Hours 1.0		
	Action	Date Tue 09/22/2015 Tue 09/22/2015	Pay Code SLT Sick Leave Taken ALT Annual Leave Taken	Hours 1.0 0.5		
	Comments Ex: Dr. Ap Leave After	Date Tue 09/22/2015 Tue 09/22/2015 pointment From 2 r My Appointment	Pay Code SLT Sick Leave Taken ALT Annual Leave Taken 30PM To 3:30PM. Taking A To Cover My Last 30 mins o	Hours 1.0 0.5 nnual of Work. Update		



11.	E-mail Notification						
	E-mail messages are sent to the following recipients state outlook account when times off requests are						
	submitted.						
	Time Off Requests Email Notifications, Triggering Events and Recipients						
	EVENT TRIGGERING EMAIL	MESSAGE SUBJECT	MESSAGE	<b>RECIPIENT(S)</b>			
	Submission of time	Time Off Request	"Employee Name"	Manager and			
	off request	– Pending	has requested time off. Please review.	Delegates			
	Approval of time off request	Time Off Request – Approved	Your time off request has been approved.	Employee			
	Rejection of time off request	Time Off Request – Rejected	Your time off request has been rejected.	Employee			
	Submission of time	Time Off Request	"Employee Name"	Manager and			
	off request	– Cancelled by	has cancelled his or	Delegates			
	BEFORE TOR is	Employee	her request for time				
	approved		off.				
	Rejection of	Time Off Request	"Manager Name"	Employee			
	approved time off	– Cancelled by	has cancelled your				
	request	Manager	request				