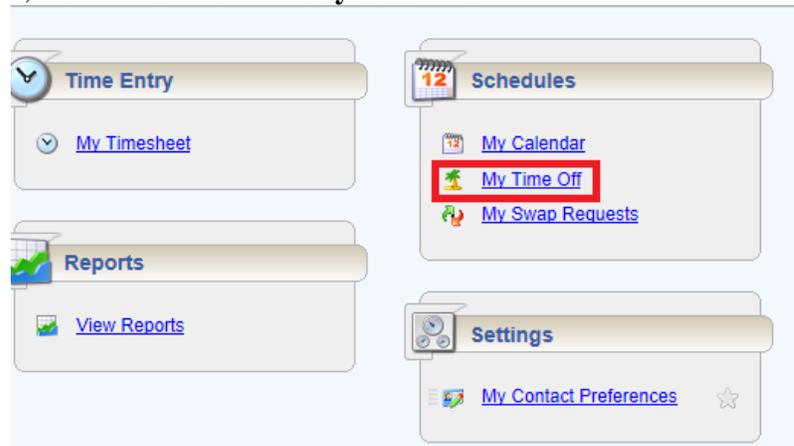


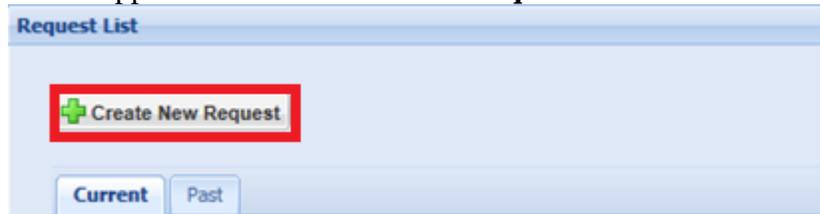
DHSS Job Aid 2: Requesting Time Off

1. Employees can submit time off requests, track the status of requests, and view the history of past requests using the “My Time Off” function. When an employee requests time off, an email is sent to notify the manager that a request was made.

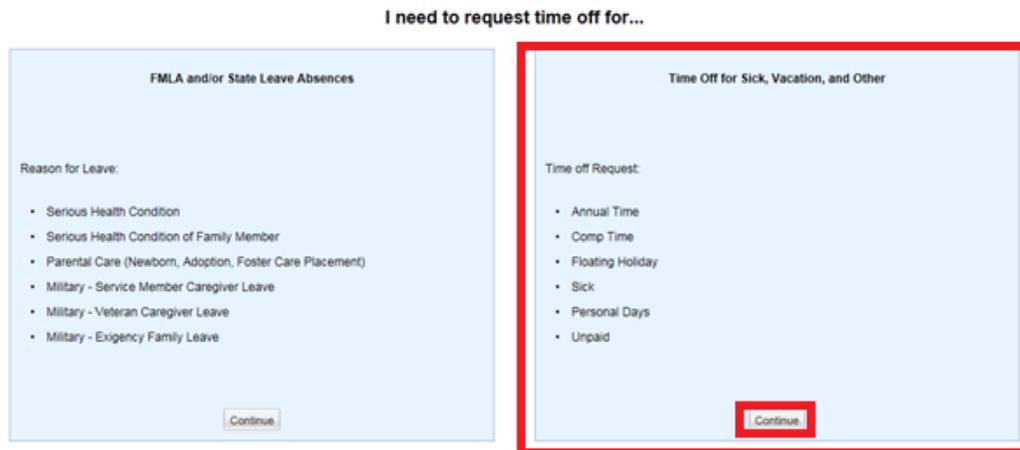
2. From the home screen, select **Schedules** → **My Time Off**.



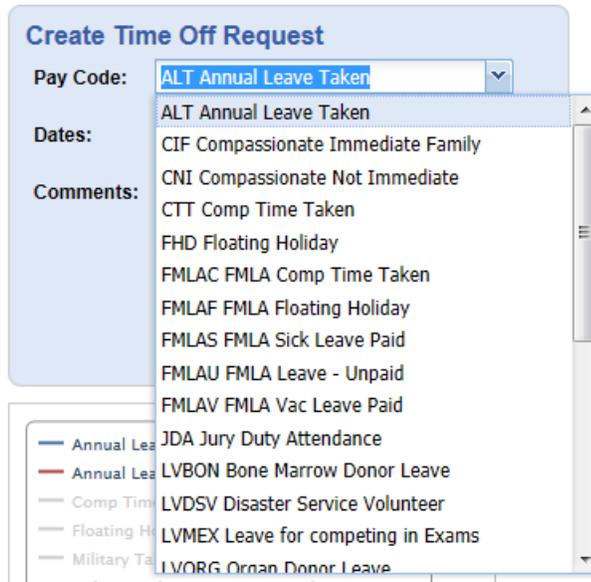
3. The **Request List** window appears. Select **Create New Request**.



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



4. Choose the type of time off from the **Pay Code** drop-down list.



Create Time Off Request

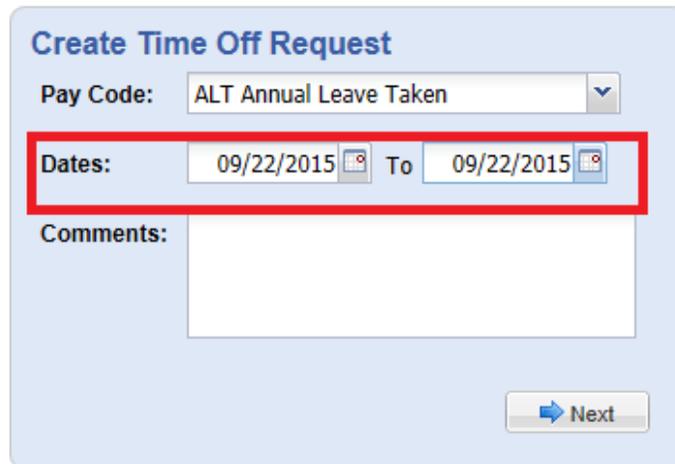
Pay Code: **ALT Annual Leave Taken**

Dates:

Comments:

- ALT Annual Leave Taken
- CIF Compassionate Immediate Family
- CNI Compassionate Not Immediate
- 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
- FMLAV FMLA Vac Leave Paid
- JDA Jury Duty Attendance
- LVBON Bone Marrow Donor Leave
- LVDSV Disaster Service Volunteer
- LVMEEX Leave for competing in Exams
- LVORG Organ Donor Leave

5. 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.



Create Time Off Request

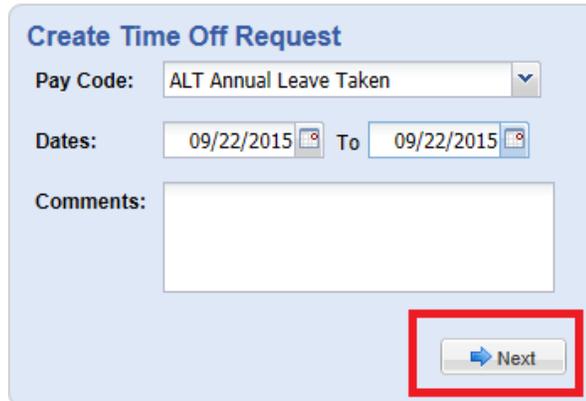
Pay Code: **ALT Annual Leave Taken**

Dates: 09/22/2015 To 09/22/2015

Comments:

Next

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



Create Time Off Request

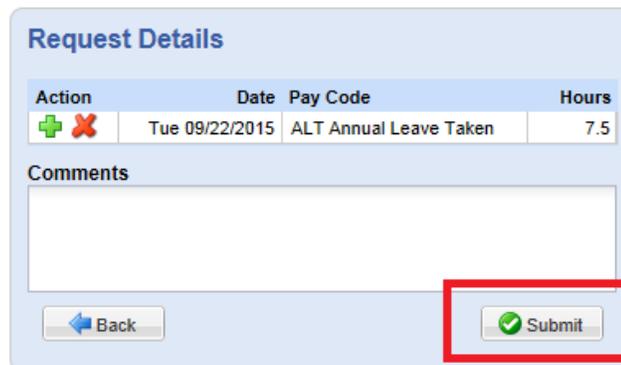
Pay Code: ALT Annual Leave Taken

Dates: 09/22/2015 To 09/22/2015

Comments:

Next

The **Request Details** window appears. The hours requested defaults to the scheduled hours for that day. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.



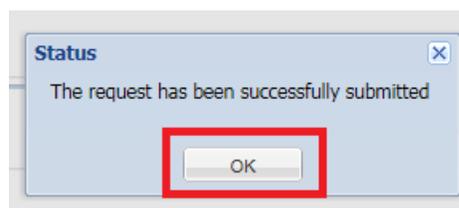
Request Details

Action	Date	Pay Code	Hours
 	Tue 09/22/2015	ALT Annual Leave Taken	7.5

Comments

Back **Submit**

Click **OK**.

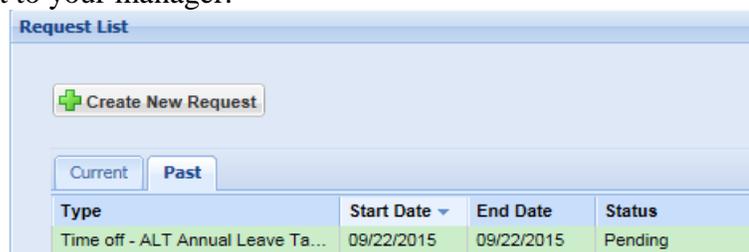


Status

The request has been successfully submitted

OK

You are returned to the **Request List** window. Your new request appears as **Pending**. A system generated email is sent to your manager.



Request List

 Create New Request

Current **Past**

Type	Start Date	End Date	Status
Time off - ALT Annual Leave Ta...	09/22/2015	09/22/2015	Pending

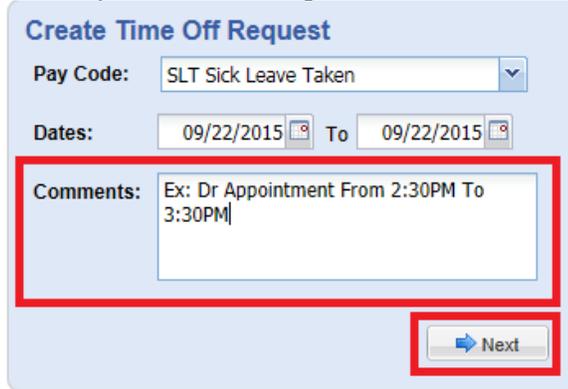
7.

Partial Day:

For a partial day follow steps 1 thru 5. There must be a note to accompany your request in the **Comments** 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 **Next** to display the details of your time off request.



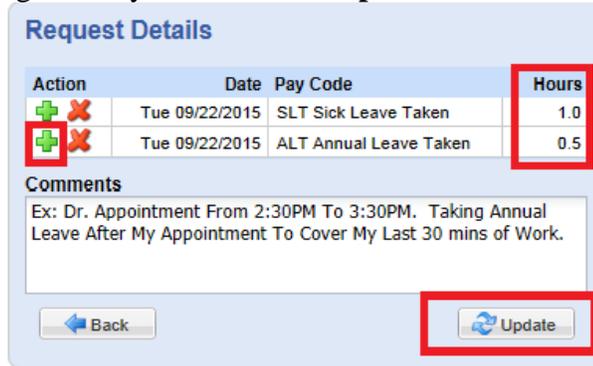
Create Time Off Request

Pay Code:

Dates: To

Comments:

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 **Plus** icon and choose the proper pay code and hours. If you make any changes here you must select **Update** to save it and proceed.

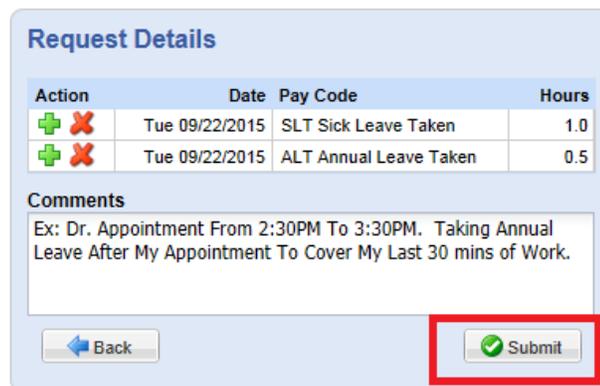


Request Details

Action	Date	Pay Code	Hours
<input type="button" value="+"/> <input type="button" value="X"/>	Tue 09/22/2015	SLT Sick Leave Taken	1.0
<input type="button" value="+"/> <input type="button" value="X"/>	Tue 09/22/2015	ALT Annual Leave Taken	0.5

Comments
Ex: Dr. Appointment From 2:30PM To 3:30PM. Taking Annual Leave After My Appointment To Cover My Last 30 mins of Work.

If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.

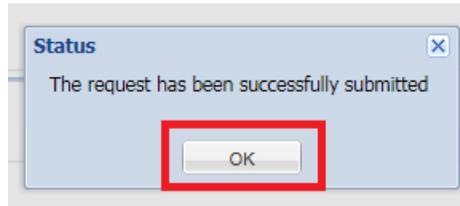


Request Details

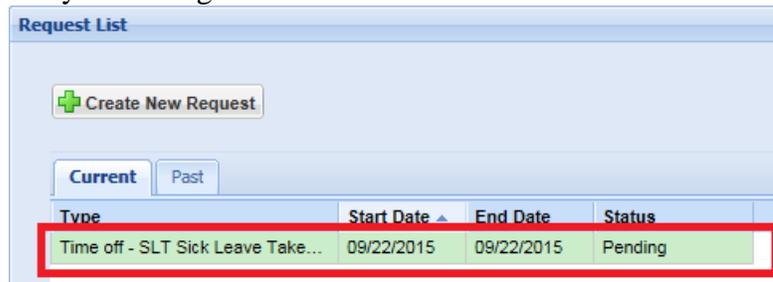
Action	Date	Pay Code	Hours
<input type="button" value="+"/> <input type="button" value="X"/>	Tue 09/22/2015	SLT Sick Leave Taken	1.0
<input type="button" value="+"/> <input type="button" value="X"/>	Tue 09/22/2015	ALT Annual Leave Taken	0.5

Comments
Ex: Dr. Appointment From 2:30PM To 3:30PM. Taking Annual Leave After My Appointment To Cover My Last 30 mins of Work.

Click **OK**.

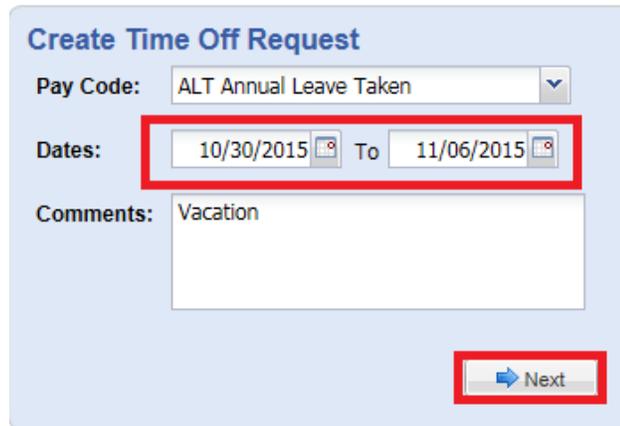


You are returned to the **Request List** window. Your new request appears as **Pending**. A system generated email is sent to your manager.

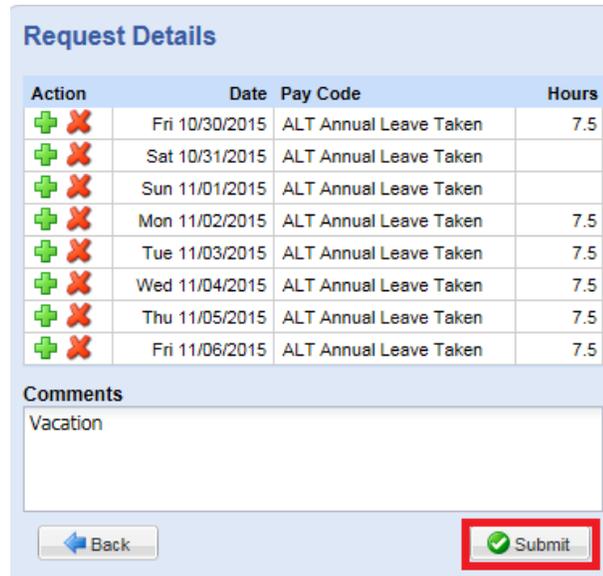


If there are multiple types of leave and there is a change, the entire Time Off Request needs to be canceled and re-submitted.

8. **Multiple Days:**
 For multiple days follow steps 1 thru 5. Select the start and end dates, then select next.



The **Request Details** window appears. The hours requested defaults to the scheduled hours for that day. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.

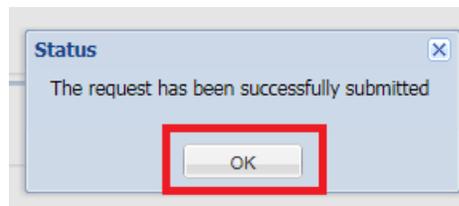


Request Details

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

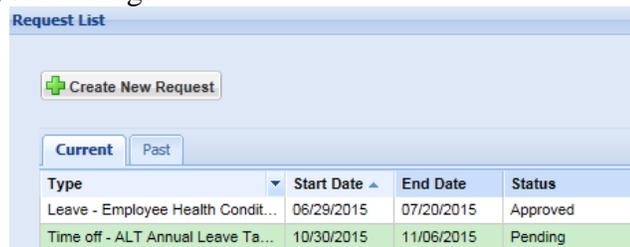
Click **OK**.



Status

The request has been successfully submitted

You are returned to the **Request List** window. Your new request appears as **Pending**. A system generated email is sent to your manager.

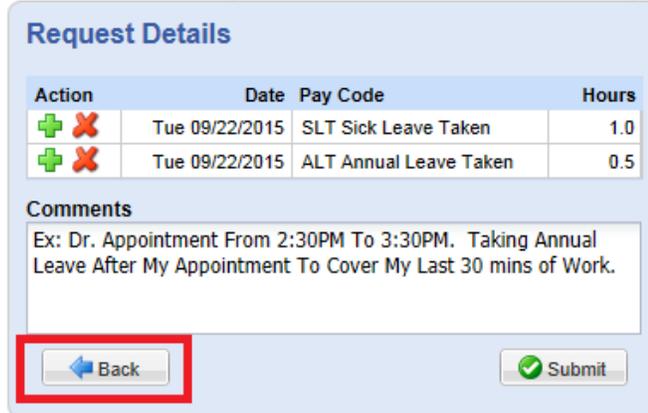


Request List

Type	Start Date	End Date	Status
Leave - Employee Health Condit...	06/29/2015	07/20/2015	Approved
Time off - ALT Annual Leave Ta...	10/30/2015	11/06/2015	Pending

If there is a change, the entire Time Off Request needs to be canceled and re-submitted.

9. **Exceptions:**
If exceptions prevent you from submitting the request, do one of the following:
- Click the **Back** button to return to the previous window to make changes.

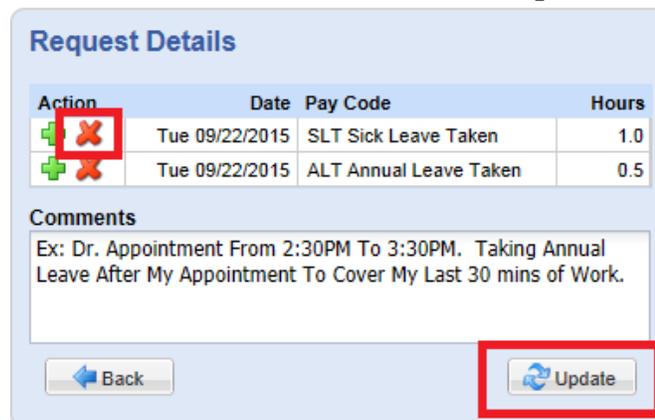


Request Details

Action	Date	Pay Code	Hours
 	Tue 09/22/2015	SLT Sick Leave Taken	1.0
 	Tue 09/22/2015	ALT Annual Leave Taken	0.5

Comments
Ex: Dr. Appointment From 2:30PM To 3:30PM. Taking Annual Leave After My Appointment To Cover My Last 30 mins of Work.

- Select the **Delete** icon to remove the row and then click the **Update** button.



Request Details

Action	Date	Pay Code	Hours
 	Tue 09/22/2015	SLT Sick Leave Taken	1.0
 	Tue 09/22/2015	ALT Annual Leave Taken	0.5

Comments
Ex: Dr. Appointment From 2:30PM To 3:30PM. Taking Annual Leave After My Appointment To Cover My Last 30 mins of Work.

10. *When your manager approves the time off request, the requested time posts to your timesheet as time off. You receive an email message when your manager approves or rejects your request.*

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	RECIPIENT(S)
Submission of time off request	Time Off Request – Pending	“Employee Name” has requested time off. Please review.	Manager and 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 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