



FREQUENTLY ASKED QUESTIONS

MANAGER SELF SERVICE: TIME OFF

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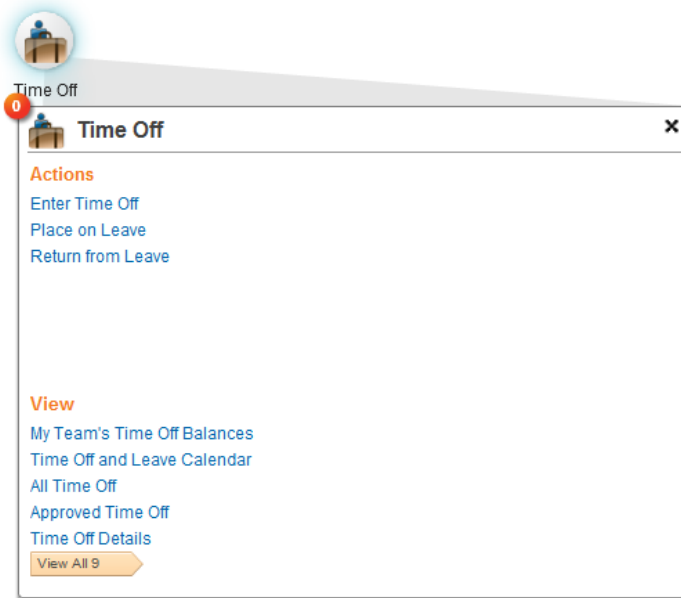
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TIME OFF

HOW DO I ENTER TIME OFF FOR MY DIRECT REPORTS?

- 1 From the **Time Off** worklet of the **My Team** page, click the **Enter Time Off** task.

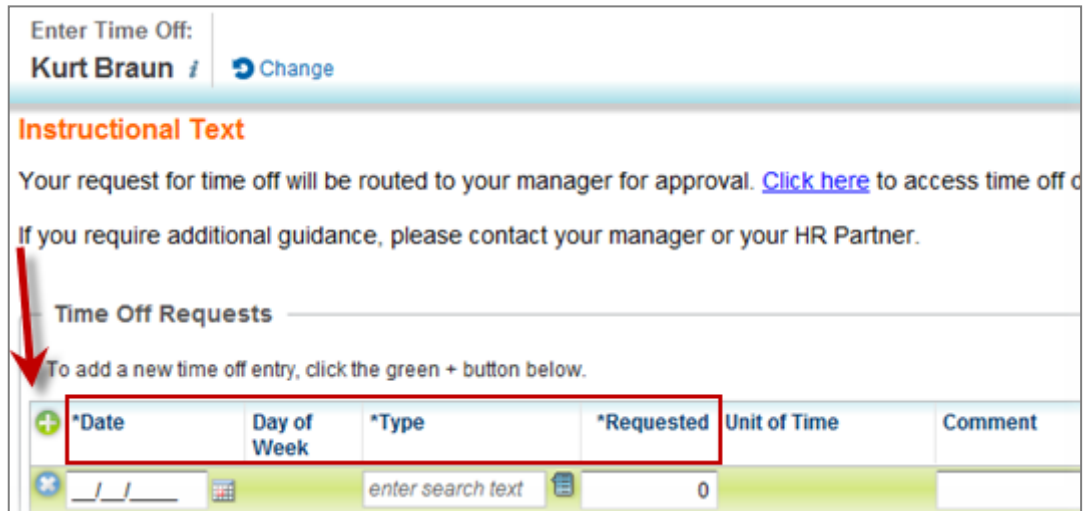


- 2 Instructional text can be defined during the setup of the Time Off business process. Choose an Employee, then click **OK** to continue.

A screenshot of the 'Enter Time Off' form. The form has a title 'Enter Time Off' and a section titled 'Instructional Text'. The text in this section reads: 'Your request for time off will be routed to your manager for approval. [Click here](#) to access time off documentation.' and 'If you require additional guidance, please contact your manager or your HR Partner.' Below the text is a field for 'Employee *' with the name 'Kurt Braun' and a search icon. To the right of the field are two buttons: 'OK' and 'Cancel'. A red arrow points from the 'OK' button to the 'Employee' field.

3

- a. Click the green + icon to add more rows.
- b. Enter the Date, Type of time off and hours Requested.
- c. Click **Submit** to save.



Enter Time Off: Kurt Braun [Change](#)

Instructional Text

Your request for time off will be routed to your manager for approval. [Click here](#) to access time off o

If you require additional guidance, please contact your manager or your HR Partner.

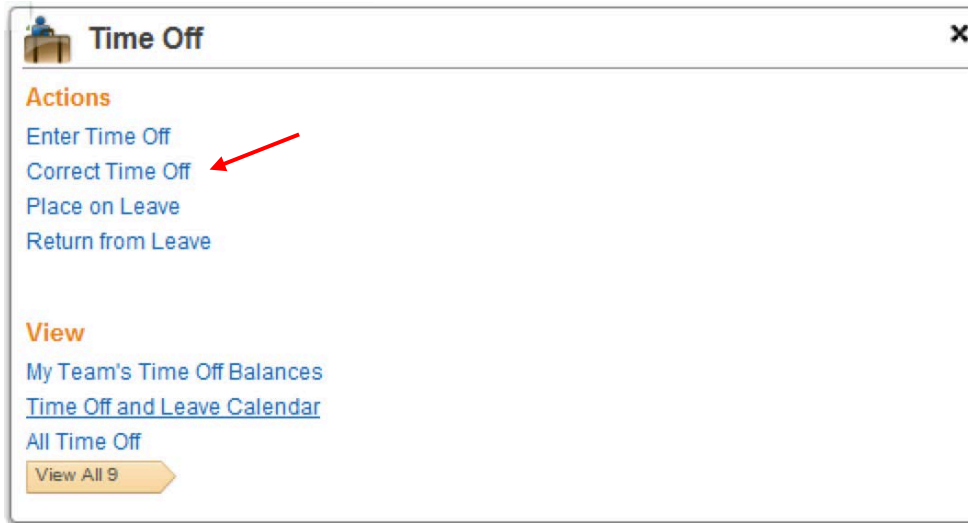
Time Off Requests

To add a new time off entry, click the green + button below.

*Date	Day of Week	*Type	*Requested	Unit of Time	Comment
<input type="text" value="___/___/___"/>		<input type="text" value="enter search text"/>	<input type="text" value="0"/>		

HOW DO I CORRECT TIME OFF FOR MY DIRECT REPORTS?

- 1 From the Time Off worklet you can also **Correct Time Off**, but only if one of your direct reports has already entered a request.



Time Off

Actions

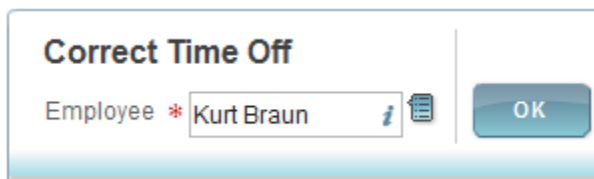
- Enter Time Off
- Correct Time Off
- Place on Leave
- Return from Leave

View

- My Team's Time Off Balances
- Time Off and Leave Calendar
- All Time Off

View All 9

- 2 Select the affected Employee. Click **OK** to continue.

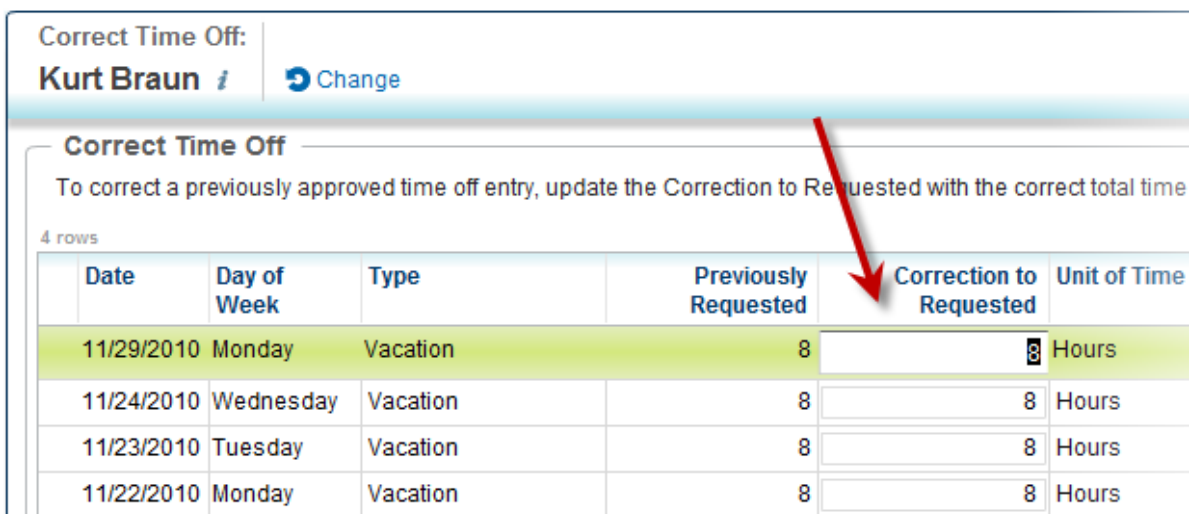


Correct Time Off

Employee * Kurt Braun

OK

- 3 Correct a previously approved time off entry by entering the correct time off.



Correct Time Off:

Kurt Braun [Change](#)

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time

4 rows

Date	Day of Week	Type	Previously Requested	Correction to Requested	Unit of Time
11/29/2010	Monday	Vacation	8	8	Hours
11/24/2010	Wednesday	Vacation	8	8	Hours
11/23/2010	Tuesday	Vacation	8	8	Hours
11/22/2010	Monday	Vacation	8	8	Hours

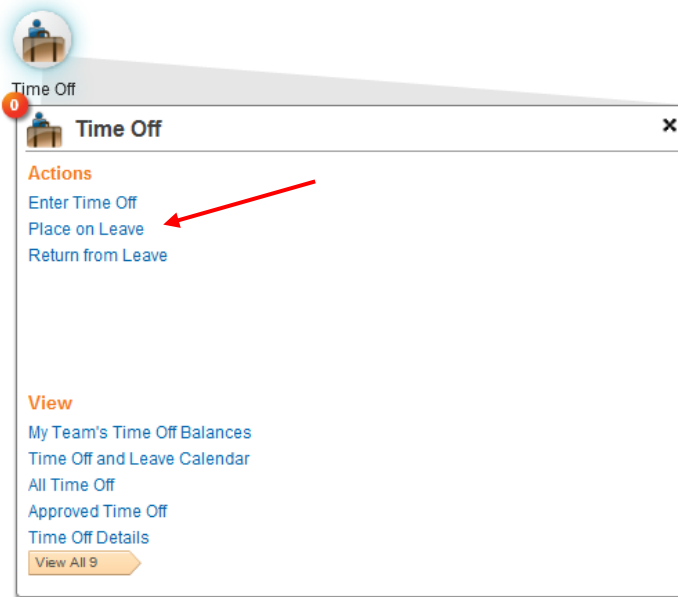
- 4 Enter a comment if desired. Click **Submit** to save.

Note: Approvals may be required.

A screenshot of a user interface for entering a comment. On the left is a small square profile picture of a man with dark hair, wearing a suit and tie. To the right of the picture is a rectangular text input field with the placeholder text "enter your comment". Below the input field are two buttons: a green button labeled "Submit" and a blue button labeled "Cancel". The entire form is enclosed in a light blue border.

HOW DO I PLACE AN EMPLOYEE ON LEAVE?

- 1 From the **Time Off** worklet, click **Place on Leave** to initiate the leave process for an employee.




- 2 Optional instructions can be created by your organization. Select an Employee, and click **OK**.

A screenshot of the 'Place Employee on Leave' dialog box. The dialog box has a title bar with the text 'Place Employee on Leave'. Below the title bar, there is a section titled 'Instructional Text' in orange. The text in this section reads: 'Reminder: Review the [Leave Policy Document](#) to see if any supporting documents are required for your leave.' Below the instructional text is a label 'Employee *' followed by a text input field containing the placeholder text 'enter search text' and a magnifying glass icon. To the right of the input field are two buttons: 'OK' and 'Cancel'.


3


- a. Enter **First Day of Leave, Estimated Last Day of Leave** and **Leave Type**.
- b. The impact of the leave on your organization is displayed.
- c. Click **Submit** to save.


Note: The leave request will need to be approved by an HR support person.


Place Employee on Leave
Kurt Braun  [Change](#)

Instructional Text
Reminder: Review the [Leave Policy Document](#) to see if any supporting documents are required for your leave.

Last Day of Work 12/14/2010 

First Day of Leave * 12/15/2010  **a**

Estimated Last Day of Leave * 12/31/2010 

Leave Type * Personal > Health Condition (Self) 

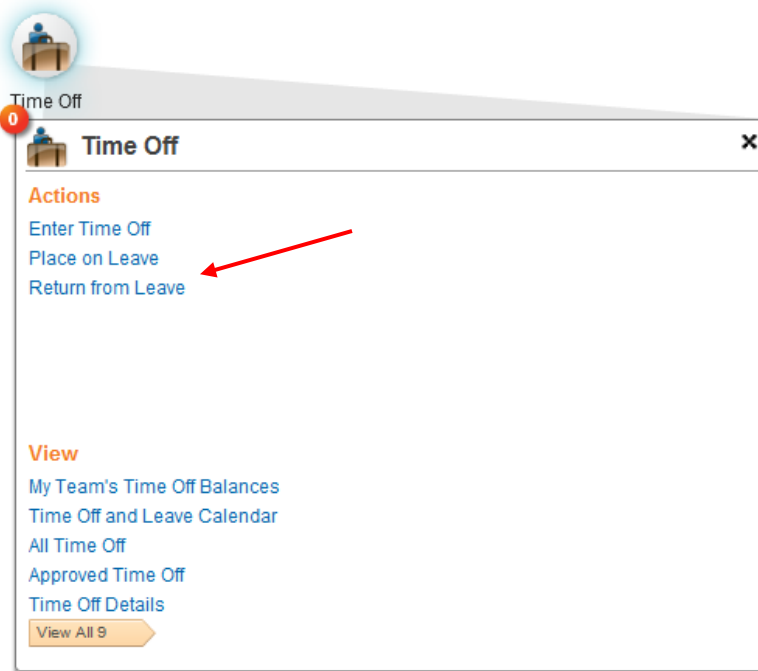
Leave Impact

b Inactivate Worker ☐

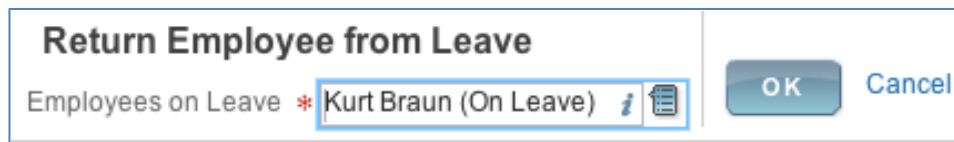
Payroll Effect ☒

HOW DO I RETURN AN EMPLOYEE FROM LEAVE?

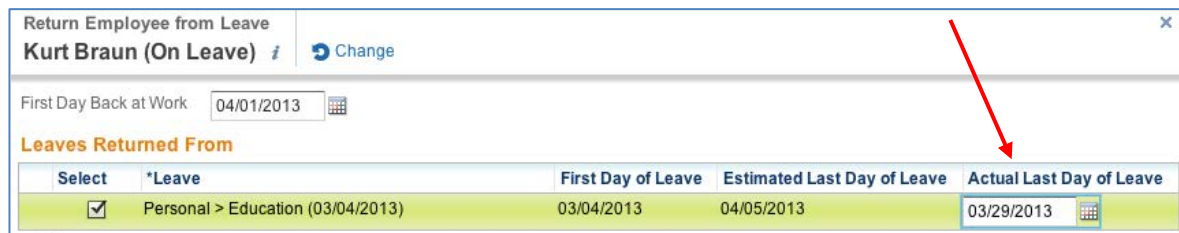
- 1 From the **Time Off** worklet, click the **Return from Leave** task.



- 2 Select the employee on leave, and click **OK**.



- 3 Change the **Actual Last Day of Leave**. Remember it defaults from the *Estimated Last Day of Leave*. Click **Submit** to save.



- 4 The leave return will need to be approved by an HR support person.

You have submitted:

Leave Return for Kurt Braun (On Leave)

Next Steps

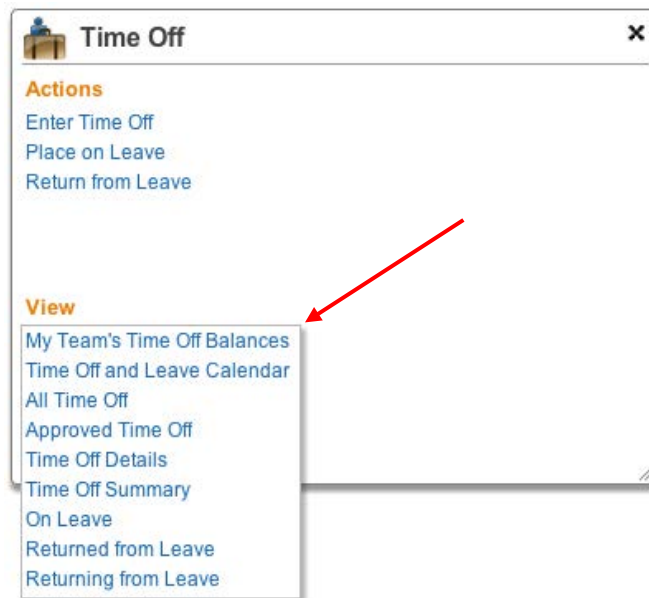


Review Return from Leave of Absence

Logan McNeil - Due 03/29/2013

WHAT TIME OFF ORIENTED REPORTS ARE AVAILABLE?

There are a number of different **Time Off** oriented reports available to you as a manager.



Approved Time Off summarizes all time off of direct reports approved by the manager within a specified range of dates.

Approved Time Off Actions

Organizations: Legal Include Subordinate Organizations: Yes Start Date: (blank) End Date: (blank) Change

6 rows

Supervisory Organization	Employee	Request Type	Time Off	Type	Unit of Time	Date Entered	Date Approved
Legal	Kurt Braun	Time Off Request	Vacation Time Off - GMS	Vacation	Hours	11/16/2010	11/16/2010
Legal	Kurt Braun	Time Off Request	Vacation Time Off - GMS	Vacation	Hours	11/16/2010	11/16/2010

Employees Returning From Leave lists those Employees currently on leave, the leave Type, length of the leave, and when they are scheduled to return.

Employees Returning from Leave [Actions](#)

Organizations: [IT HelpDesk Department](#) Include Subordinate Organizations: No Start Date: 11/07/2011

End Date: 11/15/2011 Include Pending Events: No [Change](#)

Employee	Leave Type	First Day	Last Day of Work	Estimated Last Day	Total Days	Units Requested	Unit of Time	Hire Date	Supervisory Organization	Location
Jared Ellis (On Leave)	Personal > Health	11/07/2011	11/06/2011	11/14/2011	8 Days (estimated)	8 Days	8 Days	01/01/2000	IT HelpDesk Department	Dallas