

Managing Leave Requests

When employees need time off – vacation, floating holidays, or personal time, for example – they will create a Leave Request, which a Supervisor will then review and either approve or deny.

Note: Supervisors will receive emails when an employee submits a leave request.

Follow these steps to manage Leave Requests using the Calendar Dashboard (screenshots that describe each step are on the page that follows):

- 1 Select **Supervisor Dashboard** from the Daily Operations menu.
- 2 Click the Leave Requests link to open a Pending Leave Requests window that shows a list of employees who have submitted Leave Requests.
- 3 Click the name of an employee to open a window where you can approve or deny the request.
- 4 Scroll to the bottom of the window to review the employee's benefits to determine whether s/he is eligible for time off.

Note: Leave Requests can be approved, even if the employee has insufficient benefits; however approval does not necessarily mean the employee will be paid for his/her time off. Notify your Payroll Manager if you approve time off for an employee who has insufficient benefits.

- 5 Do one of the following
 - Click **Approve** (shown in the example that follows).

When the Confirm Approval of Employee's Leave Request window opens, enter Notes (they will appear in the email the employee is sent if you choose to send one). The email Acceptance of Approval box is checked by default; be sure to enter the employee's email address so an approval message can be sent. Click **Ok**.

- Click **Deny**.

When the Confirm Approval of Employee's Leave Request window opens, enter Notes (they will appear in the email the employee is sent if you choose to send one). The box titled email unable to accommodate notification to employee is checked by default; be sure to enter the employee's email address so a denial message can be sent. Click **Ok**.

Screenshots are available on the next page.

1

Payroll Manager

Periods: Current Period

Calendar Dashboard

From 08/27/11 to 09/02/11

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 27	Aug 28	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2
Schedules 1	Schedules 3	Schedules 141	Schedules 156	Schedules 139	Schedules 161	Schedules 136
Shifts Worked 1	Shifts Worked 2	Shifts Worked 124	Shifts Worked 139	Shifts Worked 128	Shifts Worked 136	Shifts Worked 126
						Overtime 74:15 Leave Requests 1 Non Critical Exceptions 9 Critical Exceptions 1 Today's Absences 2

2

Supervisor Unapproved Time Cards - Previous Period: 4 Employees

Employee Unapproved Time Cards - Previous Period: 261 Employees

Approaching Overtime - Current Period: 68 Employees

Hide Menu

September 2 2011 262 Active, 0 Inactive Employees
Pay Period is Sat Aug-27 11 to Fri Sep-2 11 Post Mon Sep-5 11.

Payroll Manager

Previous Week | Following Week | Order By: Order Requested | Properties

Pending Leave Requests

Thu Sep 8	Fri Sep 9	Sat Sep 10	Sun Sep 11	Mon Sep 12	Tue Sep 13	Wed Sep 14
Baffoni, Edith A 09/02/11 9:58		Req Vacation 8:00				

3

5

Approve | Deny | Change

Baffoni, Edith A

ID 304 | Badge 304 | Workgroup 4-999-000

Request 8:00 Hours on Sep-9 11. Using Vacation.

Submitted on 09/02/11 9:58

Benefit 9: Current Balance 0:00 as of 09/02/11

Benefit 10: Current Balance 0:00 as of 09/02/11

4

Confirm Approval of Employee's Leave Request

Notes

eMail acceptance of approval to employee

Employee's eMail Address:

Ok | Cancel

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11
				Baffoni, Edith A Start End Amount Currently Unscheduled Workgroup Statistics Schedules Hours Normal 213 1574:00 Absent 0 0:00		