

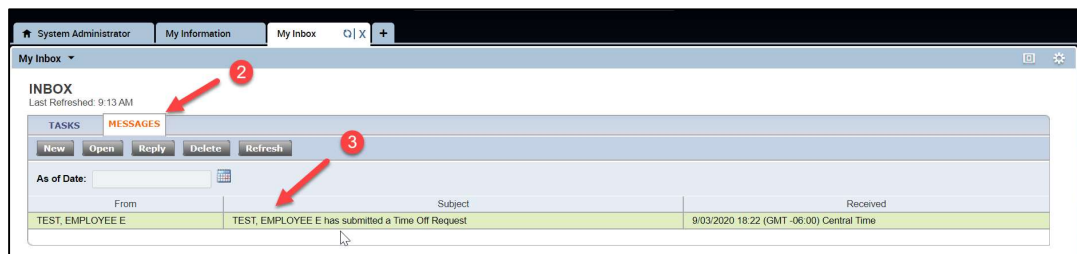
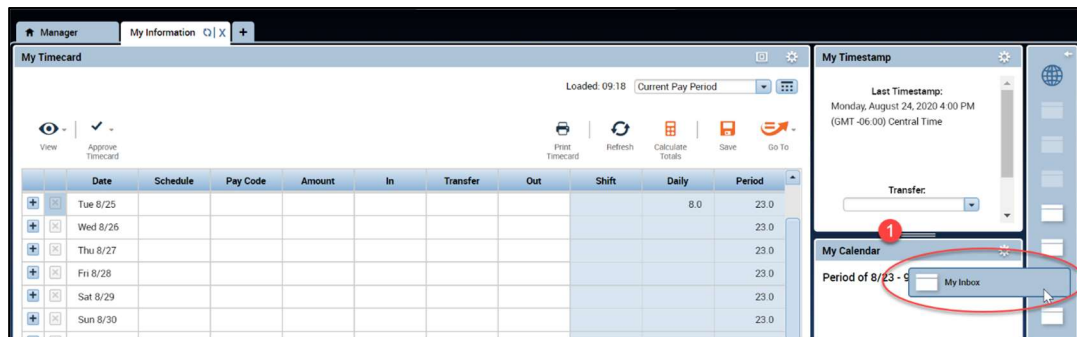
Global Time Off Request: Timekeeper Actions

Managers/Timekeepers:

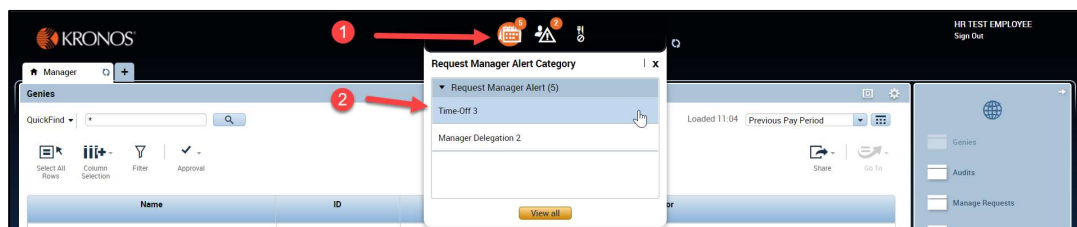
When an employee submits a time off request the **direct supervisor** will receive an email in Outlook as well as a notification in the Kronos inbox. The subject line of both will include verbiage similar to, “EMPLOYEE NAME, has submitted a time off request.”

***Timekeepers who are not the direct supervisor will not receive a notification but will still have access to the time off request in Kronos.

To view your messages open “My Inbox”.



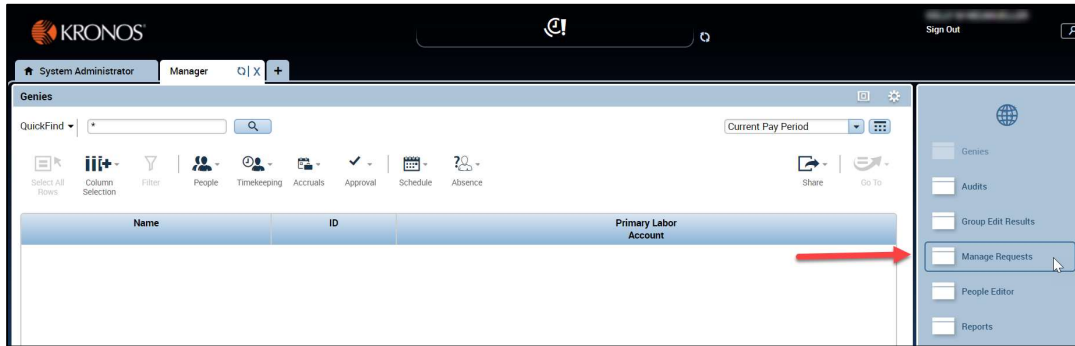
If you have any pending (submitted status only) time off requests for your review, you will see an alert with a count of how many require your attention, when you log in. Click on “Time-Off”, and it will open the request manager menu.



Global Time Off Request: Timekeeper Actions

Superusers/HR/Payroll:

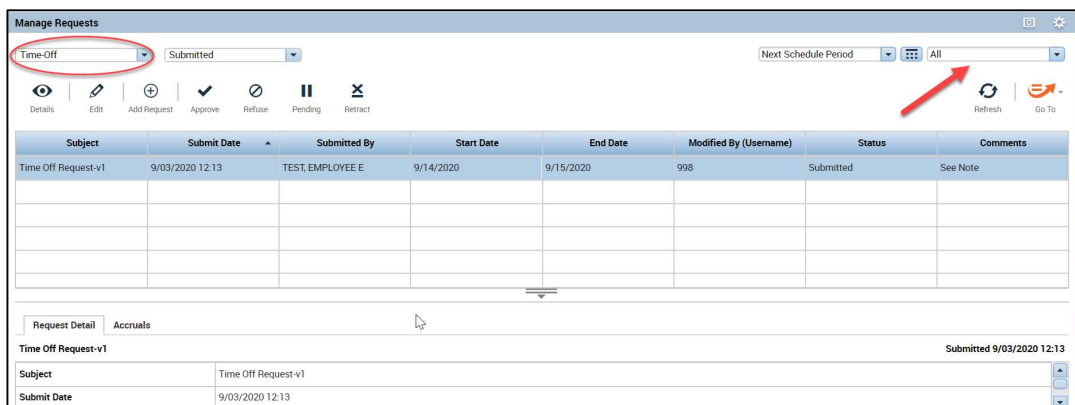
Open the “Manager Requests” screen available under the manager tab to view submitted requests.



How to Act Upon a Request:

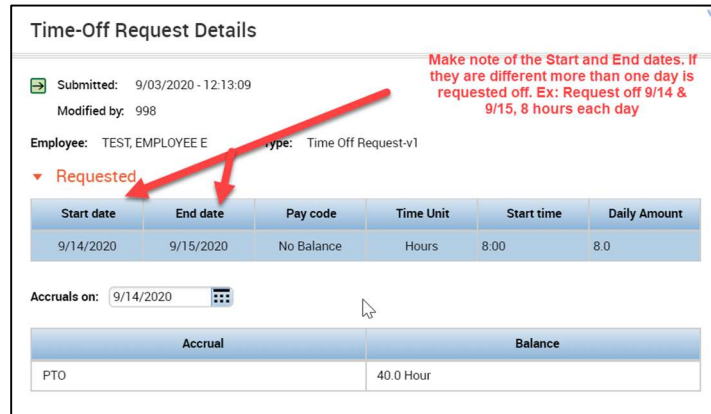
1. Time off requests should be addressed as each request is received, in a timely manner, and not held onto to review during Monday morning timecard edits and approval. The time off request manager screen will assist, with this being a menu allowing managers to act upon time off requests. To do so make sure the view is set to Time-Off.

***Note, you can change the group of employees viewed by switching the hyperfind. You can also change the time period.



Global Time Off Request: Timekeeper Actions

2. Click to highlight the request you wish to act on. **Make note of the Start and End dates.** If they are different, more than one day is requested off.



Time-Off Request Details

Submitted: 9/03/2020 - 12:13:09
Modified by: 998

Employee: TEST, EMPLOYEE E Type: Time Off Request-v1

Requested:

| Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|------------|-----------|------------|-----------|------------|--------------|
| 9/14/2020 | 9/15/2020 | No Balance | Hours | 8:00 | 8.0 |

Accruals on: 9/14/2020

| Accrual | Balance |
|---------|-----------|
| PTO | 40.0 Hour |

Make note of the Start and End dates. If they are different more than one day is requested off. Ex: Request off 9/14 & 9/15, 8 hours each day

There are 7 icon menus available for your selection. Below is a description of each icon. Click on the appropriate icon. Note: if the request falls into a signed off pay period, you need to refuse the request. Changes to a signed off period will need to be processed by HR via a timecard correction form.

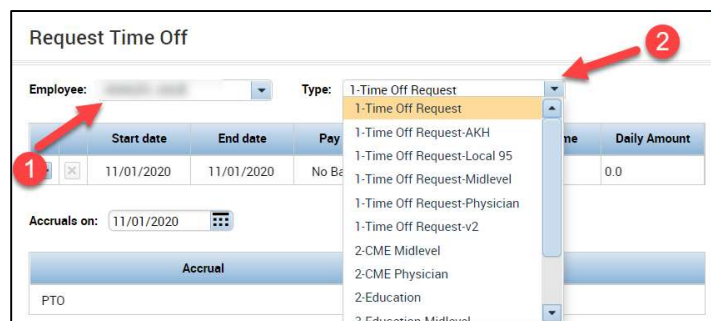


Time Off Request Manager

Time-Off Multiple (4)

 Details
  Edit
  Add Request
  Approve
  Refuse
  Pending
  Retract

- a. Details – Shows the time off request details. This is view only.
- b. Edit – Allows managers to make edits to the status of the employees' time off request. You cannot edit the details (day/pay code/amount)
- c. Add Request- Allows you to submit a request on behalf of the employee. On the request form you will need to select the employee's name and choose the appropriate request type from the drop downs. After you submit, you will still need to approve the request.



Request Time Off

Employee: [dropdown] Type: 1-Time Off Request

1

| Start date | End date | Pay | Time | Daily Amount |
|------------|------------|------------|------|--------------|
| 11/01/2020 | 11/01/2020 | No Balance | | 0.0 |

Accruals on: 11/01/2020

| Accrual | Balance |
|---------|---------|
| PTO | |

2

Global Time Off Request: Timekeeper Actions

- d. Approve – Will open the time off request for you to approve the request. You can add notes, if you use the comment that is available in the drop-down list (Request Off). You can also change the request details in this screen. Click “Approve” when complete.

Approve Time-Off Request

Submitted: 4/27/2019 - 10:35:23AM
Modified by: GWEE

Employee: Employee, Goodwill Type: GW GTOR

| | Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|--|------------|-----------|----------|-----------|------------|--------------|
| | 5/10/2019 | 5/10/2019 | Vacation | Hours | 8:00AM | 2.0 |

Accruals on: 5/10/2019

| Accrual | Balance |
|----------|-----------|
| BIRTHDAY | 8.0 Hour |
| SICK | 40.0 Hour |
| VACATION | 80.0 Hour |

Status History

Submitted: 4/27/2019 - 10:35:23AM
GWEE

Comments (1) Add Comment

Time Off Request

Your time off has been approved.

Cancel Approve

- e. Refuse – Will open the time off request for you to refuse the request for time off. You may use the default comment (Request Off) to add your own notes to the refusal. Click “Refuse” when complete.

Refuse Time-Off Request

Submitted: 4/27/2019 - 10:26:40AM
Modified by: GWManager

Employee: Employee, Goodwill Type: GW GTOR

Requested

| | Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|--|------------|-----------|----------|-----------|------------|--------------|
| | 5/08/2019 | 5/08/2019 | Vacation | Hours | 8:00AM | 8.0 |

Accruals on: 5/08/2019

| Accrual | Balance |
|----------|-----------|
| BIRTHDAY | 8.0 Hour |
| SICK | 40.0 Hour |
| VACATION | 80.0 Hour |

Status History

Submitted: 4/27/2019 - 10:26:40AM
GWManager

Comments (0)

Select Comment

Type a note (optional)

Cancel Refuse

Global Time Off Request: Timekeeper Actions

- f. Pending – Will open the time off request for you to change the status to pending. You may use the default comment (Request Off) to add your own notes to the pending action. Click Pending when complete. NOTE: Pending requests remain ‘pending’ an action.

Pending Time-Off Request

Submitted: 4/27/2019 - 10:26:40AM
Modified by: GWManager

Employee: Employee, Goodwill Type: GW GTOR

▼ Requested

| Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|------------|-----------|----------|-----------|------------|--------------|
| 5/08/2019 | 5/08/2019 | Vacation | Hours | 8:00AM | 8.0 |

Accruals on: 5/08/2019

| Accrual | Balance |
|----------|-----------|
| BIRTHDAY | 8.0 Hour |
| SICK | 40.0 Hour |
| VACATION | 80.0 Hour |

Status History

Submitted: 4/27/2019 - 10:26:40AM
GWManager

Comments (0)

Select Comment

Type a note (optional)

Cancel Pending

- g. Retract – Will open the time off request for you to retract the time off request – similar to the employee cancelling the request. This should be used when the employee no longer desires to move forward with that time off request. You may use the default comment (Request Off) to add your own notes to the retracted action. Click “Retract” when complete.

Retract Time-Off Request

Submitted: 4/27/2019 - 10:26:40AM
Modified by: GWManager

Employee: Employee, Goodwill Type: GW GTOR

▼ Requested

| Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|------------|-----------|----------|-----------|------------|--------------|
| 5/08/2019 | 5/08/2019 | Vacation | Hours | 8:00AM | 8.0 |

Accruals on: 5/08/2019

| Accrual | Balance |
|----------|-----------|
| BIRTHDAY | 8.0 Hour |
| SICK | 40.0 Hour |
| VACATION | 80.0 Hour |

Status History

Submitted: 4/27/2019 - 10:26:40AM
GWManager

Comments (0)

Select Comment

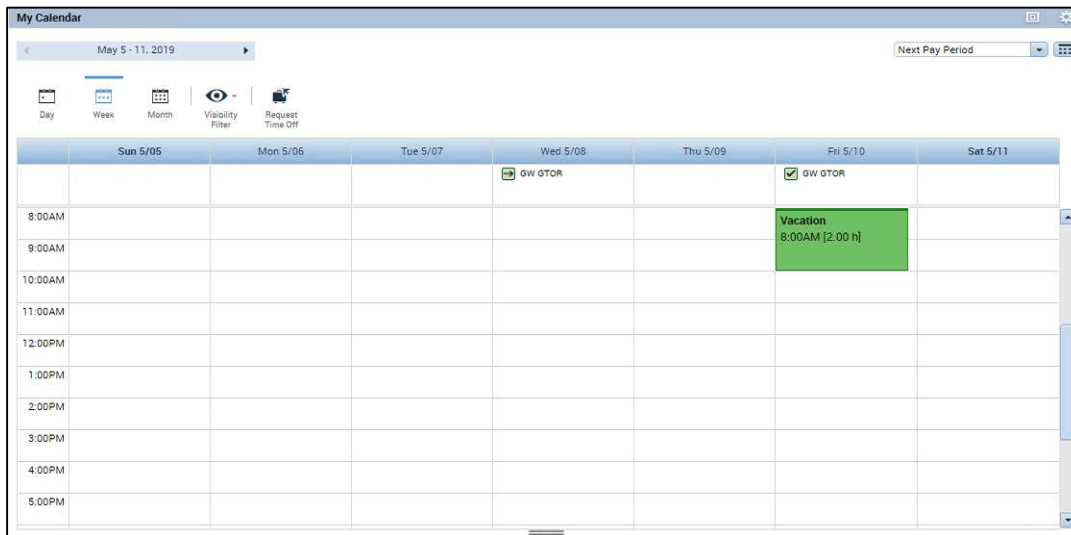
Type a note (optional)

Cancel Retract

Global Time Off Request: Timekeeper Actions

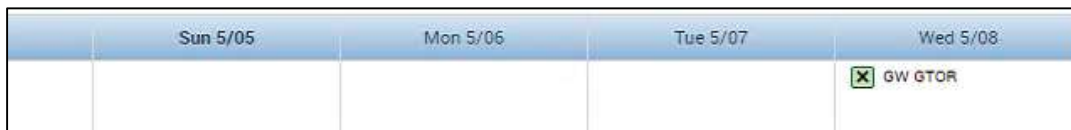
3. Once you have acted upon the request, the employee will receive an email indicating the status. If you approved the request, the employee would also see the approved request in their calendar as 'approved', and a pay code for the time off request will be inserted into the calendar and timecard for the date(s) requested. A refused request will only update the calendar with a refused status; nothing will appear in the timecard.

- a. Approved time off request in employee's calendar (Fri 5/10):
The checkmark indicates an approved request.



| | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 |
|---------|----------|----------|----------|----------|----------|--------------------------|----------|
| | | | | GW GTOR | | ✓ GW GTOR | |
| 8:00AM | | | | | | Vacation 8:00AM [2.00 h] | |
| 9:00AM | | | | | | | |
| 10:00AM | | | | | | | |
| 11:00AM | | | | | | | |
| 12:00PM | | | | | | | |
| 1:00PM | | | | | | | |
| 2:00PM | | | | | | | |
| 3:00PM | | | | | | | |
| 4:00PM | | | | | | | |
| 5:00PM | | | | | | | |

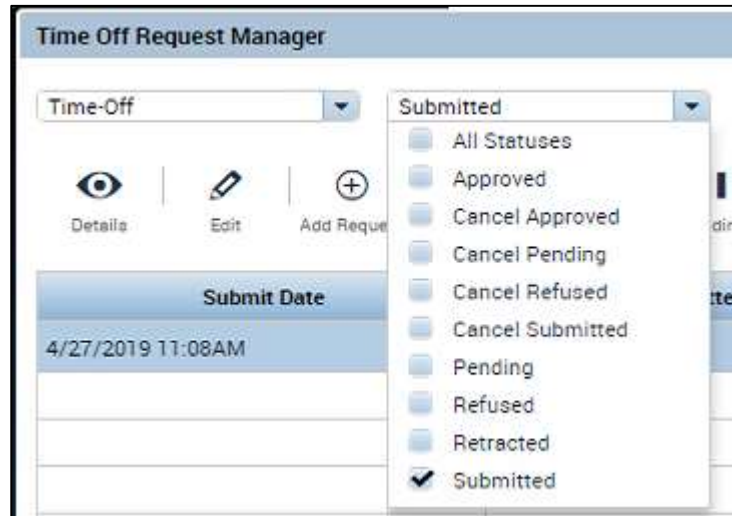
- b. Refused time off request in employee's calendar (Wed 5/08):
The 'x' indicates refused, and details are available of the refusal.



| | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 |
|--|----------|----------|----------|-----------|
| | | | | X GW GTOR |

Global Time Off Request: Timekeeper Actions


- Once you have approved or refused the request, it will disappear from your time off request manager menu. You can change the viewable statuses by clicking the status drop down list, selecting the statuses you wish to see, and then click off the drop down to refresh the screen.



Cancellation of a Submitted Request:

Employees can submit a cancellation for a previously submitted request. There are two scenarios in which this can occur:


- If the request has **not** been addressed by a manager/timekeeper the request will automatically be retracted. This will generate a new email and inbox notification letting the direct supervisor know the employee has done so and the request within the Manage Request screen will move to a Retracted status. No action is needed on your part.



| Subject | Submit Date | Submitted By | Start Date | End Date | Modified By (Username) | Status | Comments |
|------------------|------------------|-----------------|------------|------------|------------------------|-----------|----------|
| Time Off Request | 10/07/2020 11:08 | TEST,EMPLOYEE E | 10/06/2020 | 10/06/2020 | 998 | Retracted | |
| Time Off Request | | | | | | | See Note |
| Time Off Request | | | | | | | See Note |

Global Time Off Request: Timekeeper Actions

- If the request has been addressed by a manager/timekeeper, the cancellation request will be routed for approval by a manager/timekeeper. This will generate an email and inbox notification letting the direct supervisor know the employee has done so and the request within the Manage Request screen will move to a Cancel Submitted status. This will also be captured within the Request Manager Alert icon in the notification section at the top of your screen. You will need to either approve or refuse the cancellation request.



| Subject | Submit Date | Submitted By | Start Date | End Date | Modified By (Username) | Status | Comments |
|--------------------|------------------|---------------------|------------|------------|------------------------|------------------|----------|
| 1-Time Off Request | 10/05/2020 11:03 | NEUMUELLER, KELLY M | 10/08/2020 | 10/08/2020 | q10415 | Cancel Submitted | |

If you have questions about this process or would like more information, please contact your Timekeeper or Human Resources Business Partner.