

## Time-Off Requests (Manual Entry) (Job Aid 9)

### Overview

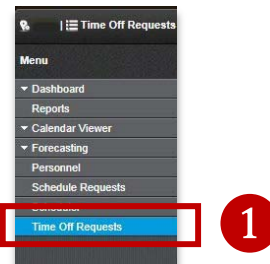
Time-off requests allow employees to submit single or multiple days for vacation, unpaid days, anniversary, and other types of time-off. Requests are typically submitted through the **mySchedule Employee Self-Service system (ESS)**. However, some employees may not choose to go through the ESS and ask the Store Director/Schedule Writer to enter the time-off.

### Process

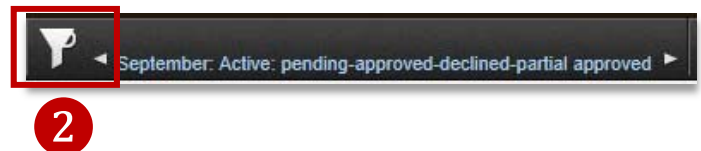
In this scenario, the Store Director/Schedule Writer will be entering a Time-Off Request for a full time employee, Clara Ozwald, for 2 days of Vacation for week ending October 11. The employee is requesting the following days: October 7 Vacation (8 hours), October 8 Vacation (8 hours).

#### From the main menu:

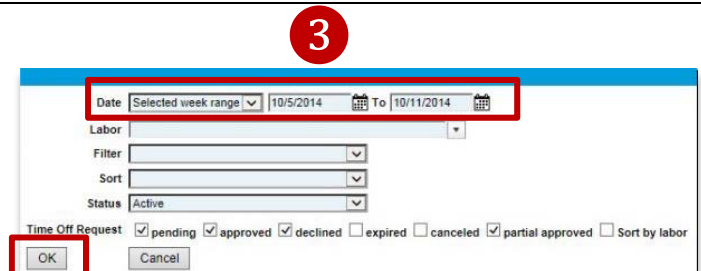
1. Select **Time-Off Requests** from the main menu.



2. Change the **Filter** settings from the toolbar. The default setting for the date is the current month.



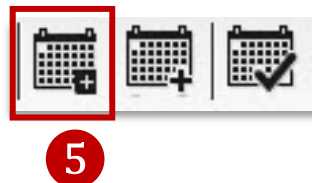
3. Set the Date option. In this case, select the week of October 5 to October 11.



4. Click on **OK**. The screen will return to the previous page.



5. Select the **Add New Request** icon from the toolbar. A secondary window will appear.



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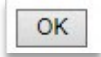
**Time-Off Requests (Manual Entry) (continued)**

6. Change the settings to show the name of the employee (Clara Oswald), the Request Code (Vac-Cur) and the dates requested.

6

7. Click **OK**. The screen will return to the previous page.

7



*\*\*If you are requesting for a full week, select the first day of your request, weekly time off requests will be processed for a 7 day period **beginning** on the selected day\*\**

8. Expand the scheduled week to show all pending requests.



*\*\*This is where all ESS pending requests will show\*\**

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9. Check the box next to the employee's name (Clara Oswald). This action will allow the Approve/Decline icons to activate.

9



10. To approve the request, select **Approve**. To decline the request, select **Decline**.



The screen will reflect the Time-Off Request approval

		10/5 Sun	10/6 Mon	10/7 Tue	10/8 Wed	10/9 Thu	10/10 Fri	10/11 Sat
Pending: 3		0 1 0	0 0 0	0 0 0	0 0 0	1 1 0	0 0 0	0 0 0
<input type="checkbox"/> All	Labor	✓		✓	✓	✓		
<input type="checkbox"/> Doe, John	301 Grocery, Night Stock							
<input checked="" type="checkbox"/> Oswald, Clara	347 FE Service							

Continued on next page

## Canceling Time-Off Requests

If the request for a time-off was just approved and needed to be canceled/declined OR a mistake was made after it was approved or declined, follow these next steps:

1. Go to the Time-Off Request page and expand the scheduled week using the **drop down icon**.



2. Look for the employee's name and click on the **Search** icon (spyglass). A new window will appear that contains details about the request.



Employee Name	Request Type	Status	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22
Apple, Jacks	Labor	Approved									
Beau, Berry	327 PE Admin Manager	UnpaidDayOff									
Churt, Cheula	328 Food Service Food Service Clerk	Vacation									
Dino, Brisa	301 Grocery Night Busk	Vacation									
Eggo, Leggo	301 Grocery Clerk	Vacation									
Frack, Leggo	347 PE Service Clerk	Vacation									
Grapp, Nodi	306 Food Service Food Service Clerk	UnpaidDayOff									
Honey, Smacko	328 Coffee Bar Coffee Clerk	UnpaidDayOff									
Just, Right	347 PE Service Clerk	UnpaidDayOff									
Krispy, Kristars	347 PE Service Courtesy Clerk	UnpaidDayOff									
Lawman, Luf	306 Food Service Food Service Clerk	UnpaidDayOff									
Mini, Whisks	347 PE Service Courtesy Clerk	UnpaidDayOff									
Nut, Nhomay	306 Food Service Food Service Clerk	UnpaidDayOff									
Clark, Nhomay	347 PE Service Clerk	UnpaidDayOff									
Fruity, Pebbles	328 Produce Produce Clerk	Vacation									
Cocoa, Pebbles	328 Produce Produce Clerk	Vacation									
Doppin, Debbles	347 PE Service Courtesy Clerk	Vacation									
Marshmallow, Pebbles	303 Usher Usher Clerk	UnpaidDayOff									
Puffed, Nohack	303 Usher Usher Clerk	UnpaidDayOff									
Puffed, Crunch	347 PE Service Clerk	Vacation									
Rainbow, Briter	323 MeatMeat Clerk	Vacation									
Raisin, Bran	306 Cash Cash Manager	UnpaidDayOff									
Ready, Brak	347 PE Admin Management	UnpaidDayOff									
Rice, Krispies	347 PE Service Clerk	UnpaidDayOff									
Chipsa, Krispies	347 PE Service Clerk	UnpaidDayOff									
Shredded, Wheat	306 Instore Instore Clerk	UnpaidDayOff									
Honey, Smacko	347 PE Service Courtesy Clerk	UnpaidDayOff									

3. Select the drop down menu under the Action column and choose **Canceled** (or approve/decline).



4. Select the **Save** icon.



Request	Submitted	Employee Comment	Action	Supervisor Comment	Last Update
UnpaidDayOff	9/4/2014 4:12p		Approved / Declined / Canceled		9/4/2014 4:13p

The request is now canceled.

5. Click on the **Close** icon to go back to the previous screen.



Request	Submitted	Employee Comment	Action	Supervisor Comment	Last Update
UnpaidDayOff	9/4/2014 4:12p		Canceled		9/4/2014 4:13p