Time-Off Requests (Manual Entry)

Overview

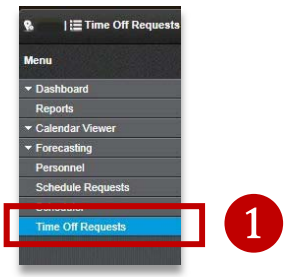
Time-off requests allow employees to submit single or multiple days for vacation, unpaid days, anniversary, and other types of time-off. Requests are typically submitted through the mySchedule Employee Self-Service system (ESS). However, some employees may not choose to go through the ESS and ask the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

Process

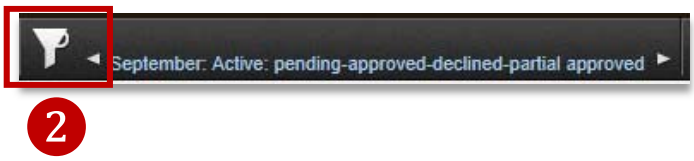
In this scenario, the Store Director/Schedule Writer will be entering a Time-Off Request for a full time employee, Clara Ozwald, for 2 days of Vacation for week ending October 11. The employee is requesting the following days: October 7 Vacation (8 hours), October 8 Vacation (8 hours).

From the main menu:

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

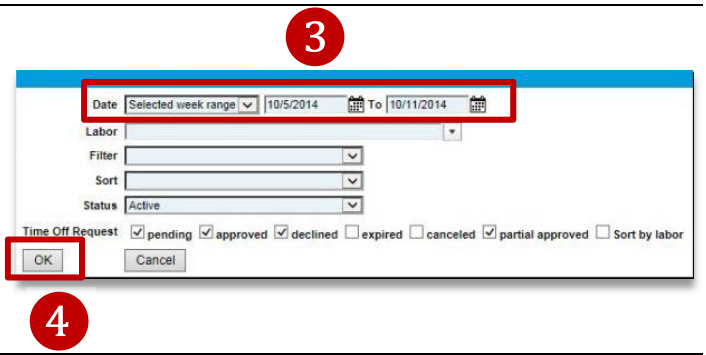


2. Change the **Filter** settings from the toolbar. The default setting for the date is the current month.

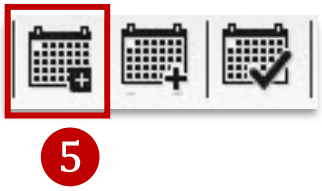


3. Set the Date option. In this case, select the week of October 5 to October 11.

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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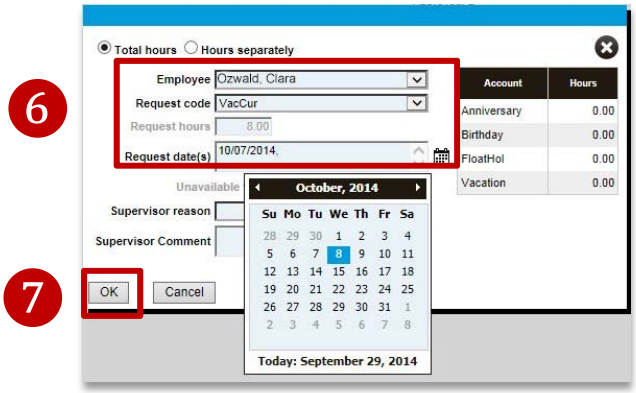
Time-Off Requests (Manual Entry) (continued)

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

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

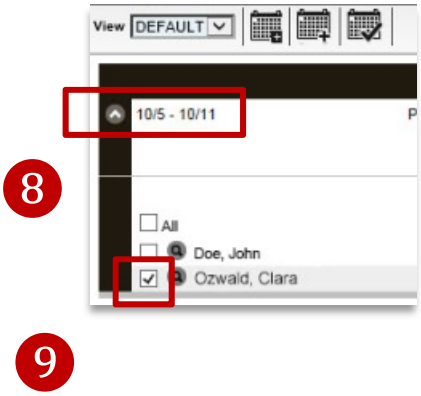


If you are requesting for a full week, select the first day of your request, weekly time off requests will be processed for a 7 day period **beginning** on the selected day

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

This is where all ESS pending requests will show

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



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

The screen will reflect the Time-Off Request approval

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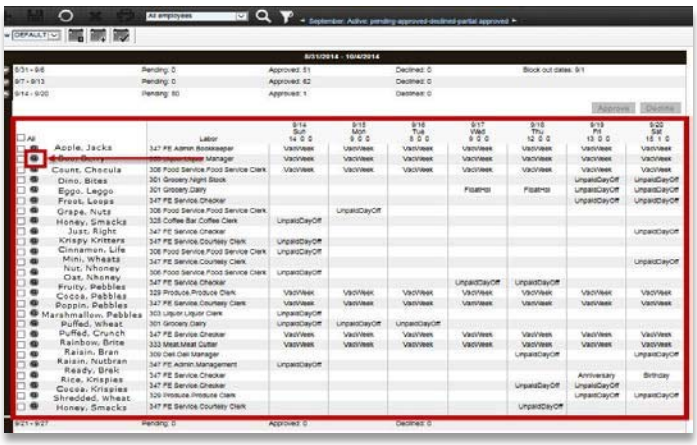
Canceling Time-Off Requests

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.

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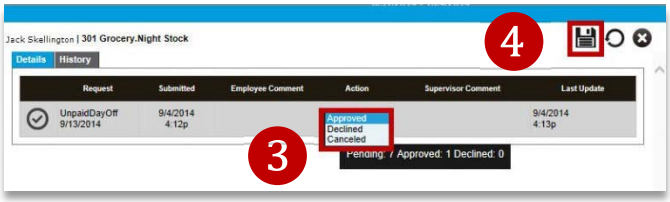
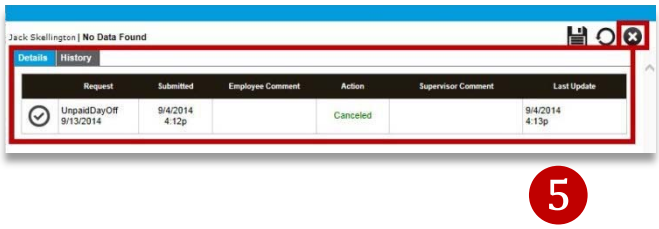
3. Select the drop down menu under the Action column and choose **Canceled** (or approve/decline).



4. Select the **Save** icon.

The request is now canceled.

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



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