Time-Off Requests (with ESS)

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).

Process

Once the employee has submitted the request through ESS, the time-off is then routed to the Time-Off Request queue in mySchedule. The Store Manager/Schedule Writer will then review the request and be able to approve/decline/cancel the request.

There will be two processes described in this job aid:

1. How to approve/decline/cancel a new request from ESS
2. How to approve/decline/cancel a substitute request ESS
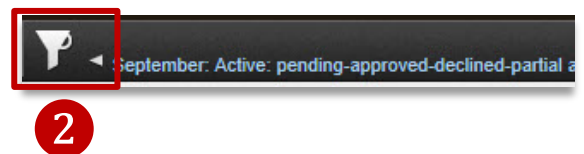
New Request from ESS

In this scenario, Clara Ozwald submitted two vacation days (October 7th and 8th) through ESS. The Store Manager/Schedule Writer will view and approve the request from the Time-Off Request tab.

From the main menu:

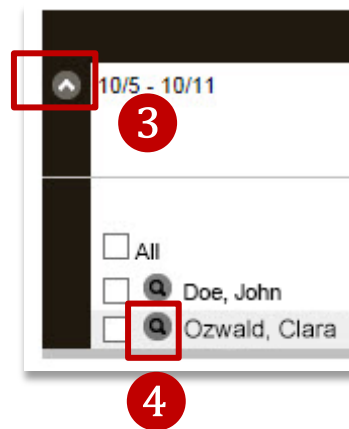1. Select the **Time Off Requests** tab.

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

3. Select the **drop down icon** next to the appropriate scheduled week. The window will expand to show employee names and time-off requests for the week.

4. Select the **View Details**(spyglass) icon next to the employee's name. (Clara Ozwald) A detail window will appear.
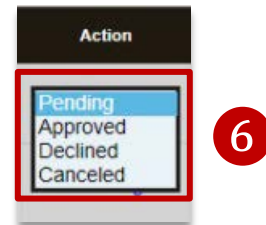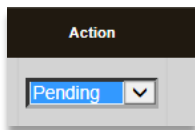
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Time-Off Requests (continued)

5. View the information in the details from this window. The new request will show as *Pending.*

6. To approve, decline, or cancel the request, click inside the cell under the **Action** column to show a drop down menu then highlight your selection.

7. Enter any comments by clicking inside the cell under the Supervisor Comment column. The comment will be seen by the employee in their ESS screen. Repeat for the next requested days.

8. Select the **Save** icon.

The Last Update column will show the date and time after saving the information.

9. Click the **Close** icon. The screen will return to the Time-Off Request page.

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Substitute Request from ESS

An employee submitted a Time-Off Request and was approved. Later, the employee decided to cancel one of the days through ESS. The process below describes what the Store Manager will see in the Time-Off Requests screen.
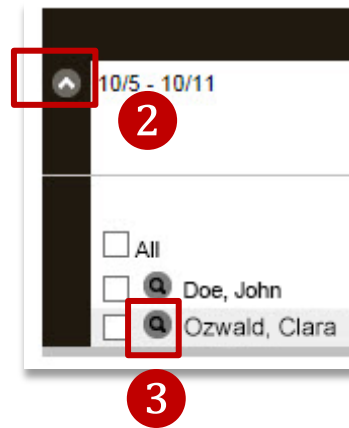
From the Time-Off Requests tab:

1. Change the **Filter** settings from the toolbar. The default setting for the date is the current month.
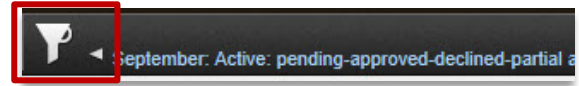
2. Select the **drop down icon** next to the appropriate scheduled week. The window will expand to show employee names and time-off requests for the week.

3. Select the **View Details** (spyglass) icon next to the employee's name. (Clara Ozwald) A detail window will appear.

Ozwald, Clara | 301 Grocery.Dairy

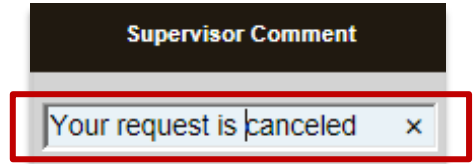|	Request	Submitted	Employee Reason	Employee Comment	Action	Supervisor Comment	Last Update
?	Vac-Cur 10/07/2014	09/30/2014 8:15a	Substitute Request	please cancel this day	Pending		

4. View the information in the details from this window. You will find *Substitute Request* under the Employee Reason column and *Pending* under Action.

5. To approve, decline, or cancel the substitute request, click inside the cell under the **Action** column to show a drop down menu then highlight your selection.

Action
Pending

Action
Pending
Approved
Declined
Canceled

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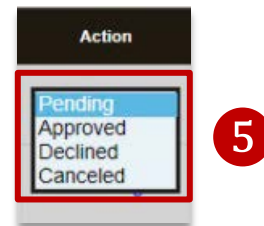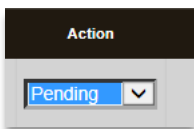
Substitute Request from ESS (continued)

6. Enter any comments by clicking inside the cell under the Supervisor Comment column. The comment will be seen by the employee in their ESS screen. Repeat for the next requested days.

Supervisor Comment

Supervisor Comment

Your request is canceled ✕

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7. Select the **Save** icon.

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Ozwald, Clara | 301 Grocery.Dairy

Details | History

	Request	Submitted	Employee Reason	Employee Comment	Action	Supervisor Comment	Last Update
?	Vac-Cur 10/07/2014	09/30/2014 8:15a	Substitute Request	please cancel this day	Canceled	Your request is canceled	09/30/2014 1:30p

The Last Update column will show the date and time after saving the information.

8. Click the **Close** icon. The screen will return to the Time-Off Request page.

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