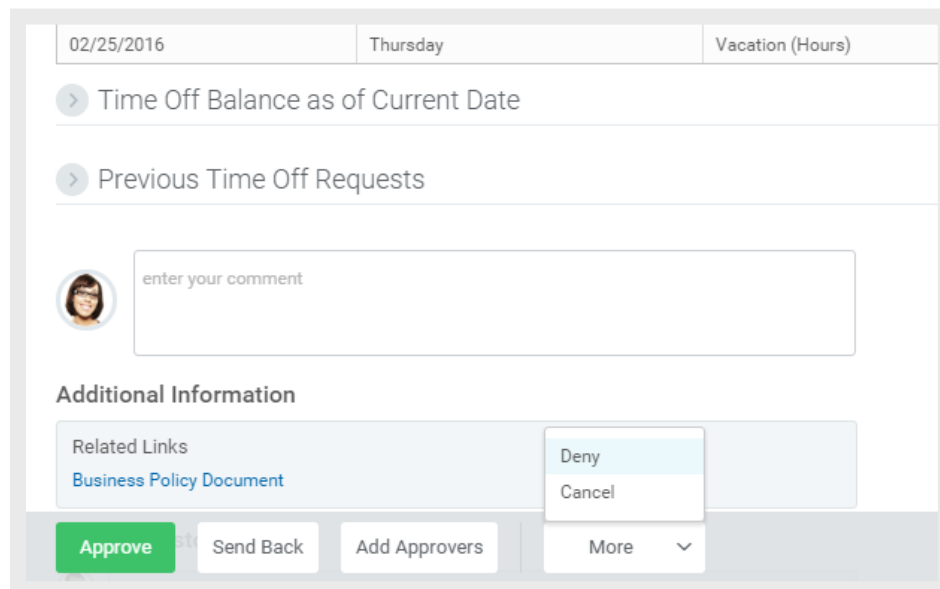


About the Time Off Worklet

Time Off Requests always require approval. The approval task is normally routed to the Manager's inbox so that the manager can either approve or deny the request. If you have assigned tasks that are not yet complete, the Inbox holds those tasks until the manager addresses them. To view these tasks, click the **Inbox** link.

Approve, Deny, and Send Time Off Requests Back

1. Click the **Profile** icon.
2. Click the **Inbox** link.
3. Click the **Time Off Request**.
4. Click **Approve, Send Back, Add Approvers** or **More**. From the **More** menu you can select **Deny**, or **Cancel**.



5. If approved, click the **Detail and Process Arrow** to view the employee's Time Off Summary.
6. If sent back or denied, enter comment.

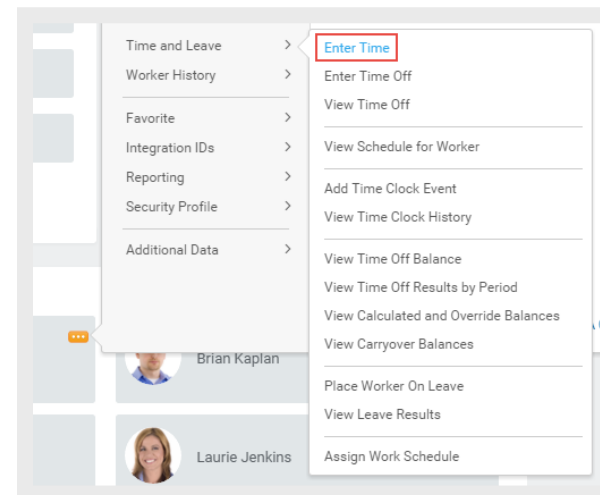
About the Team Time Off Worklet

The Team Time Off worklet is where a manager would enter or correct time off for an employee.

Enter Time Off for a Direct Report

From the My Team worklet:

1. Hover over the employee for whom you want to enter time off.
2. Click the **Related Actions** icon next to the employee.
3. Select **Time and Leave > Enter Time Off**.



4. Select the day(s) for the time off.
5. Click **Request Time Off** button.

Enter Time Off Cory Young

Today < > February 2016

Balance as of 02 / 16 / 2016

106.02 Hours

Balance Per Plan

Floating Holiday Plan
16 Hours
(Floating Holiday (Hours))

USA Paid Time Off Plan (Salaried)
90.02 Hours
(Paid Time Off Adjustment (Hours), Sick (Hours), Vacation (Hours))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 President's Day	16	17	18	19	20
21	22	23	24	25	26	27

2 Days - Request Time Off

6. Enter the **Type** of time off requested. The **Daily Quantity** field may default with the employee's daily scheduled hours based on how it is configured. If so, it is usually editable. Enter comment confirming manager completed on behalf of employee.
7. Click **Submit** to save.

Correct Time Off for a Direct Report

In order to correct time off for a direct report, you must have the correct permissions enabled for the task.

Team Time Off

Actions

- Enter Time Off
- Correct Time Off**
- Place on Leave
- Return from Leave
- More (0)

View

- My Team's Time Off Balances
- Time Off and Leave Calendar
- All Time Off
- Approved Time Off
- Time Off Details
- More (4)

From the Team Time Off worklet:

1. Click **Correct Time Off** under Actions. This option only works after a time off request has been submitted and approved.
2. Select the affected employee.
3. Click **OK**.
4. Click a time off entry to open the details.
5. Select the days off you want to correct.
6. Correct a previously approved time off entry by entering the correct number of hours per day. Enter "0" to remove approved time off days.

Correct Time Off Brian Kaplan

Total
24 Hours

Monday, March 14, 2016 - Friday, March 18, 2016

Select All 2 selected

5 items

⊖	<input checked="" type="checkbox"/>	Monday, March 14, 2016	Vacation (Hours)	0 Hours
⊖	<input checked="" type="checkbox"/>	Tuesday, March 15, 2016	Vacation (Hours)	0 Hours
⊖	<input type="checkbox"/>	Wednesday, March 16, 2016	Vacation (Hours)	8 Hours
⊖	<input type="checkbox"/>	Thursday, March 17, 2016	Vacation (Hours)	8 Hours
⊖	<input type="checkbox"/>	Friday, March 18, 2016	Vacation (Hours)	8 Hours

7. Enter a comment.
8. Click **Continue**.
9. Click **Submit**.

View an Employee's Upcoming Time Off

From the **Team Time Off** worklet:

1. Click **All Time Off** under View.
2. Enter your **Organization**.
3. To include subordinate organizations and/or managers, select the check box. You can also select a specific date range if desired.
4. Click **OK** to run the report.

All Worker Time Off

Organizations Global Support - USA Group Include Managers No

Include Subordinate Organizations No

118 items

Time Off Entry	Supervisory Organization	Worker	Request Type	Time Off	Type	Unit of Time	Time Off Date
Q	Global Support - USA Group	Brian Kaplan	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/27/2011
Q	Global Support - USA Group	Cory Young	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/27/2011
Q	Global Support - USA Group	Brian Kaplan	Time Off Request	USA Vacation Time Off (Salaried)	Vacation (Hours)	Hours	12/28/2011