

TIME OFF, SCHEDULES AND TIMESHEETS



Quick Tips for Employees

EXPECTATIONS AND BEST PRACTICES

- ▶ Verify that your timecard and leave are correct each week by Monday at 10:00 a.m. at the latest.
- ▶ To call in, contact your supervisor within 15 minutes of your scheduled work time.

REQUEST TIME OFF

- ▶ On your dashboard, click **My Time**, then choose **My Time off Requests**.
- ▶ Choose the **Time Off Type** from the dropdown menu.
- ▶ Click **Start Request** to select the day you wish to request off.
- ▶ Select **Full Day, Multiple Days, Partial Day** in **Request Type**.
- ▶ If you select **Partial Day (Bulk)**, enter the total number of hours absent (**for Salaried employees**).
- ▶ If you select **Partial Day (Start/Stop)**, enter the start and end times for the absence (**for hourly employees**).

- ▶ Click **Calculate** and your projected balance will be listed.
- ▶ Click **Comment** to enter any relevant information you would like your supervisor to know.
- ▶ Click **Submit Request** button.
- ▶ Your request will then be submitted to your supervisor for approval.

DELETE TIME OFF REQUEST

- ▶ From the dashboard **Links**, under **My Time**, choose **Time Off**, then click **History**.
- ▶ You may sort by **Next Year** or **Next 3 Months**.
- ▶ Click on the **trash can icon** for the date you wish to delete.

VIEW OR CHANGE TIME OFF REQUEST

- ▶ From the dashboard **Links**, under **My Time**, choose **Time Off**, then click **Request**.
- ▶ Find and click on the **Time Off Request** on the calendar and click **Modify**.
- ▶ Make desired changes and click **Modify Request** to save.
- ▶ Your changes will be submitted to your supervisor for approval.

VIEW PTO BALANCES

- ▶ From the dashboard **Links**, under **My Time**, choose **Time Off**, then click **Time Off Balances**. This will show your PTO balances and accruals.

VIEW SCHEDULE

- ▶ On your dashboard go to the **My Schedule/My Time Off** calendar.
- ▶ Click **My Schedule**.

VIEW TIMESHEETS

- ▶ Under **Quick Links**, choose from: **Current Timesheet**, **Historical Timesheets**, **Change Requests**.

TIMESHEET CHANGE REQUESTS

Early ,Late or Missed Punches

- ▶ Under **Quick Links**, click **Current Timesheet**.
- ▶ Select the **Change Request** button.
- ▶ In the **Change Request** pop-up, select the appropriate change type from the drop-down menu.
- ▶ Enter notes in the **Comment** field for all change requests.
- ▶ Your request will be submitted to your supervisor for approval.

SUBMITTING TIMESHEETS

- ▶ Once you verify your timesheet for the pay period, submit your timesheet for approval by selecting the **Submit** button.
- ▶ A **Submit for Approval** pop-up will display to confirm submission.