

TimeOff Request (Employee Approved Leave) Employee Supervisor Timekeeper

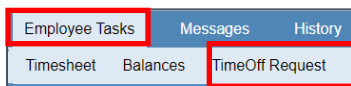


This guide will explain and demonstrate:

1. How to submit a **TimeOff Request**, and what employee views when request is either approved or denied
2. How a supervisor is notified and approves or denies a **TimeOff Request**
3. Issues with **TimeOff Requests** and hours not being posted to **Timesheets**

Submit TimeOff Request

1. Open Web Browser, enter Ecotime URL
2. **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Tasks, TimeOff Request**



4. Enter **From** and **To** dates, select **Leave Type** and click **Submit**
 - a. Use of Leave of Absence (LOA) e.g. FMLA, COVID, etc. can be selected as long as the LOA has been approved outside of Ecotime
 - b. Ecotime is the timekeeping system that records the use of different Leave Types
 - c. Two Leave Type selections are available enabling the employee to assign two Leave Types per **TimeOff Request**
 - d. Leave Types available will vary based on Payroll Profile
 - e. If employee qualifies for Leave and no Leave displays, please submit a Service Now ticket for assistance

From mm/dd/yyyy	To mm/dd/yyyy	Type	Action
09/21/2020	09/22/2020	<Select Hours Type> FML-FCRA EFML Unpaid COVID19 Sick-FCRA ESLF COVID19 Sick-FCRA ESLF COVID19 FML - Sick FML - Vacation FML - Leave Without Pay Jury Duty Sick - Kincaid Leave Without Pay Monthly Military Duty Expanded Leave Pay Continuation Press Holiday Pay Admin COVID-19 Sick - Bereavement Sick - Family Sick Union Business Leave Vacation Voting Leave Workers' Comp	Submit

5. In **Time Off Request Details**, hours requested populate, if applicable, enter **Notes**, click **Submit**

Time Off Request Details							
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Vacation							
09/13/2020 - 09/19/2020		8.00	8.00				
Total Days:	2						
Total Hours:					0.00		

Notes
Taking vacation

Submit Return to Time Off Summary

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- When the supervisor approves the **TimeOff Request**, employee **TimeOff Request** displays **Review Status** as **Approved** or **Denied**

Time Off Requests from 06/03/2020 to 01/02/2022									
Request Type	From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes		Review Status	Process Status
Regular	09/14/2020 - 09/15/2020	2	16.00	Vacation	Taking vacation		By HENNON,DESIREE MICHELLE on 02 Sep 2020 12:33PM Pacific Time	Approved	Pending

- Process Status** will list as **Pending** in both the employee and supervisor display until the scheduled process to populate timesheets executes and status changes to **Processed**
- If the supervisor fails to approve before or during the requested Pay Period, the timesheet will not be populated and the employee will be required to submit a **History/Retroactive** timesheet for the taken Exception hours
- If the **TimeOff Request** has been approved and that Pay Period has processed, the **TimeOff Request** can't be deleted and the employee will be required to submit a **History/Retroactive** timesheet for the unused Exception hours
- Employee will be notified of approval by email

Supervisor is Notified of TimeOff Request and Approves or Denies TimeOff Request

- Open Web Browser, enter Ecotime URL
- Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
- Supervisor receives notification on Ecotime **Message** page at log in and via email

Time Off Messages
SAKANDAR,OMIARA has requested time off from 09/14/2020 to 09/15/2020 on 02 Sep 2020 11:40AM Pacific Time.

- Select **Manager Tasks, TimeOff Approvals**

Employee Tasks	Manager Tasks	Messages	Employ
Employee Timesheets	Employee Balances	TimeOff Approvals	

- To view the desired employee, select appropriate **Timesheet Group**, click **go**
- If desired, click **View Employee's Balances** to view employee Leave Balances
- Select **Approve** or **Deny**, click **Submit**

Time Off Requests from 06/03/2020 to 01/02/2022										
Request Type	From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes		Review Status	Process Status	Action
SAKANDAR,OMIARA View Employee's Balances										
Regular	09/14/2020 - 09/15/2020	2	16.00	Vacation	Taking vacation		Requested By: SAKANDAR,OMIARA on 02 Sep 2020 11:40AM Pacific Time	Pending	Pending	<input type="checkbox"/> Delete <input type="checkbox"/> Approve <input type="checkbox"/> Deny

Press the button to the right to approve/unapprove all checked items

- When either **Approve** or **Deny** is selected, that selection will no longer be available
- Review** and **Process Status** will list as **Pending** in both the employee and supervisor display until the scheduled process to populate timesheets executes and status changes to **Processed**
- If the supervisor fails to approve before or during the requested Pay Period, the timesheet will not be populated and the employee will be required to submit a **History/Retroactive** timesheet for the taken Exception hours
- If the **TimeOff Request** has been approved and that Pay Period has processed, the **TimeOff Request** can't be deleted and the employee will be required to submit a **History/Retroactive** timesheet for the unused Exception hours
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How and when is the Employee Timesheet populated with TimeOff Request Hours

1. The approved **TimeOff Request** hours will be posted to the timesheet (Pay Period) in which it starts
2. The Vacation hours requested e.g. for 9/14 and 9/15, will be posted in the **9/6-9/19 Pay Period** as Vacation Exception hours

Issues with TimeOff Requests not Being Posted to Timesheets

1. A **TimeOff Request** can be approved and processed and still have errors, noted as **Unprocessed Details Exist**
2. Once a **TimeOff Request** has been processed that **TimeOff Request** is locked for further actions and all adjustments need to be made on timesheet or **History/Retroactive** timesheet
3. The table below describes the instances in which **TimeOff Requests** are not posted to a timesheet
4. A supervisor or timekeeper can remedy **Codes 101** and **103**
5. **Codes 105, 106,** and **110** are based on employee status
6. Open a Service Now ticket to acquire more information on **Codes 104** and **9**

Code	Title	Description
0	Pending	Pending: has not been processed yet
1	Timeoff data successfully posted into timesheet	Has been posted to the timesheet
100	Timesheet is available	Timesheet is available, data will be posted into the timesheet
101	Timeoff data was not posted, Timesheet is completed/approved	Timesheet is completed or approved , Timeoff data <u>will not</u> be posted into the timesheet
102	Timeoff data was not posted, Pay period is not opened	Pay period is not opened, Timeoff data <u>will not</u> be posted into the timesheet
103	Timeoff data was not posted: exists already on timesheet	Same data exists already on timesheet, employee entered exception time before TimeOff Request
104	Timeoff data was not posted: timesheet is locked by output process	Timesheet is locked by output process, Timeoff data <u>will not</u> be posted into the timesheet
105	Timeoff Data Not Posted: Employee Not in Master	Timeoff Data Not Posted: employee not in Master
106	Timeoff Data Not Posted: Employee Not Active	Timeoff Data Not Posted: employee not Active
110	Request Amount exceeds balance	Timeoff data <u>was not</u> posted, request amount exceeds balance
9	Failed	Failed to post timeoff request data into timesheet

Reminders

- Supervisor receives email notification when employee submits **TimeOff Request**
- Unapproved **TimeOff Requests** hours will not post on timesheet
- If timesheet is completed or approved, employee should not use **Timeoff Request** as hours will not get posted to timesheet, therefore the employee will need to enter a **History/Retroactive** timesheet to record the Exception hours