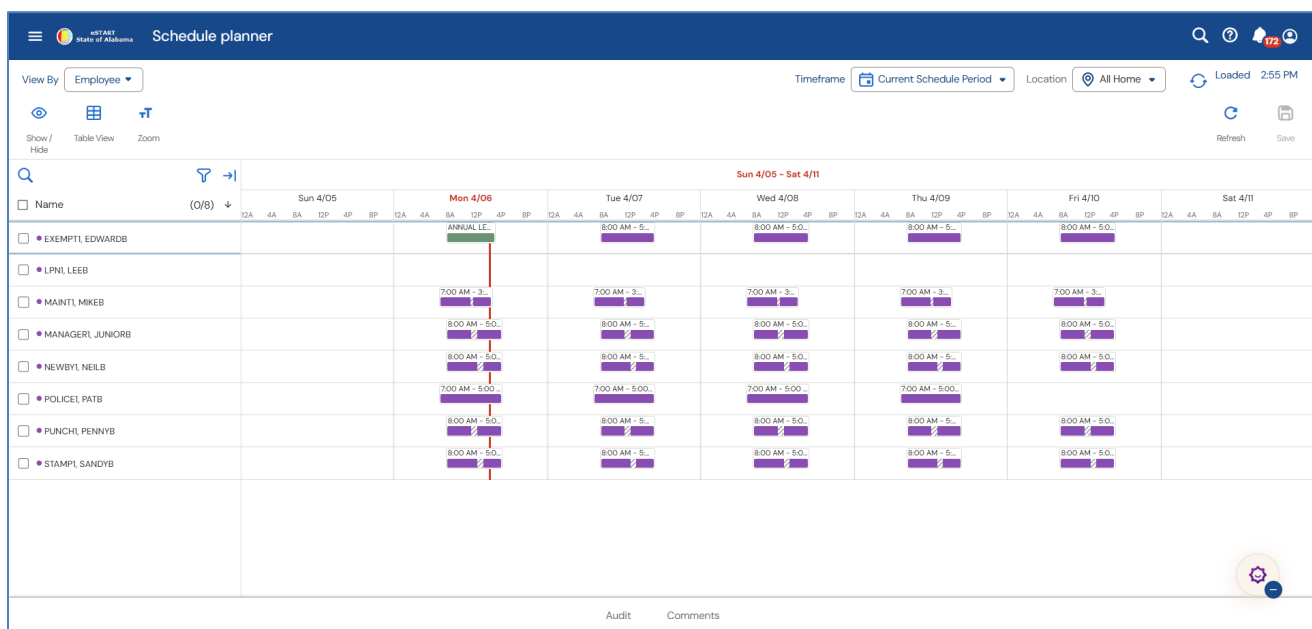
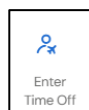


Overview

This jobs aids covers how managers can enter time off into the schedule for an employee for future dates.

Managers may enter time off requests on behalf of employees, bypassing the request and approval process. The system automatically calculates the correct duration of the absence based on the employee's schedule for the day or based on contract hours.

1. From the **Main Menu** , expand the **Team Plan** category, click **Schedule Planner**.
2. The **Schedule Planner** page displays. Right click anywhere in the row of the employee.

3. In the glance, select **Enter Time Off**.

Note: If the button is not available, the schedule has unsaved changes. Click **Save** .

Enter Time-Off Requests-Managers



The **Enter time off** slider opens. Note that the content of the slider changes as you enter information.

4. The **Auto-Approve** check box is selected but may be unselected.
Note: Use Auto Approve to automatically approved the request when you submit.
5. Verify the employee's name in the **Assign To** field. If needed, you can change the employee by selecting another name from the **drop-down menu**.
6. On the Request type* field, click the **drop-down arrow**, and click **Time Off Request**.
7. Enter the **Start Date** and **End Date** for this request.
Note: You may enter multiple dates if the **Duration** and **Deduct From** (leave type) are the same (I.e., employee is taken 8 hours of annual leave on August 14, 17, September 4, October 2, and October 16. All 5 days may be entered here by selecting the Add another date and add each date).
8. Click **Next**.

9. Under Request Details, enter the **Duration** by clicking the **drop-down arrow (Full or Hours)**.
 - a. If selecting **Hours**, enter in the **Start Time** and **End Time** in 15-minute increments, on the quarter hour.
10. Select the **accrual type** from the **Deduct from*** drop-down menu.
11. Optional, under **Comment**, click the **plus**  to **Add Comment**.
12. Click **Submit**. The slider closes and displays the schedule planner with the time off requests displaying. If the Auto Approve check box was selected it will display Approved. If the Auto Approve check box was not selected the request will display on the My Notifications > Employee Requests tile, where you can open and approve.

Schedule Planner					
View By: Employee					
Sat 8/08 - Sat 8/08					
Name	(1/8)	Sat 8/08	Sun 8/09	Mon 8/10	Tue 8/11
EXEMPT1, EDWARD A				8:00 AM - 5:00 PM	8:00 AM - 5:00 PM
LPN1, LEEA				7:00 AM - 6:30 PM	7:00 AM - 6:30 PM
MAINT1, MIKEA				7:00 AM - 3:30 PM	7:00 AM - 3:30 PM
MANAGER1, JUNIOR A				ANNUAL LEAVE TAKEN [8:00]	8:00 AM - 5:00 PM
				Time Off Request	
				Approved	
NEWBY1, NEILA				8:00 AM - 5:00 PM	8:00 AM - 5:00 PM