Manager: Create a TOR on Behalf of an Employee

Normally, employees will create and submit their own Time Off Requests (TORs). However, the roles Manager I, Timekeeper I and HR Manager have the ability to create a TOR on behalf of an employee in their assignment group(s) when necessary.

Create the Time Off Request

1. Select **Review Time Off Requests** on the Home Screen
2. On the Time Off Review Summary page, click the **Create New Request for Employee** button
3. On the **Find Employees** dialog box, enter one or more search field to locate the employee
4. Click **Search** button
5. Click on the row to select the employee

6. In **Create Time Off Request** window:
   - Select **Time Off Type** and **Dates**
   - Enter **Comments** – if the time off is not a full day include the times, e.g. 8-10am (otherwise, optional)
   - Click **Next** button

7. Review **Bank Usage** (if time off type has a bank), to verify employee has sufficient hours for the current request
   - The **Hours used** graph and numbers show the before and after effect of the request

8. Verify the **Request Details** and click the **Submit** button
9. Click **OK**
Approve the Time Off Request

If the TOR is dated in the future, you must approve it.
If the TOR is dated in the past it will be auto-approved and no further action is required.

10. On the My Pending Requests tab, click on the TOR you just created

11. On the Request Summary page, click the Approve Request button

12. Enter Comments (optional) and click Approve Request button

13. Click OK