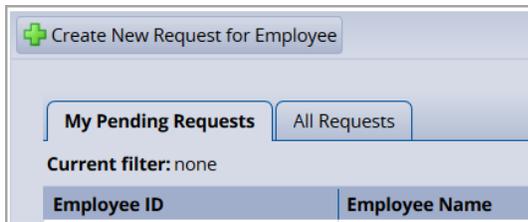


Normally, employees will create and submit their own Time Off Requests (TORs). However the roles Manager I, Timekeeper I and HR Manager have the ability to create a TOR on behalf of an employee in their assignment group(s) when necessary.

## 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

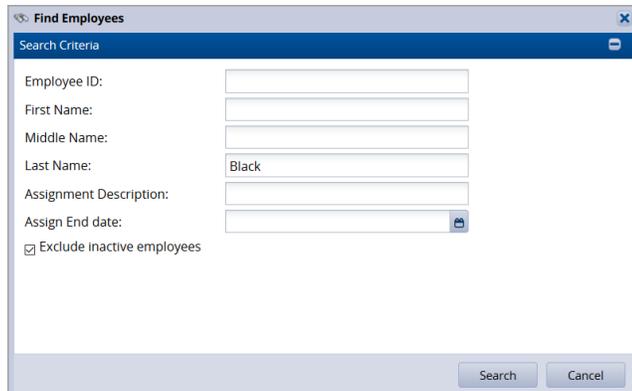


Buttons: **Create New Request for Employee**, **My Pending Requests**, **All Requests**

Current filter: none

Employee ID	Employee Name
-------------	---------------

3. On the **Find Employees** dialog box, enter one or more search field to locate the employee
4. Click **Search** button

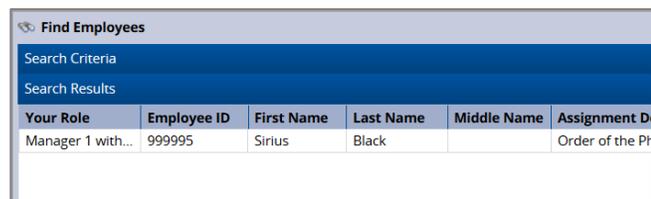


Find Employees dialog box with search criteria:

- Employee ID: [ ]
- First Name: [ ]
- Middle Name: [ ]
- Last Name: Black
- Assignment Description: [ ]
- Assign End date: [ ]
- Exclude inactive employees

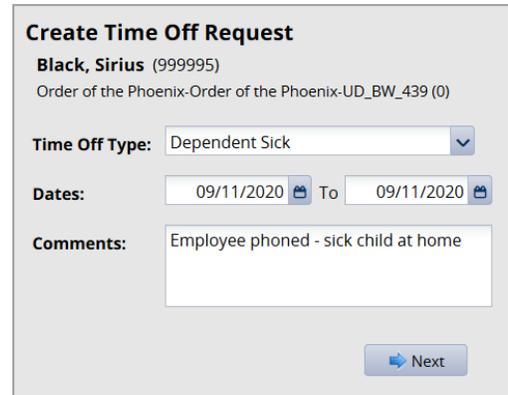
Buttons: Search, Cancel

5. Click on the row to select the employee



Your Role	Employee ID	First Name	Last Name	Middle Name	Assignment D
Manager 1 with...	999995	Sirius	Black		Order of the Ph

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



**Create Time Off Request**

Black, Sirius (999995)  
Order of the Phoenix-Order of the Phoenix-UD\_BW\_439 (0)

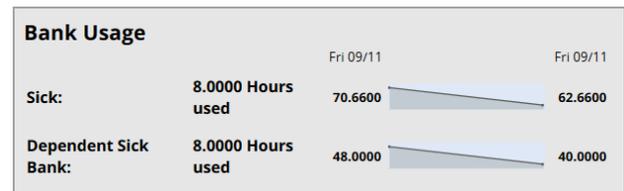
Time Off Type: Dependent Sick

Dates: 09/11/2020 To 09/11/2020

Comments: Employee phoned - sick child at home

Next

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



**Request Details**

Action	Date	Pay Code	Value
	Fri 09/11/2020	Dependent Sick	8.0 Hours ...

Comments: Employee phoned - sick child at home

Buttons: Back, Submit

9. Click **OK**



**Status**

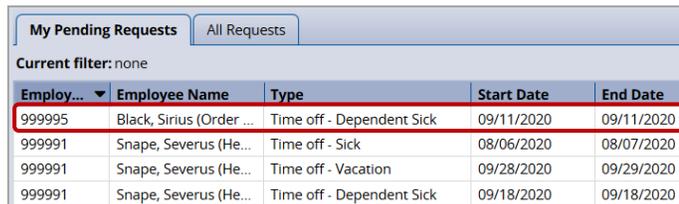
The request has been successfully submitted

OK

### Approve the Time Off Request

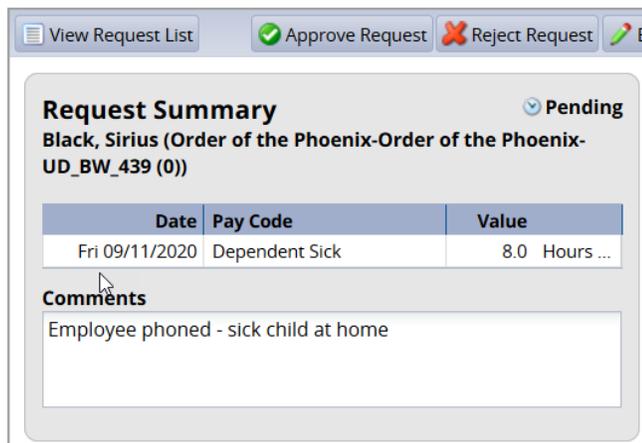
If the TOR is dated in the future, you must approve it.  
If the TOR is dated in the past it will be auto-approved and no further action is required.

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



Employ...	Employee Name	Type	Start Date	End Date
999995	Black, Sirius (Order ...	Time off - Dependent Sick	09/11/2020	09/11/2020
999991	Snape, Severus (He...	Time off - Sick	08/06/2020	08/07/2020
999991	Snape, Severus (He...	Time off - Vacation	09/28/2020	09/29/2020
999991	Snape, Severus (He...	Time off - Dependent Sick	09/18/2020	09/18/2020

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



Request Summary Pending

Black, Sirius (Order of the Phoenix-Order of the Phoenix-UD\_BW\_439 (0))

Date	Pay Code	Value
Fri 09/11/2020	Dependent Sick	8.0 Hours ...

Comments

Employee phoned - sick child at home

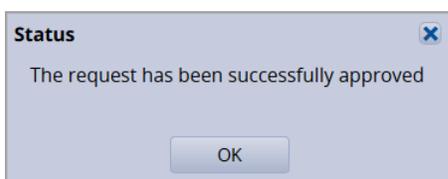
12. Enter **Comments** (optional) and click **Approve Request** button



Manager, Timekeeper, or HR Manager Comments

Approve Request Cancel

13. Click **OK**



Status

The request has been successfully approved

OK