

AOD EMPLOYEE SELF SERVICE : REQUESTING TIME OFF

Request Time Off

This allows you to request time off and select a benefit time, such as vacation, for approval by your manager. Three different request options are available:

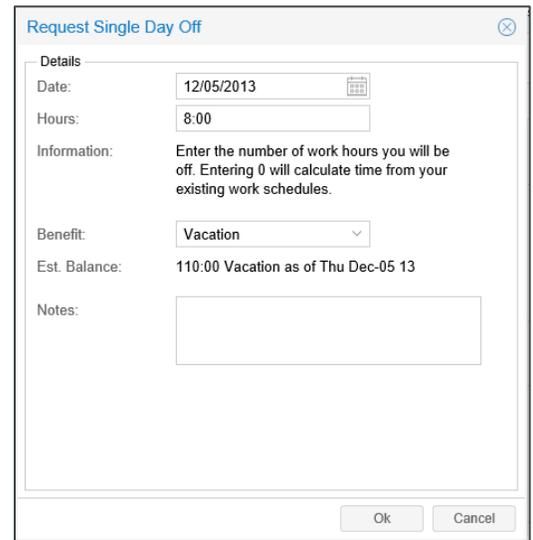


Request Single Day Off allows you to request time off in full day increments.

1. Click on the button **Request Single Day Off**
2. Select date requesting off
3. Enter hours you will be off
4. Select benefit using.

NOTE: Estimated balance displays based on chosen benefit.

5. Type in notes. This field is optional



Request Single Day Off

Details

Date: 12/05/2013

Hours: 8:00

Information: Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.

Benefit: Vacation

Est. Balance: 110:00 Vacation as of Thu Dec-05 13

Notes:

Ok Cancel

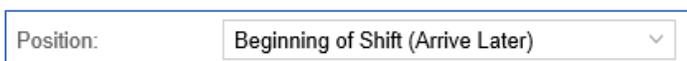


This option allows the employee to request partial days off.

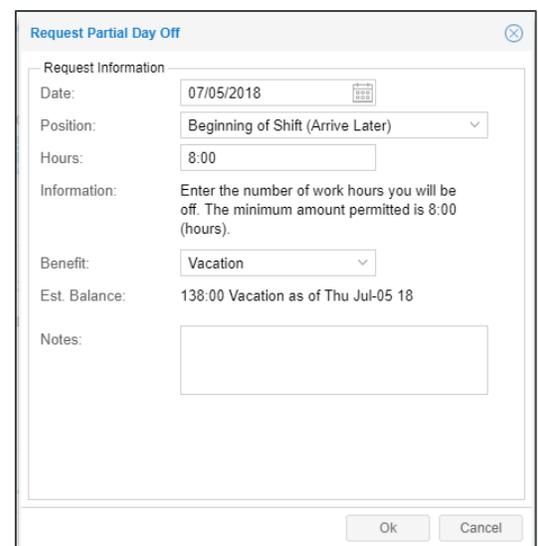
1. Click on the button **Request Partial Day Off**
2. Fill in the same fields described above
3. Addition to Single Day Off, choose the **Position**.

What part of the shift you will be absent

- a. Beginning of Shift (Arrive Later)
- b. End of Shift (Leave Earlier)
- c. Middle of Shift



Position: Beginning of Shift (Arrive Later)



Request Partial Day Off

Request Information

Date: 07/05/2018

Position: Beginning of Shift (Arrive Later)

Hours: 8:00

Information: Enter the number of work hours you will be off. The minimum amount permitted is 8:00 (hours).

Benefit: Vacation

Est. Balance: 138:00 Vacation as of Thu Jul-05 18

Notes:

Ok Cancel

 **Request Multiple Days Off**

Request multiple consecutive days off.

1. Click on the button **Request Multiple Days Off**
2. Enter the date range requesting off. (Do not include dates that you're not scheduled to work. Ex: weekends)

Starting Date:	12/05/2013	
Ending Date:	12/12/2013	

6. Enter total amount of hours you will be off
7. Select benefit using.

NOTE: *Estimated balance displays based on chosen benefit.*

8. Type in notes. This field is optional

Leave Request Tab

Leave Request displays each leave request submitted. It will show the status, description, when/from, to, comments and timestamp of each request.

Calendar	Time Card	Leave Req	Messages	Schedules	Personal	Benefits	Archives	Activity	
Status				Description	When/From	/To		Comments	Timestamp
Pending		 		Vacation 8:00	DEC 18	8:00		Doctors Appointment	NOV 5 3:07pm
Employee Submitted a Request for Leave			 	Shephard, Jack P				Doctors Appointment	NOV 5 3:07pm
Pending		 		Vacation 8:00	DEC 12	8:00		Family Christmas Party	NOV 5 12:35pm
Approved		 		Vacation 8:00	NOV 22	8:00			NOV 11 7:21am
Approved		 		Vacation 1:00	NOV 14	1:00			NOV 12 12:59pm
Approved		 		Vacation 8:00	OCT 28	8:00			OCT 23 7:18am
Approved		 		Vacation 8:00	OCT 25	8:00		Would like to remove the 16th of oct. And take off the 30th of oct.	AUG 27 9:39am
Approved		 		Vacation 8:00	OCT 11	8:00			FEB 25 6:27am
Approved		 		Vacation 1:00	OCT 10	1:00			OCT 8 7:57am

STATUS DISPLAY

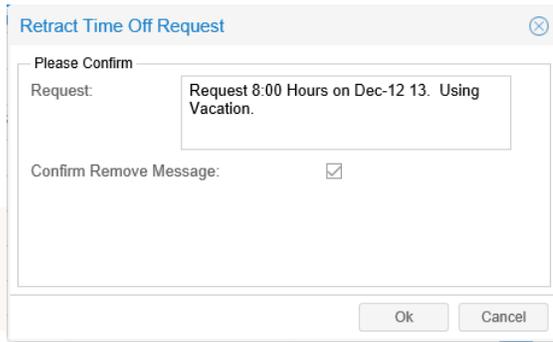
- **Approved:** Manager has approved, and time off has been scheduled
- **Denied:** Request has been denied, no schedule changes
- **Pending:** Request has not been reviewed

RETRACTING A REQUEST FOR TIME OFF

The following steps shows how to retract (remove) a previously requested time off

Note: Request must be in a **Pending** status to retract.

1. Click the scissors icon  to display the Retract Time Off

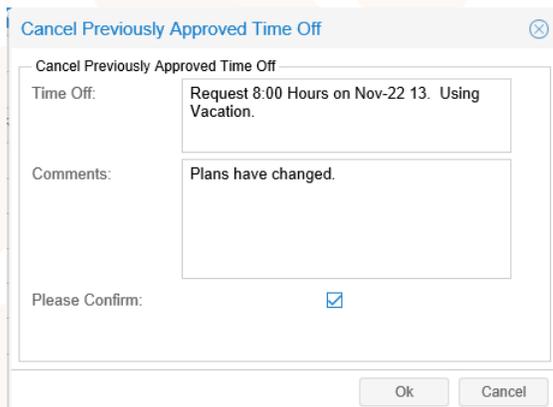


2. Make sure to CHECK “Confirm Remove Message” checkbox.

CANCEL PREVIOUSLY APPROVED REQUEST

The following steps show how to request to cancel a previously approved time off

1. Click the cancel icon  to display the **Cancel Previously Approved Request** screen



2. Enter Comments for this cancel request.
3. Make sure to check **Please Confirm** checkbox.

This will send the request to your manager for approval.

 Cancel Request	 Vacation 8:00	 NOV 22 8:00
 Employee Requests Cancellation of Previously Approved Leave	 Shephard, Jack P	Plans have changed

Leave Request screen will show the cancel request.