

## LEAVE MANAGEMENT

Leave Management is where employees can request time off using Employee Self Service (ESS) or Mobile and a supervisor/manager can approve, deny, or change the requests.

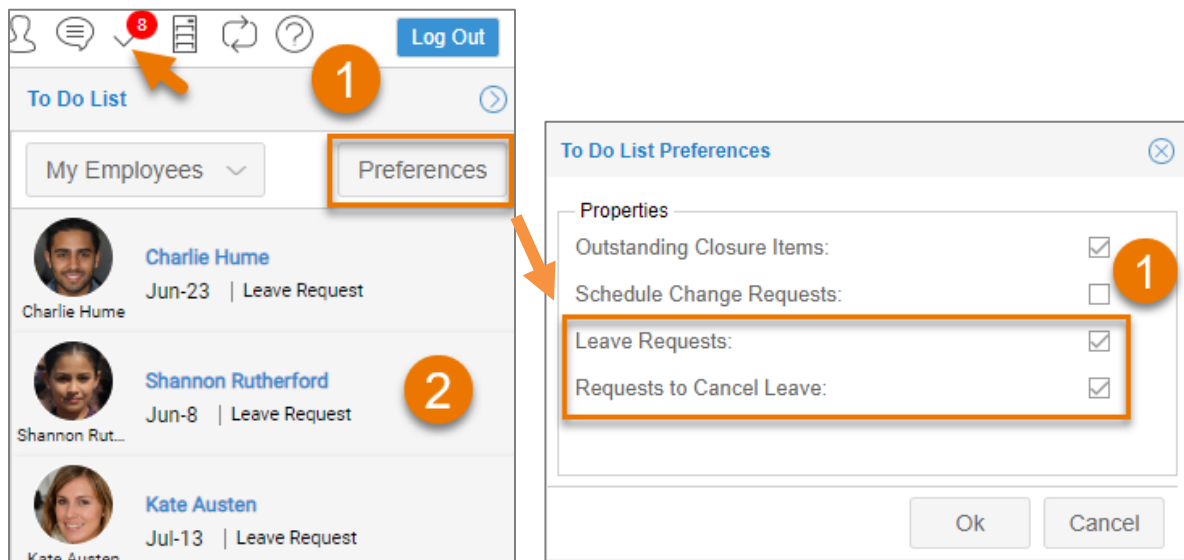
### OPTIONS TO MANAGE REQUEST

There are two different tools Attendance on Demand provides to manage leave requests. The **To-Do-List** and the **Leave Request** menu item.

### THE TO-DO-LIST

The To-Do-List can include open leave requests:

1. Confirm Leave Requests are enabled in the “To-Do-List” Preference button. Any employee with an open request will show on the list with their name highlighted in blue.



2. To address the request, simply click on the employee and you will be brought to the Leave Management screen.

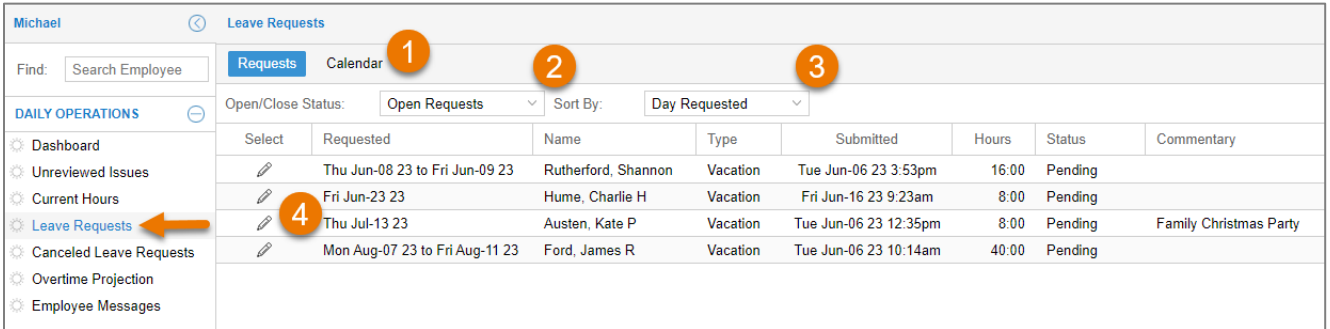
## LEAVE REQUEST MENU ITEM

The most common tool is the **Leave Request menu item**. It is usually located under the Daily Operations Group. It displays a list of your employees with open requests.

1. You can show the requests in a **Request list** or **Calendar** format. The most common view is the Request or list view.

The Request (list) view shows:

- The day or days requested
- Employee's name
- Type of time requested
- When the request was made
- How many hours requested
- Status of the request
- Note the employee entered during the request.



Michael Leave Requests								
Find: <input type="text" value="Search Employee"/>		Requests <b>1</b> Calendar <b>2</b>						
DAILY OPERATIONS		Open/Close Status: <input type="text" value="Open Requests"/>		Sort By: <input type="text" value="Day Requested"/> <b>3</b>				
Select	Requested	Name	Type	Submitted	Hours	Status	Commentary	
	Thu Jun-08 23 to Fri Jun-09 23	Rutherford, Shannon	Vacation	Tue Jun-06 23 3:53pm	16:00	Pending		
	Fri Jun-23 23	Hume, Charlie H	Vacation	Fri Jun-16 23 9:23am	8:00	Pending		
<b>4</b>	Thu Jul-13 23	Austen, Kate P	Vacation	Tue Jun-06 23 12:35pm	8:00	Pending	Family Christmas Party	
	Mon Aug-07 23 to Fri Aug-11 23	Ford, James R	Vacation	Tue Jun-06 23 10:14am	40:00	Pending		

2. You can review other requests that are not in open status by choosing the Open/Close Status and selecting a different status.
3. The default sort is by day the employee requested. You can change by clicking on the drop down and choosing a different sort.
4. To address the request, simply click on the and you will be brought to the Leave Management screen.



## LEAVE MANAGEMENT SCREEN

The Leave Management Screen will show important information to help you, the user, make the right decision.

### LEAVE REQUEST DETAIL

The top part of the screen shows basic information about the employee and details of the employee's request.

Austen, Kate P							
Last Name	First Name	ID	Badge	Location	Department	Job	Hired
Austen	Kate	1000	1000	Detroit	Production	Main Press	Mon Jul-05 10
<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="Change"/>							
<b>Pending</b>							
<input type="text" value="Vacation 8:00"/>		48th request in last 1 Yr; 47 were previously approved <sup>**Family Christmas Party**</sup>					
Sufficient Balance (126:00)		Submitted on Tue Jun-06 23 12:35p Today					
Thu Jul-13 23, 1 Mon 7 Days from now							

#### Request Details

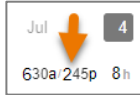

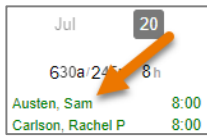

Field	Description
Current Status (Bold)	Show status of <b>Pending</b> or <b>Closed</b>
Type and Hours Requested	Boxed indicating type and number of hours requested. User can view benefit activity by clicking on <b>Accrual Balances</b> . <i>Example: Vacation 8:00</i>
Number of Requests	How many requests the employee has had in the last year and their status. User can view request history by clicking on <b>Time Off Request History</b> .
Notes	Notes the employee entered during the request. <i>Example: Family Christmas Party</i>
Sufficient Benefits	Indicates if the employee has sufficient benefit to cover the request.
Submitted	When the request was submitted
Days From Now	How far in the future the request is from today.

## CALENDAR DETAIL

The bottom part of the screen shows a calendar view of the employee schedule and other information.

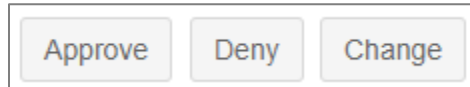
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Jul <b>2</b>	Jul <b>3</b> 630a/245p 8h	Jul <b>4</b> 630a/245p 8h	Jul <b>5</b> 630a/245p 8h Reyes, Hugo J 1:00 Reyes, Hugo J 1:15	Jul <b>6</b> 630a/245p 8h	Jul <b>7</b> 630a/245p 8h
Jul <b>9</b>	Jul <b>10</b> 630a/245p 8h	Jul <b>11</b> 630a/245p 8h	Jul <b>12</b> 630a/245p 8h	Jul <b>13</b> 630a/245p 8h Ford, James R 6:00 Ford, James R 2:00 Janssen, Wayne J 8:00 Rutherford, Adam G 8:00	Jul <b>14</b> 630a/245p 8h Lapidus, Frank C 8:00
Jul <b>16</b>	Jul <b>17</b> 630a/245p 8h Austen, Sam 8:00 Pace, Simon L 8:00 Rom, Ethan M 8:00	Jul <b>18</b> 630a/245p 8h Austen, Sam 8:00 Pace, Simon L 8:00 Rom, Ethan M 8:00	Jul <b>19</b> 630a/245p 8h Austen, Sam 8:00 Pace, Simon L 8:00 Reyes, Hugo J 4:00 Rom, Ethan M 8:00	Jul <b>20</b> 630a/245p 8h Austen, Sam 8:00 Carlson, Rachel P 8:00 Friendly, Tom M 8:00 Mars, Edward H 8:00 Pace, Simon L 8:00	Jul <b>21</b>

The calendar will show the following.

Information	Sample
Employee requesting time off current schedules	
Highlight the day or days the employee is requesting in red	
List any employees that already have time off approved in green.	
List any employee that have an open request in red.	

## LEAVE MANAGEMENT ACTIONS

Users have three options available.



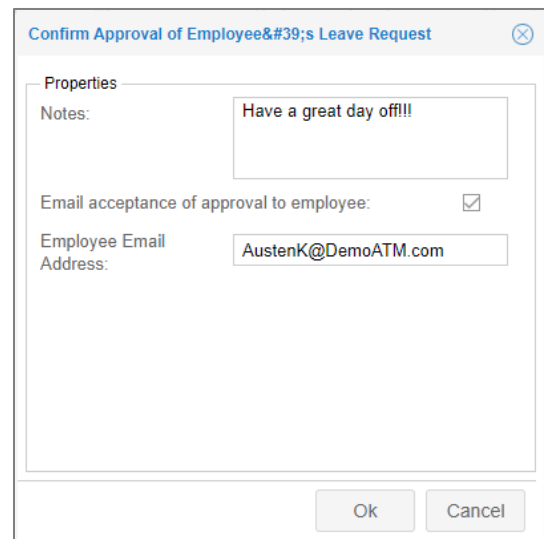
### APPROVE

To Approve the employee's request

1. Click on the APPROVE button.
2. Enter any additional notes
3. Confirm if you want an approval emailed to the employee. Must have email address.

**NOTE:** The notes entered in this screen can be viewed by the employee

Once approved, the request will change to closed status, send the confirmation email, and automatically change the employee's work schedule with the requested time off.



The dialog box is titled "Confirm Approval of Employee's Leave Request". It contains a "Properties" section with the following fields:

- Notes: A text area containing "Have a great day off!!"
- Email acceptance of approval to employee: A checkbox that is checked.
- Employee Email Address: A text field containing "AustenK@DemoATM.com".

At the bottom right, there are "Ok" and "Cancel" buttons.

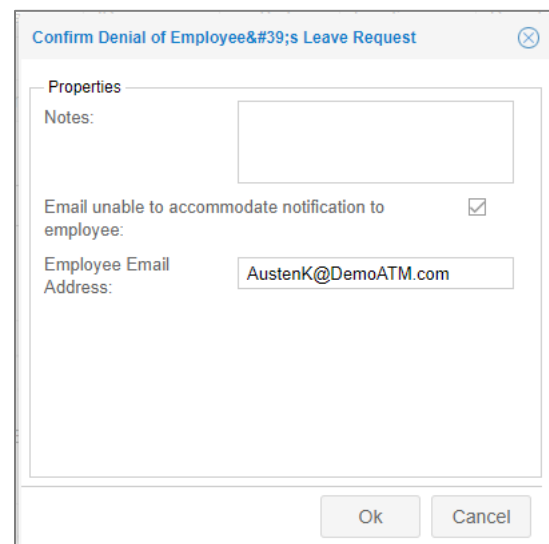
### DENY

To Deny the employee's request

1. Click on the DENY button.
2. Enter any additional notes
3. Confirm if you want a denial emailed to the employee. Must have email address.

**NOTE:** The notes entered in this screen can be viewed by the employee

Once Denied, the request will change to closed status and send the confirmation email. No schedules will be changed.



The dialog box is titled "Confirm Denial of Employee's Leave Request". It contains a "Properties" section with the following fields:

- Notes: An empty text area.
- Email unable to accommodate notification to employee: A checkbox that is checked.
- Employee Email Address: A text field containing "AustenK@DemoATM.com".

At the bottom right, there are "Ok" and "Cancel" buttons.

## CHANGE

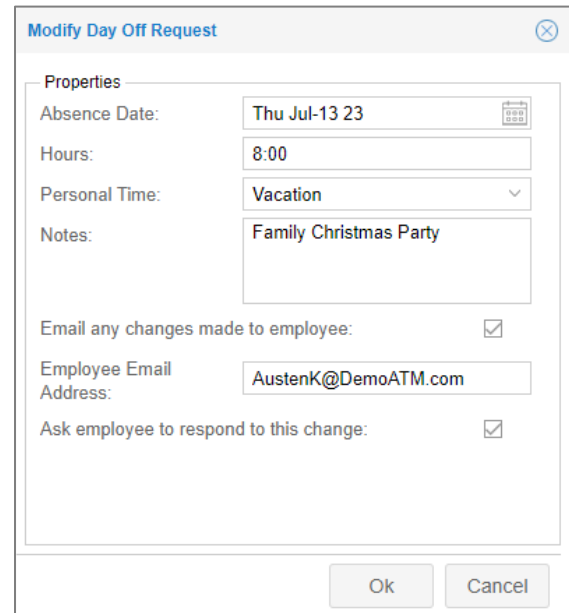
Changing a request is sometimes needed if there is a mistake. For example, an employee may have asked for a day they are not scheduled to work or asked to use a benefit time that has insufficient hours to cover the request.

To Change the employee's request

1. Click on the CHANGE button.
2. Change the date, hours, or type of hours requested.
3. Enter any additional notes
4. Confirm if you want a change emailed to the employee. Must have email address.

**NOTE:** The notes entered in this screen can be viewed by the employee

Once approved, the request will change to closed status, send the confirmation email, and automatically change the employee's work schedule with the requested time off.



**Modify Day Off Request**

**Properties**

Absence Date: Thu Jul-13 23

Hours: 8:00

Personal Time: Vacation

Notes: Family Christmas Party

Email any changes made to employee:

Employee Email Address: AustenK@DemoATM.com

Ask employee to respond to this change:

Ok Cancel