

Responding to Requests for Time Off

When an employee submits a time off request, a message is sent to the supervisor. As a result, when the supervisor initially logs in to Time Management, a message appears, notifying the supervisor of the request.

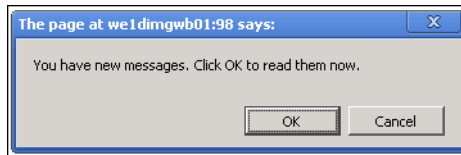
You have the option of responding to the request immediately, or waiting until a later time. The message can be accessed later by selecting the Messages link or the request can be accessed directly from the Scheduler Request tab.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.

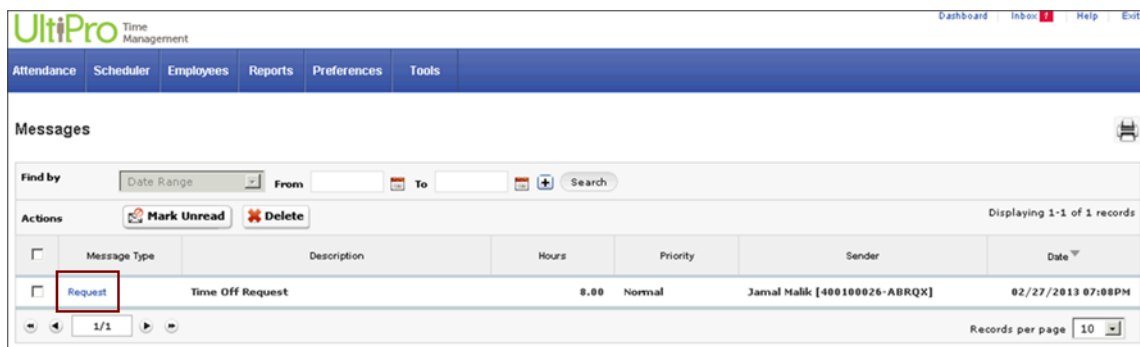
The Time Management categories appear on a new page.

When you first access Time Management, you are alerted to any new messages in your Inbox.



To respond to requests for time off:

1. From the Messages page, select the Request link for the request to review.



The Message Detail page opens.

2. From the Message Detail page, select the Approve/Decline link.

Message Detail

Request Details Approve/Decline

Description: Time Off Request Hours: 8.00
Priority: Normal Sender: Jamal Malik [400100026-ABRQX]
Date: 2/27/2013 7:08:01 PM Vacation Date: 03/15/2013
Status:

Request History

Title: Request From: 400100026-ABRQX [Jamal Malik]
Content: Request For VACATION [2] from 400100026-ABRQX [Jamal Malik]
Time Off Request (03/15/2013 - 03/15/2013)
03/15/2013: 8.00 hours

The Scheduler Requests Detail page opens.

3. From the Scheduler Requests Detail page, there are two ways to approve or decline requests. Each day of the requested time off is listed separately.

- Approve Selected: Select the day(s) to approve and select the Approve Selected button.
- Approve All: Approve all requests at one time by selecting the Approve All button.

Attendance Scheduler Employees Reports Preferences Tools

Template Schedules Free Form Schedules Recap Requests Calendar Summary

Requests

Overview Summary Detail Calendar

Save Refresh [Malik, Jamal] 1 found. Cancel Filter

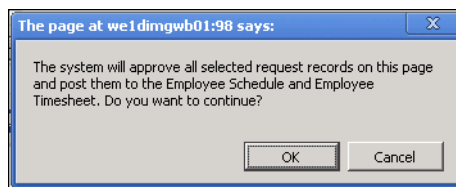
Pay Cycle: N/A Date Selection: User Defined Date Rang From: 03/01/2013 To: 03/31/2013 Search

Approve Selected Approve All

Status: Pending Paycode: All Group: All

Employee ID	Employee Name	Paycode	Hours Available	Requested On	Date	Job	Start	End	Hours Requested	Select	Status
400100026-ABRQX	Malik, Jamal	2[VAC]	32.31	02/27/2013 07:08PM	03/15/2013	HELPSK2 [Help Desk Level 2]			8.00	<input type="checkbox"/>	Pending

A message appears indicating that the approved time-off request will be automatically posted to the employee's timesheet.



4. Select OK. The changes are saved and the request no longer appears on the Scheduler Request Detail page.

A message is sent to the employee, advising of the approval; the approved time-off is posted to the employee's timesheet.

5. From the Scheduler Request Detail page, change the Status drop-down list from Pending to Approved. You can now view the list of Approved requests.

Status:	Approved	Paycode:	All	Group:	All						
Employee ID	Employee Name	Paycode	Hours Available	Requested On	Date	Job	Start	End	Hours Requested	Select	Status
400100026-ABRQX	Malik, Jamal	2[VAC]	24.31	02/27/2013 07:08PM	03/15/2013	HELPSK2 [Help Desk Level 2]			8.00	<input type="checkbox"/>	Approved
1											

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