
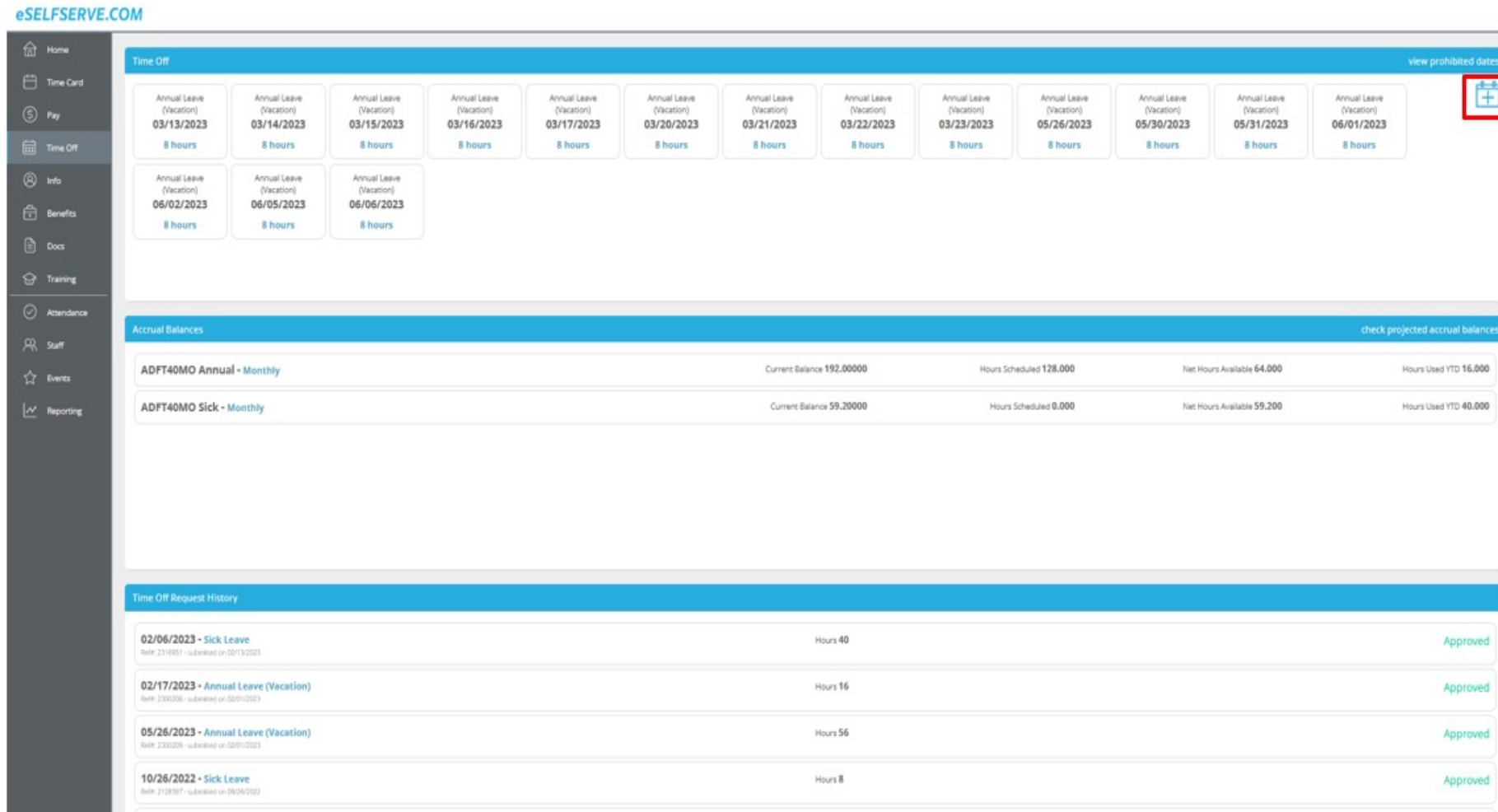


eSelfServe.com

Requesting Time-Off

Requesting Time Off

The Time Off dashboard displays your scheduled days off, accrual balances and requested time off history. To schedule time off, choose the  icon located in the Time Off panel to schedule time off.



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Time Off [view prohibited dates](#)

Date	Hours
03/13/2023	8 hours
03/14/2023	8 hours
03/15/2023	8 hours
03/16/2023	8 hours
03/17/2023	8 hours
03/20/2023	8 hours
03/21/2023	8 hours
03/22/2023	8 hours
03/23/2023	8 hours
05/26/2023	8 hours
05/30/2023	8 hours
05/31/2023	8 hours
06/01/2023	8 hours
06/02/2023	8 hours
06/05/2023	8 hours
06/06/2023	8 hours

Accrual Balances [check projected accrual balances](#)

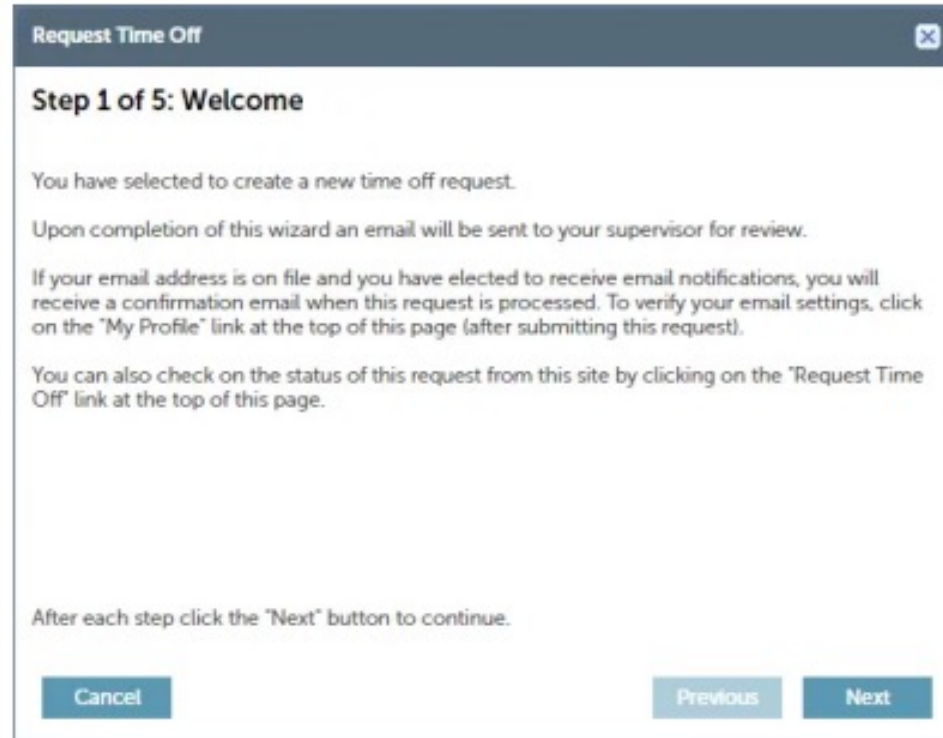
Category	Current Balance	Hours Scheduled	Net Hours Available	Hours Used YTD
ADFT40MO Annual - Monthly	192.00000	128.000	64.000	16.000
ADFT40MO Sick - Monthly	59.20000	0.000	59.200	40.000

Time Off Request History

Date	Type	Hours	Status
02/06/2023	Sick Leave	40	Approved
02/17/2023	Annual Leave (Vacation)	16	Approved
05/26/2023	Annual Leave (Vacation)	56	Approved
10/26/2022	Sick Leave	8	Approved

Step 1

The Request Time Off wizard will open and guide you through the process. All submissions will be reviewed and approved or denied by your manager. They will appear in your Time Off Request History as Pending Approval, Approved or Denied.



Step 1 of the Request Time Off wizard is simply an introduction – click the Next button at the bottom of the wizard to move on to Step 2.

Step 2

On Step 2, select the department (if other than the default), choose the type of time off being requested (vacation, sick, etc.), and provide a description of the request.

Note that when the *Time Off Type* is selected, a breakdown of the accrual hours for that type will appear that shows not only the current balance but also any hours already scheduled or pending for that type.

Request Time Off [Close]

Step 2 of 5: Request Details

Department: 0700 - Client Relations

Time Off Type: PTO

Reason for Request: Going on family vacation

Available Hours	
Plan Type	PTO
Current Balance (Hours)	160.00000
Hours Already Scheduled	0.000
Hours Requested (Pending)	0.000
Total Available Hours	160.00000

Cancel Previous Next

Step 3

For Step 3, select the range of dates and/or any additional dates to be included in the request, then click Next.

Request Time Off ✕

Step 3 of 5: Select Dates

Choose the dates for which you want to request time off. You can enter a range of dates, individual dates, or both. You will enter the hours for each day on the next step.

Date Range

If you're requesting several days off in a row, choose the first and last days of your request here.

09/26/2018 📅 to 09/28/2018 📅

Check this box to exclude weekends from your request

Additional Dates

You can request additional days here. Choose each date individually. If you need to enter more days, click the 'Add More Dates' button.

📅 📅 📅

[Add More Dates](#)

Tip: If any day you select is denied, then the entire request will be denied. If you're requesting several days off, you may want to make multiple requests.

[Cancel](#) [Previous](#) [Next](#)

Step 4

In Step 4, enter the number of hours requested for each of the days chosen.

Please note, although an employee may have the amount of vacation hours listed, they may not be able to use the hours depending on the employer's company set up . For instance, let's say an employee "technically" has accrued 8 hours of vacation time and want to use it, they may see the hours there, but if the employer has the company plan set to where it does not begin to award hours until the employee has reached 6 months of service, the employee will not be able to request that time off. The employee should then alert their manager, and the manager has the ability to deny or manually complete the request.

Request Time Off [Close]

Step 4 of 5: Select Hours

Enter the hours for each day you have requested off.

Partial hours are entered in decimal format (Ex: 4.5). Click the "Hours" column on each day to enter hours.

Tip: Use the "Tab" key to quickly move between days.

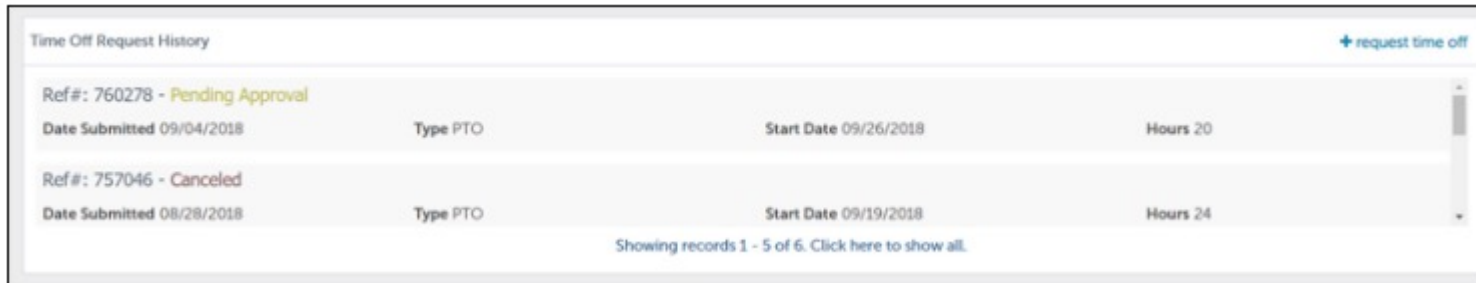
Request Dates & Hours	
Wednesday, September 26, 2018:	<input type="text" value="4"/>
Thursday, September 27, 2018:	<input type="text" value="8"/>
Friday, September 28, 2018:	<input type="text" value="8"/>

Step 5

For Step 5, the final step, a summary of the request is presented for review before submitting. If needed, navigate back through the preceding steps to make changes by clicking the Previous button at the bottom of the wizard.

If using Accruals, the Accrual Information section will display the employee's projected available accrual balance based on their current balance, plus any scheduled accrual amounts (based on the accrual plan progression) between the current date and the projection date.

After ensuring that all of the information is correct and suitable for the request, click the Finish button.



The screenshot displays a table titled "Time Off Request History" with a "+ request time off" link in the top right corner. The table contains two rows of request data:

Ref#	Status	Type	Start Date	Hours
760278	Pending Approval	PTO	09/26/2018	20
757046	Canceled	PTO	09/19/2018	24

At the bottom of the table, it states "Showing records 1 - 5 of 6. Click here to show all."

Once submitted, the request will instantly appear in the *Time Off Request History* section (of the *Time Off* tab) listed as "Pending Approval". Managers will receive an email notification of the request and when the request has been approved or denied, an email notification will be received.

To cancel a pending or approved time off request, select the request and choose **Cancel Time Off Request**.

- If the request has already been approved, the cancellation request will be sent to the manager.

Time off balance detail

You may cancel Pending Approval and Approved time off requests. Approved time off requests must be scheduled for a future time in order to be canceled. Select the request you would like to cancel and choose Cancel Time Off Request. Canceled Pending Approval requests will be moved immediately; canceled Approved requests must be confirmed by a manager.

NOTE: You cannot cancel a time off request for a time card that is locked.

The screenshot shows a web interface for managing time off requests. A modal window titled "Time Off Request Details" is open, displaying the following information:

Request #	2155615
Type	PTO
Department	1900 - Operations
Employee Comment	Beach Vacation
Supervisor Comment	
Dates/Times	05/26/2023 - 8 hour(s) 05/25/2023 - 8 hour(s) 05/24/2023 - 8 hour(s) 05/23/2023 - 8 hour(s) 05/22/2023 - 8 hour(s)

At the bottom of the modal, there is a red button labeled "Cancel Time Off Request".

The background interface shows sections for "Time Off" (with "No Time Off scheduled."), "Accrual Balances" (with "PTO Salary - Pay Period" and "Scheduled 0.000 Net Hours Available 172.000"), and "Time Off Request History" (with "05/22/2023 - PTO" and "Ref#: 2155615 - submitted on 10/20/2022").