

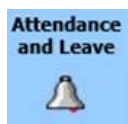
# Employee Portal – Processing Time Off Requests

## Request Center

In this area you can request time off, request an expense reimbursement, use the wellness tracking, and also request time for professional development.



## Attendance and Leave



1. **#1** Select the dates that are being requested. One date can be selected by having that date on both calendars or a range of dates can be selected from the calendars.
2. **#2** Select the Category, Duration Type (days or hours)
3. **#3** Enter the reason for the leave.
4. **#4** Select the green plus button to enter the request for the dates selected.

The screenshot shows the 'Attendance and Leave' request form. It is divided into five numbered steps:

- 1 Request Date(s)**: Includes two calendar pickers for 'Select Date From' and 'Select Date To', both set to April 2021. A 'Check Date(s) Requested' section shows 'Friday 4/16/2021' selected with a checkmark.
- 2 Request a Category and Value to Record for Your Request**: Includes dropdowns for 'Categories' (set to 'Select from List'), 'Duration Type' (set to 'Full'), and input fields for 'Value One Day' (set to '1') and 'Total Value to Record' (set to '1').
- 3 Request Description**: A large text area for entering the reason for the leave.
- 4 Add a document to your request. (path and name)**: Includes a 'Choose File' button (showing 'No file chosen') and an 'Optional Description for your attachment' text area.
- 5 Record Request 4/16/2021 to 4/16/2021**: A green plus sign icon and the word 'New' are visible at the bottom.

5. **#5** Record Request:
6. **#6** Attendance and Leave Approval by Day: Below the Record Request area the days that have been selected will show as submitted until the supervisor has approved them.

6 Attendance and Leave Approval by Day <span>🕒</span> Display All Attendance and Leave Requests									
Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment Approval Status		
<input type="checkbox"/>	<a href="#">Edit</a>	Vacation	04/16/2021	04/16/2021	Vacation on 4/16/2021 post as 1 Day Vacation Day Request	Needs to Approve: Tammi Mixen - Tammi Entered by: Saylor, Gideon - 49535 - Group:Admin	None	Submitted	

- Once the supervisor has approved the time the attendance record will show approved on the employees screen.
- To see all of the days that have been requested select the “Display All Pending Attendance and Leave Requests.” This will show all of the days that have been requested.

6 Attendance and Leave Approval by Day <span>🕒</span> Display All Attendance and Leave Requests									
Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment Approval Status		
<input type="checkbox"/>	<a href="#">Edit</a>	Vacation	04/16/2021	04/16/2021	Vacation on 4/16/2021 post as 1 Day Vacation Day Request	Needs to Approve: Tammi Mixen - Tammi Entered by: Saylor, Gideon - 49535 - Group:Admin	None	Submitted	

7. You can then select to display only Pending Approval Attendance and Leave Request.

6 Attendance and Leave Approval by Day <span>🕒</span> Display Pending Approval Attendance and Leave Requests									
Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment Approval Status		
<input type="checkbox"/>	<a href="#">Edit</a>	Vacation	04/16/2021	04/16/2021	Vacation on 4/16/2021 post as 1 Day Vacation Day Request	Needs to Approve: Tammi Mixen - Tammi Entered by: Saylor, Gideon - 49535 - Group:Admin	None	Submitted	

8. Summary Attendance Information and Detail Attendance Information

**Check for duplication of days in this section**

Summary Attendance Information							Detail Attendance Information				
Description	BalFrwd	Awarded	Prior to Current	Current	Available	Absent Date	AM or PM	Reason	Description	Approval Status	
Sick Leave	100	0	+ 1	0	99	04/16/2021	Full	V	Vacation	Submitted	
Personal Leave	5	0	+ 2	0	3	03/25/2021		V	Vacation		
Vacation	10	0	+ 1	1	8	02/22/2021		A	Sick		
						02/12/2021		P	Personal		
						01/15/2021		P	Personal		

9. If a date is denied by the supervisor, the screen for the employee will show this information once the employee selects the “Display All Attendance and Leave Requests”.

6 Attendance and Leave Approval by Day <span>🕒</span> Display Pending Approval Attendance and Leave Requests									
Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment Approval Status		
<input type="checkbox"/>	<a href="#">Coex</a>	Vacation	04/19/2021	04/19/2021	Vacation on 4/19/2021 post as 1 Day Vacation Day Request	Entered by: Saylor, Gideon - 49535 - Group:Admin Denied By: Tammi - Tammi Mixen on: 3/29/2021 12:33:25 PM	None	Denied 3/29/2021 By Tammi Mix	

- 10. If a requested date has been denied, the system will automatically add back the day that was requested by the employee when it was denied by the supervision.
- 11. Once the supervisor has approved the days, requested or denied the days the employee will receive an email notification, if this process has been setup in the system to use.
- 12. If you decide you no longer want to request the day off, select the box under the “Delete” column. Once this is selected an “X” will appear. Select the “X” and the record will be deleted. The days will be added back for you.

5 Record Request 4/30/2021 to 4/30/2021									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
New	Delete								
6 Attendance and Leave Approval by Day <span>🕒</span> Display All Attendance and Leave Requests									
Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment Approval Status		
<input type="checkbox"/>	<a href="#">Edit</a>	Vacation	04/30/2021	04/30/2021	Vacation on 4/30/2021 post as 1 Day Vacation Day Request	Needs to Approve: Tammi Mixen - Tammi Entered by: Saylor, Gideon - 49535 - Group:Admin	None	Submitted	

If you work in more than one building, be sure to let the other building (s) know you will be absent.