

Requests:

This screenshot shows the 'Create Request' form in a web application. The left sidebar contains a 'Menu' with links to Home, Clock In / Out, Employee Profile, Personal Information, Tax Information, CEU's, Policies, Change Pin, and a section for 'Inquiries' (Time Sheet, Leave Balance, Earnings & Escrow, YTD Deductions, Check History, Employee Reimbursements, Print W2s) and 'Actions' (Requests, Workshop Registration, Submit CEU for Approval). The top navigation bar shows 'Logout', 'John Doe', and 'Main > Inquiries > Requests'. The 'Create Request' section has a 'Request:' dropdown set to 'Timesheet Adjustment', a 'Job:' dropdown set to 'TEACHER 10 MTH', and a 'Message:' text area containing 'I forgot to clock in this morning at 7:30 am.'. To the right, there are fields for 'Change Date:' (03/17/2020), 'Begin Time:' (7:30 AM), and 'End Time:' (4:44 PM). Below these are 'Select', 'Clock In' (7:48 AM), and 'Clock Out' (4:44 PM) options. At the bottom of this section are 'Send Request' and 'Clear Request' buttons. Below the form is a 'Request Board' with a 'View:' filter set to 'New' and a message 'No Requests Found!'. To the right of the board are 'Request:' and 'Response:' text areas. The footer contains copyright information for Education Management Systems, Inc.

This screenshot shows the 'Create Request' form for an 'Absence Request'. The left sidebar and top navigation bar are identical to the first screenshot. The 'Create Request' section has a 'Request:' dropdown set to 'Absence Request', a 'Job:' dropdown set to 'TEACHER 10 MTH', and a 'Message:' text area containing 'I need to take 8 hours of Annual Leave tomorrow.'. To the right, there are fields for 'Absence Type:' (ANNUAL LEAVE), 'Start:' (03/19/2020), 'End:' (03/19/2020), 'Substitute Name:', and 'Absence Hours' (8.00). At the bottom of this section are 'Send Request' and 'Clear Request' buttons. Below the form is a 'Request Board' with a 'View:' filter set to 'New' and a message 'No Requests Found!'. To the right of the board are 'Request:' and 'Response:' text areas.

CREATE REQUEST

This is where you create and submit a request.

- Select the type of **Request** from the dropdown list. **NOTE:** Federal Tax Requests have been updated in order to accommodate the new 2020 W4 information including withholding amounts instead of number of exemptions.
- Enter a date in the **Date** field or select the date using the calendar.
- If you have multiple jobs, select the correct one from the **Job** dropdown list.
- Enter a message in the **Message** field, if necessary.
- Click **Send Request** to submit the request.