My Requests | TimeOff Request

TimeOff Request will be available if TimeTracker is setup in SMART HR. Only people that have TimeOff allowed and setup will have access to the page. If an employee has multiple TimeOff codes, they will need to choose one when they enter a request. If only one option, it will automatically choose the one code setup for them. The same is true for locations. TimeTracker allows multiple locations to be assigned to an employee. If they have multiple locations, they will be prompted to choose a location for the TimeOff Request. A district may choose to limit how far in advance TimeOff requests are entered.

Note: *An employee will also be able to access this page from the **Home** page dashboard:*

TimeOff Request

* Right click a day or TimeOff Request for menu options.   **+ Add New**

Filter Options

Day View Limit   **Status**

[All ▼]   ● ALL ○ Submitted ○ Approved ○ Denied

Note: Requests that are approved will display in black font, denied rows will show in red font, submitted rows will highlight in light blue color.

1. **Adding a New TimeOff Request**
   a. **+ Add New** will add new TimeOff request when saved, unless negative useage is not allowed and the request will cause it to go negative. *Please contact your supervisor for more information if needed.*
   b. **Menu options.** Right-click on a day to get options for that date.
      Note: Today's date will always show requests in bold font.
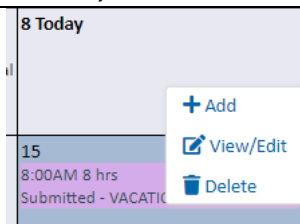
      i. **Add**. This will be the only option available unless a previous request was entered. This will create a new TimeOff Request.
      ii. **View/Edit**. Click on this option to edit a previously entered TimeOff Request. *This is only available until a supervisor approves the request.*
      iii. **Delete**. Click on this option to delete a previously entered TimeOff Request. *This is only available until a supervisor approves the request. At that point, if the request needs to be deleted only the supervisor will be able to do it.*

2. **Filter Options:**
   a. **Day View Limit**. *This will allow you to have a set number per day to shorten the calendar. This is not a saved value. It would need to be changed each time logged in.*
   b. **Status**. *This will show only the desired TimeOff Requests based on their approval status.*

3. **Month header row:** *The month defaults in based on today's date.* Click on the previous month at the left side of the row to go back a month and see information, or click on the future month at the right side of the row.

Note: *TimeOff requests cannot be entered earlier than the first date in the Setup District Configuration window. Also, if the district has set limits on how far in advance TimeOff can be requested, it may show this error:*
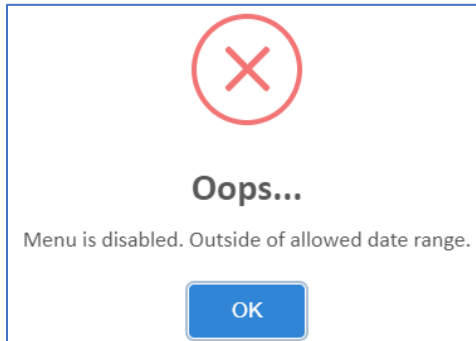
In some cases, daily limits may be imposed on a code. SMART will display an error similar to this if that occurs:
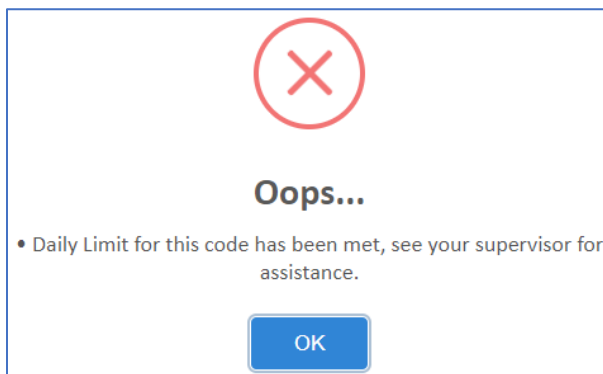
Add New and View/Edit TimeOff Request

Add New will add a new TimeOff request when saved, unless negative useage is not allowed and the request will cause it to go negative. Please contact your supervisor for more information if needed. View/Edit functions the same as Adding a new request; however, it just retrieves the previously entered information.

Add New TimeOff Request

← Close   ✔ Save

Garrison, Cesar 1418 - 1418

Date Requested 09/09/2022 📅 Days 1 ▼

Start Time 08:00 AM 🕐 IP: 172.19.0.2

TimeOff Code [▼]

Location [Districtwide-300   ▼]

Hours [0 ▼] Minutes [0 ▼]

Employee Note [   ]

TimeOff Balances

		TimeTracker			
TimeOff Plan	HR Balance	Approved	Submitted	This Request	Remaining
MISCHRS	0 hrs 0 min	0 hrs 0 min	1 hrs 0 min		-1 hrs 0 min
SICKHR12	190 hrs 30 min	0 hrs 0 min	4 hrs 0 min		186 hrs 30 min
VACHR	34 hrs 0 min	16 hrs 0 min	0 hrs 15 min		17 hrs 45 min

1. **Date Requested**. This field defaults in from the date on the calendar. It can be changed to something else if needed.
2. **Days.** If the request is only for one day, leave as is. Otherwise, enter the number of consecutive days this request is for with the starting date, being the **Date Requested** and it will build multiple requests at once.
3. **Start Time.** Enter the time the request will start at.
4. **TimeOff Code.** Choose the reason for the TimeOff request.
5. **Hours.** Enter the number of hours this request is for.

    *Note: If the district is enforcing TimeOff taken in minimum increments and/or minimum lengths the dropdown lists will adjust accordingly. **Example**: If the minimum increment is 15 min and the minimum increment is one hour; a minimum of 1 hour is required, but can be taken in 15-minute increments after that (1 hr, 1 hr 15 min, 1.5 hr, 1 hr 45 min)*

6. **Minutes.** Enter the number of hours this request is for.
7. **Location.** *If the employee works in multiple locations this field may be available*. Choose the location this TimeOff request applies to.
8. **Employee Note.** It will display if the employee entered any additional information for approval.
9. **TimeOff Balances.** This information is provided as a guide to know how much TimeOff is available.
10. Click on [← Close] to exit this process.
11. Click on [✔ Save] to create the TimeOff Request.

> **Note:** If a TimeOff plan is setup to not allow negative usage, and the current request goes negative, the TimeOff request will not save. Contact your supervisor for advice on how to proceed.

Notifications

If Notifications are enabled, an email will immediately be sent to your supervisor as soon as the window saves.

ANTONIO 156 SPENCER entered a new TimeOff request for 07/13/2021 at 8:00AM for 0 hrs 01 min.

To   Stefanie Sylte

Please login to SMART eR to Approvals | View TimeOff Request Supervisor to process the request.

This is a non-monitored email account. Please do not reply to this account.

| Announcements | (21) Notifications | District Forms | Employee Forms |

To select a range to delete Shift-Click first and last checkbox in range.

First   Previous   1   2   Next   Last

Delete		Subject	Received
View	☐	ANTONIO 156 SPENCER entered a new TimeOff request for 07/13/2021 at 8:00AM for 0 hrs 01 min.	07/12/2021 04:49 PM
View	☐	FRED 2 CHAVEZ entered a new TimeOff request for 07/23/2021 at 8:00AM for 1 hr.	07/12/2021 02:28 PM

If a TimeOff request is changed, a revision email will be sent to the supervisor immediately.

ANTONIO 156 SPENCER updated a TimeOff request for 07/13/2021 at 8:00AM for 1 hr.

To   Stefanie Sylte

Please login to SMART eR to Approvals | View TimeOff Request Supervisor to process the request.

This is a non-monitored email account. Please do not reply to this account.

Supervisor action on TimeOff request
Once it is approved by all supervisors, an email will be sent back that it was approved instantly.
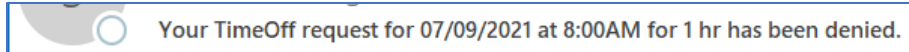
Your TimeOff request for 07/07/2021 at 8:00AM for 1 hr has been approved.

To   Stefanie Sylte

Your TimeOff request for 07/07/2021 at 8:00AM for 1 hr has been approved.

This is a non-monitored email account. Please do not reply to this account.

If they deny the request, that email will be sent instantly also.

Your TimeOff request for 07/09/2021 at 8:00AM for 1 hr has been denied.

To   Stefanie Sylte

Your TimeOff request for 07/09/2021 at 8:00AM for 1 hr has been denied.

This is a non-monitored email account. Please do not reply to this account.

If they change the request, that email is instant.

FRED 2 CHAVEZ updated a TimeOff request for 07/07/2021 at 8:00AM for 6 hrs 30 min for you.

To   Stefanie Sylte

FRED 2 CHAVEZ updated a TimeOff request for 07/07/2021 at 8:00AM for 6 hrs 30 min for you.

This is a non-monitored email account. Please do not reply to this account.