

Time off Request Employee Steps

From the ESS Portal, click on “Request Time Off,” and follow the steps on the page to submit a time off request. Click on the “Instructions” arrow (>) for a general overview of the “Time off Request” process. Click on the “Calendar” arrow (>) to view approved time off for the entire month. If an employee needs access to the ESS Portal, see the ESS How To article.

Step 1. Login to the ESS Portal and click “Time off Requests.”

Step 2. Click the “Add New Time off Request” (>) to view options.

The screenshot displays the 'Employee Self Service Portal - Timekeeping Demo' interface. On the left, a navigation menu includes 'Dashboard', 'Web Clock', 'Time Card', 'Time Off Requests' (highlighted with a red box), 'Accruals Report', and 'Personal Information'. The main content area features a top bar with 'INSTRUCTIONS' and 'CALENDAR' buttons. Below this is a button for 'Add New Time Off Request' with a red arrow and a circled '2' pointing to it. Further down are buttons for 'Pending (1)', 'Approved (1)', 'Conditionally Approved (0)', and 'Rejected (3)'. A 'Log Out' button is located at the bottom left.

Step 3. Click the blue “Department Time Off List” button to see if other employees in the department have time off already approved (see screen view below).

Step 4. Select the “Category” that best represents the request such as vacation or sick time.

Step 5. Select single day, multiple days or a partial day.

Step 6. Enter a “Description” for the requested time Off. This field is required.

Step 7. This section displays the name of the supervisor that the email notification will go to by default when you submit your request. There is an option to send your “Time off Request” to another manager as well.

Step 8. Review the form, and click “Save Request” to submit your request.

Department time off list



Type	Accrual balances as of 12/21/2013	Planned Time Off	Balance including planned time as of 12/21/2013
SICK	8 hours	0 hours	8 hours
VACATION	48 hours	0 hours	48 hours

Note: The balance including planned time does not account for future time accrued.

Category PTO



Single Day

Date

Hours



Multiple Days

Partial Day - Times

Description



The following people will receive a notification of this time off request



- Susie Simple
- Gavin Groups

(Optional) Send an email notification to the following managers

Timekeeping Demo

Save Request



Once a "Time off Request" is made the request will move to the "Pending" section. From there, the request will either move to the "Approved," "Conditionally Approved," or "Rejected" section depending on the supervisor or manager's decision. The employee will be notified of the decision via email.

Details of a request can be viewed from the "Pending," "Approved," "Conditionally Approved," and "Rejected" sections. For example click on "Approved" to see the list of "Approved" requests (as seen below). Click the (>) on a specific "Approved" request to view details.

Employee Self Service Portal - Timekeeping Demo

- > INSTRUCTIONS
- > CALENDAR
- > Add New Time Off Request
- > Pending (0)
- ▼ Approved (2)
 - > 12/12/2013 PTO, Paige Thursday, December 26, 2013 - Friday, January 3, 2014 APPROVED
 - ▼ 12/16/2013 PTO, Paige Friday, December 20, 2013 APPROVED
- > Conditionally Approved (0)
- > Rejected (3)

On 12/16/2013 you requested the following days off using PTO time: **Friday, December 20, 2013**

This equates to:
Friday 4
Total 4

Employee Comments: Family party.
Supervisor Comments: Approved by Timekeeping Demo and no comments provided.



If a supervisor or management changes the "Category" or number of "Hours," then the "Time off Request" will be moved to "Conditionally Approved" (see example below). From there the employee has the option to add a note or to "Approve" or "Reject" the change.

Note: The change will display in bold blue, just as an edit or addition displays in bold blue on the time card.

▼ Conditionally Approved (1) 

▼ 12/16/2013 Simple, Susie Tuesday, December 24, 2013 **CONDITIONALLY APPROVED**  

Original Request

On December 16, 2013, you submitted the following time off request:

Date	Category	Hours
Dec 24, 2013	PTO	8
Total		8

Proposed Request

Your Supervisor has changed your time off request to the following:

Date	Category	Hours
Dec 24, 2013	Sick	8
Total		8

Employee Comments: Vacation
Supervisor Comments: Hours used should be Sick pay.