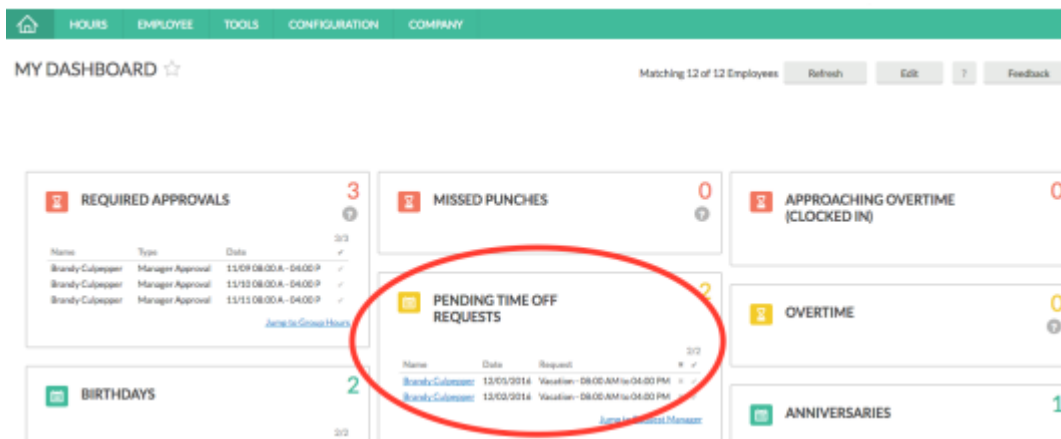


Supervisor Instructions

1. Pending requests will appear in the “Pending Time Off Requests” portlet.

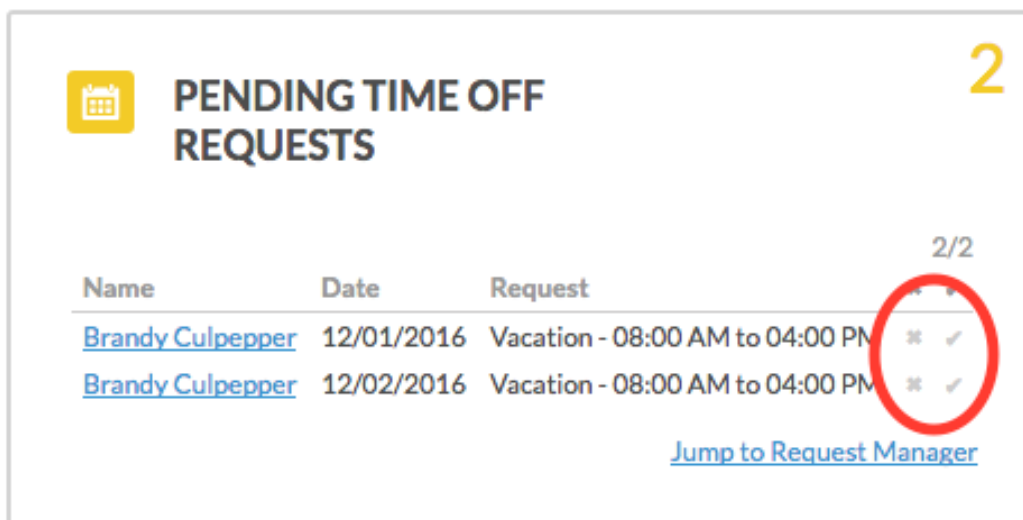


There are three methods for approving leave requests:

- | | |
|-------------------------------|---|
| From the portlet | The fastest method |
| From the calendar view | Useful for comparing overlapping requests |
| From the list view | Allows approve/deny for multiple requests at once |

From the portlet:

1. You can approve/disapprove leave by clicking the check mark or X next to the request.



From the calendar view:

1. Inside the portlet, click the link to “Jump to Request Manager”.

Name	Date	Request	*	✓
Brandy Culpepper	12/01/2016	Vacation - 08:00 AM to 04:00 PM	*	✓
Brandy Culpepper	12/02/2016	Vacation - 08:00 AM to 04:00 PM	*	✓

[Jump to Request Manager](#)

2. The current month will be displayed. This view is helpful for seeing any overlapping requests.

Calendar view for November 2016. The calendar shows days from Sunday to Thursday. A request for Joshua Neagle is visible on Thursday, November 24th, with the details: "Approved (1) Joshua Neagle 08:00 AM 8:00 30 - Vacation".

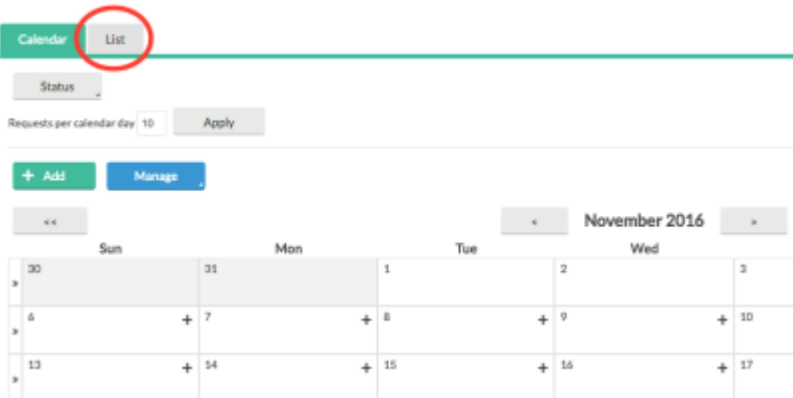
3. Right-click the requested day off and then select approve or deny.

Calendar view showing a right-click context menu. The calendar shows days 24 and 25. A request for Joshua Neagle is visible on day 24, with the details: "Pending (1) Joshua Neagle 08:00 AM 8:00 30 - Vacation". The context menu lists options: "Add", "Detail", "View in list", "Delete", "Approve Request Level 1", and "Deny".

From the list view:

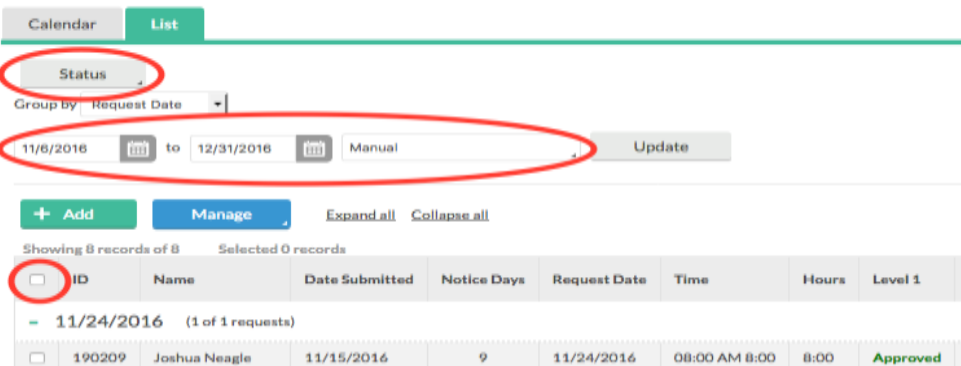
1. Jump to the Request Manager
2. Click on "List"

REQUEST MANAGER ☆



3. You will see a list view of all requested leave days.
4. Change the "Status" to only "Include Pending".
5. Adjust the time frame to include additional months "Next 12 Months"
6. In this view you can select the check box at the very top to approve/deny all at once. This is helpful if there are a lot of requests.

REQUEST MANAGER ☆

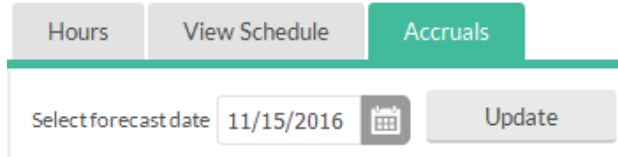


To Add, Delete and View Employee Leave:

1. From the menu bar at the top, select Hours and then Individual Hours.





2. From the list on the left, select the employee or search from the box at the top.
3. Once the employee is selected, click the Accruals tab.


















4. You will then be presented with a summary of the employee's available time
5. Click the ledger link next to sick/vacation days to Add or Delete (Extraordinary Days are entered as Sick)

The screenshot shows the 'Accruals' tab selected. Below the navigation bar, there is a 'Select forecast date' field with a calendar icon, currently showing '12/6/2016', and an 'Update' button. Below this, it says 'Showing 2 records of 2'. The table below has the following data:

Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining Hours	Remaining Days
	12 Mth Sick	752.0000	0.0000	16.0000	0.0000	736.0000	92
	12 Mth Vacation	120.0000	0.0000	8.0000	0.0000	112.0000	14

6. After you open the ledger, you can view which days were taken.
7. You can directly enter leave for your employee by clicking "Add"

The screenshot shows the 'Manage Accruals (12 Mth Sick - 20)' interface. At the top, there is a 'View entire history' link and a 'View selected period' radio button. Below this, there is a date range selector showing '1/1/2016' to '12/6/2016' and a 'Year To Date' dropdown. There are 'Update' and 'Download' buttons. A green '+ Add' button is highlighted with a red circle. Below the '+ Add' button is a table with the following data:

Edit	Delete	Date Posted	Accrued	Used	Excess	Adjustment	Imported	Manual	Rule ID
		07/01/2014	752.0000	0.0000	0.0000				
		09/15/2016	0.0000	8.0000	0.0000				
		09/16/2016	0.0000	8.0000	0.0000				


At the bottom right, there is a tooltip showing the current accrual status: Accrued 752.0000, Used 16.0000, Remaining 736.0000. At the bottom of the page, there are 'Cancel' and 'Save' buttons.

Very Important!

Enter the "Amount Taken" in Hours. For Salary Employees, it must be 4 hours for a half day and 8 hours for a full Day. For Hourly Employees that work 10 or 12 hour days, 10 or 12 hours should be added for a full day. It is recommended to include notes why the employee didn't enter the request.

Accrual Ledger - Add

? Feedback

Date posted	<input type="text" value="11/26/2016"/> 
Accrual Bank	<input type="text" value="12 Mth Vacation"/>
Amount accrued	<input type="text" value="0.0000"/>
Amount taken	<input type="text" value="0.0000"/>
Accrued over limit	<input type="text" value="0.0000"/>
Note	<input type="text"/>

Cancel

Ok