

Approving Time Off Requests – Managers



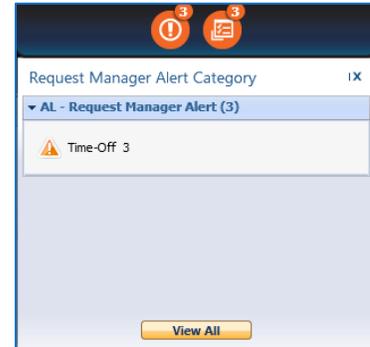
You will receive an alert in eSTART and an email in your Agency's email system when an employee submits a Time Off Request. The Request icon is located at the top of your eSTART screen. The number in the upper right-hand corner indicates the number of request received.



Reviewing Time Off Requests

1 There are two options to view submitted request.

a. Select the **Request** icon. Then click the row within the **Request** window. (Default Time Period displays six month range.)



b. Select **Manage My Requests** from the **Related Items** pane. (Default Time Period displays Current Schedule Period.)

Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
12/13/2013 8:00AM	Submitted	ExemptI, EdwardA	1/07/2014	ExemptI, EdwardA	1/07/2014	ANNUAL LEAVE TAKEN	Notes
12/27/2013 2:44PM	Submitted	StampI, SandyA	1/02/2014	StampI, SandyA	1/03/2014	ANNUAL LEAVE TAKEN	Notes
12/27/2013 2:46PM	Submitted	Manager1, JuniorA	1/17/2014	Manager1, JuniorA	1/17/2014	ANNUAL LEAVE TAKEN	Notes

Type	Balance Range of Dates	Beginning Balance	Planned Usages	Pending Accruals	Ending Balance
EXCESS ANNUAL LEAVE	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
ESCROW SICK LEAVE	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
ANNUAL LEAVE	1/01/2014 - 12/31/2014	257:35	0:00	99:40	357:15
MILITARY - FED - TAK...	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00
SICK LEAVE	1/01/2014 - 12/31/2014	173:20	0:00	99:40	273:00
LWOP - TAKEN	1/01/2014 - 12/31/2014	-153:00	0:00	0:00	-153:00
EXCESS SICK LEAVE	1/01/2014 - 12/31/2014	0:00	0:00	0:00	0:00

2 After selecting the desired request, use the buttons located above the request listing to decision the request.

Details:	Displays details of request.
Edit:	Displays details and accrual balances. You may use the Status drop-down to decision the request.
Approve:	Displays Approved Time Off Request window. Click the Approve button to approve.
Refuse:	Displays Refuse Time Off Request window. Click the Refuse button to refuse.
Pending:	Displays Pending Time Off Request window. Click the Pending button.
Retract:	Displays Retract Time Off Request window. Click the Retract button to retract.
Request Time Off:	Used to submit time off request for an employee. Note: Your personal time off requests must be submitted from your Employee Workspace.
Cancel Approved:	Displays Approve Time Off Cancellation Request window. Click the Approve button to approve the cancellation.
Cancel Refused:	Displays Refuse Time Off Cancellation Request window. Click the Refuse button to refuse the cancellation.

Approved, refused or retracted request are removed from the list. Pending requests will remain in the list. Employee receives message notification when status of the request has changed.