
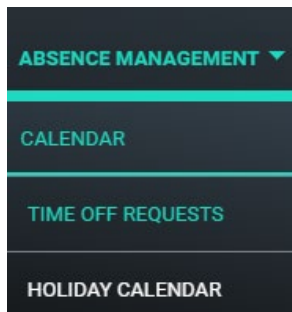


Time-Off Request FAQs

Q1. How do I view my time off requests?

There are two (2) ways to view your time-off requests:

1. By clicking the  **Time Off Requests** tile on the home page.
2. By selecting ABSENCE MANAGEMENT > TIME OFF REQUESTS (taking you to the Time Off Requests page) **OR** ABSENCE MANAGEMENT > CALENDAR (taking you to the Calendar page).



The **Time Off Requests** page has 2 tabs. Click **Upcoming** and **Past** to toggle between them:

Upcoming – lists time-off requests in the future, starting with today.



Past – lists time-off requests that already occurred up to yesterday.

The **Calendar** page has 2 tabs. Click **Calendar** and **Pending Requests** to toggle between them:

Calendar – displays your time off requests and scheduled shifts in either calendar view or agenda view.



Pending Requests – displays time off requests that are pending approval or pending withdrawal and occur within the current or future pay periods.

Q2. How do I create full day(s) time off request?

1. On the Time Off Requests page, click .
2. On the **Overview** tab, click in the **Time Off Type** field and select the type of time off from the dropdown list.
3. Click the calendars  to select the dates, one day or multiple days.
4. Click on the **+** to type in any comments (optional).
5. Click to select a recipient of your time off requests notification.

6. Click **SAVE** to save and submit your request for approval. Click **CLOSE** or **X** at the top right-hand side of the screen to abandon your request.

Q3. How do I create a partial daytime off request?

1. On the Time Off Requests page, click **+**.
2. On the **Overview** tab, click in the **Time Off Type** field and select the type of time off from the dropdown list.
3. Click the calendars  to select the dates, one day or multiple days.
4. Click in the comments box to type in any comments (optional).
5. Click the **Details** tab.
6. Adjust the start time and / or end time .
7. Uncheck an entry to remove that day from the request.
8. Click to select a recipient of your time off requests notification.
9. Click **SAVE** to save and submit your request for approval. Click **CLOSE** or **X** at the top right-hand side of the screen to abandon your request.




The unpaid breaks for partial day requests are set to zero. If this is incorrect, type in the correct value.




If you are entering a partial day request for an overnight shift, make sure you are entering it on the correct date. That is, if your request falls after midnight, enter your time off request on the next day.

Q4. How do I change the details of a multi-day time off request when creating the request?

1. Select the entry from the table on the Time Off Requests page.
2. Click the **Details** tab.
3. Adjust the start time and / or end time  for any of the days.
4. Uncheck an entry to remove that day from the request.
5. Click **SAVE** to save your changes. Click **CLOSE** or **X** at the top right-hand side of the screen to abandon your request.



You can change the details when you create the time off request and when a request is pending  approval.

The unpaid breaks for partial day requests are set to zero. If this is incorrect, type in the correct value.

Q5. Why is it that sometimes I can change a time off request and sometimes I can't?

You can change pending, approved, or pending withdrawal time off requests that occur within the current pay period or in the future. Depending on how your administrator configured the system, you may be allowed to enter/modify a time off request in the past as far back as the first day of the first pay period of the year or your start date, whichever is most current.

Sort the table according to the different column headers () to easily locate the request.



- You can change the details of a time off request that is pending approval.
- Comments can be changed or deleted from approved requests.
- You cannot change denied and withdrawn requests.
- Comments can be changed or deleted from requests in pending withdrawal status.

Q6. Why can't I enter a time off request in the previous week?


Depending on how your system administrator configured Payworks, you can create a time off request in the past if it occurred within the current pay period or within the current year.

Contact your administrator if you are experiencing issues.


Q7. I no longer need the time off I requested, how do I cancel a time off request?



Time off requests that occur within the current year and are pending approval  or already approved  can be withdrawn (cancelled).

1. Select the entry from the table on the Time Off Requests page.

You can sort the table according to the different column headers using the .

2. Click **WITHDRAW** .

If the request was pending approval or if you have auto-approval capabilities, the status will change to withdrawn .

An approved request  will now be in pending withdrawal  status for your administrator to approve or deny.

Q8. How do I save my time off requests?

1. Access the Time Off Request screen.
2. Find the requests that you want to save on either the Upcoming tab or the Past tab.

3. Click  **SAVE PDF** in the context bar.

Q9. How do I print my Time Off Requests?

1. Access the Time Off Request screen.
2. Find the requests that you want to print on either the Upcoming tab or the Past tab.




3. Click  **PRINT** in the context bar.

Q10. How do I email my time off request?

1. Access the Time Off Request screen.
2. Find the requests that you want to email on either the Upcoming tab or the Past tab.

3. Click  **EMAIL** in the context bar.

4. Type in an email address.

5. Click  **SEND**. Click  **CLOSE** or  at the top right-hand side of the screen to abandon your request.

Calendar FAQs

Q1. How do I save my calendar?

1. Select ABSENCE MANAGEMENT > CALENDAR.
2. Set your **viewing options**.





3. Click  **SAVE PDF** in the context bar.

Q2. How do I print my calendar?

1. Select ABSENCE MANAGEMENT > CALENDAR.
2. Set your viewing options.

3. Click  **PRINT** in the context bar.

Q3. How do I email my calendar?

1. Select ABSENCE MANAGEMENT > CALENDAR.
3. Set your **viewing options**.
4. Click  in the context bar.
4. Type in an email address.
5. Click . Click  or  at the top right-hand side of the screen to abandon your request.



Q4. What are the viewing options for the calendar?



There are two (2) elements that control how and what content is displayed in the Time Off Calendar:

Filters  and Views 

- Select ABSENCE MANAGEMENT > CALENDAR.

Filters

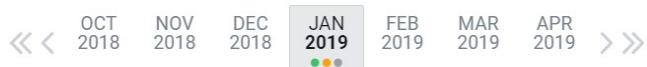
1. Click .
2. Modify the Time Off Request Statuses to display.
3. Modify the Time Off Types to display.
4. Click .

You can apply filters to view specific statuses and specific time off types. After clicking  to apply the filter settings, the filter icon changes to . The filters remain in place until changed.

Views

You can view the Calendar as a **Calendar** or as an **Agenda**. Calendar displays your time off requests on a calendar. Agenda displays your time off requests in a list.

Select **Monthly** to display the current calendar month. You can select any month to view.



Date range allows you to select a specific period to view. Click  to view.

Time Off Requests and Calendar (ESS) FAQs

From To APPLY

January 2019							Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	15	16	17	18	19
6	7	8	9	10	11	12					
13	14	15	16	17	18	19					
20	21	22	23	24	25	26	22	23	24 8a - 4p Bereavement	25 8a - 4p Bereavement	26 8a - 4p Bereavement
27	28	29	30	31							
27 8a - 4p Bereavement	28 8a - 4p Bereavement	29 8a - 4p Bereavement	30	31 8a - 4p Sick							

Document Revision History

Version	Date	Summary of Revisions
1.0	April 17, 2019	First release reformatted