

Vacation Leave Request

Timekeepers have the ability to enter, edit and submit vacation time for employees in their respective department.

1

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	Espino
First Name	Diana

Get Employees

Clear Criteria

Save Criteria

1. Navigate to **Timesheet**.
2. Search for employee by using **Empl ID, Last Name** and/or **First Name** fields.
3. Click **Get Employees**.
4. Employee will populate at bottom of the screen, select the hyperlink with the employee's last name to view their timesheet.

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

1-1 of 1

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Espino	Diana	6001205272	0	0.00	0.00	40.00			0.00	0.00

4

Vacation Leave Request

Timesheet

Diana Espino
Coordinator
Actions ▾

Employee ID 6001205272
Empl Record 0
Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 04/01/2019 [Calendar] [Refresh] Reported Hours 0.00
Print Timesheet Punch Timesheet

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ?

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details
<input type="checkbox"/>	04/01/2019 [Calendar]	04/01/2019 [Calendar]	Select Absence Na Bereavement Educational Activities Floating Holiday Jury Duty Select Absence Name Sick Leave Vacation Leave			Details

Add Absence Event

Approval

5. Select to **View By**:

- **Calendar Period** – Displays one pay period (2 weeks or 1 month)
- **Day** – Displays just one day
- **Week** – Displays one week

6. Enter the **Date** and click the green **Refresh** icon to display results.

7. Select the **Absence** tab.

8. Click the **Add Absence Event** button.

9. Enter **Start Date** and **End Date** of Vacation Time requested.


10. From the drop down menu arrow, select the **Vacation Leave**.


11. Click the **Details** link to input additional information.

Vacation Leave Request

12. **Absence Event Detail Screen** will be displayed; verify the information is correct.
13. Click on the **Calculate End Date or Duration** to sum up all requested hours.
14. Click the **OK** button.
15. You will then be re-directed to the Timesheet, select the **Submit** to continue.
16. From the **Submit Confirmation** screen, click **OK** to complete.
17. Total Hours submitted will now reflect under **Reported Hours**.

Absence Detail ?

*Start Date 04/01/2019  12

End Date 04/01/2019 

Filter by Type All ▼

*Absence Name Vacation Leave ▼

Partial Days None ▼

Duration 8.00 Hours

Calculate End Date or Duration 13

OK 14 Cancel

Submit 15

Reported Time Status Su

Absence Events ?



Absence Take ▶▶

Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2019-04-01 to 2019-04-07 is submitted


OK 16

Select	*Start Date	End Date	Absence Name	Duration
<input type="checkbox"/>	04/01/2019 	04/01/2019 	Vacation Leave ▼	8.00

Diana Espino Employee ID 6001205272
Coordinator Empl Record 0
Actions Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 04/01/2019  Print Timesheet Punch Timesheet

Reported Hours 8.00 17