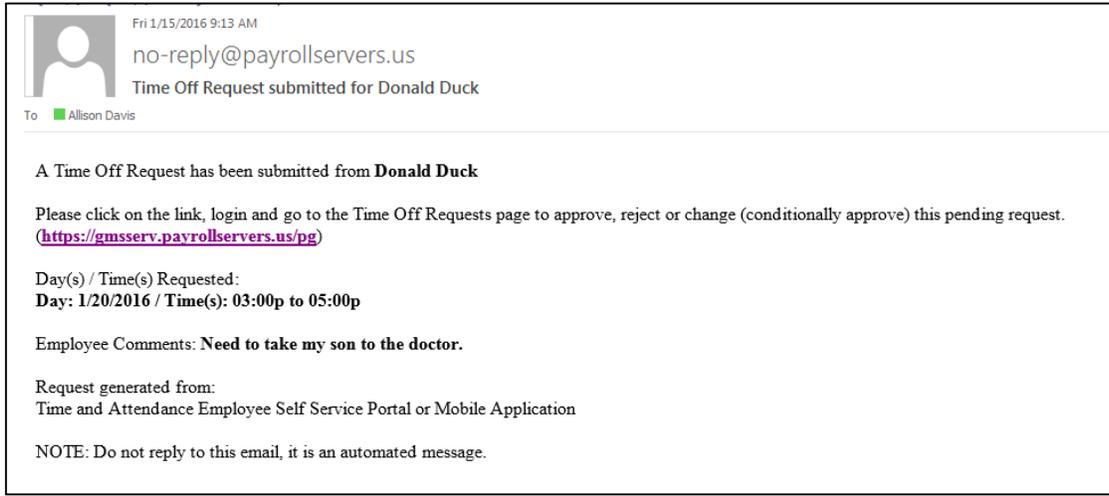


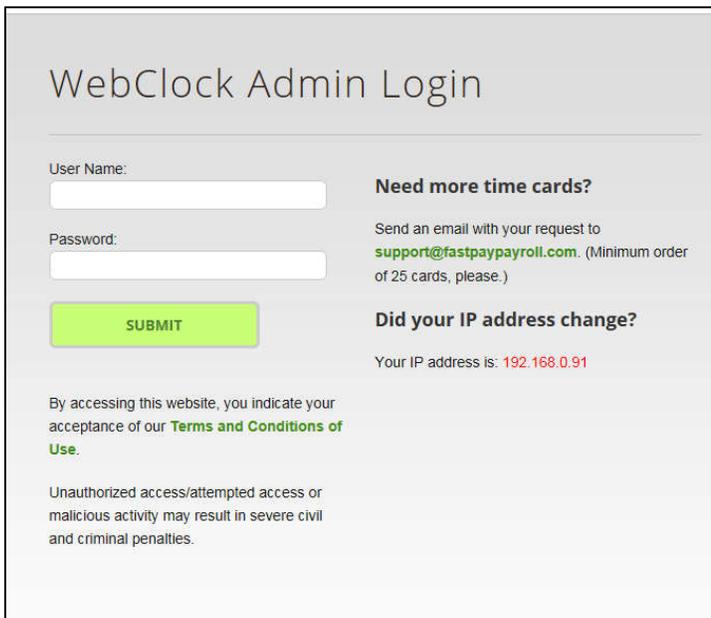
Time Off Request (Supervisor/Admin Steps)

Follow the instructions below to request time off. (For Supervisor Use)

1. You should **receive an email** to the address you have on file associated with your supervisor login when an employee under you supervision requests time off.
 - a. FYI: This email is sent to all administration and supervisors associated with this employee. So another admin or supervisor may take care of the request before you have a chance to look over it.
 - b. This should be an internal process set in your company so that everyone knows who and what they are in charge of.
 - c. The email will look similar to this:



2. **Click on the link in the email** or you can go to: <https://www.fastpaypayroll.com/login-webclock-admin.aspx>
3. **Login** with you User Name and Password and click Submit:



4. Click on either the **Time Off Requests** link under the Main Menu or under the Quick Stats link:

The screenshot shows the user interface of the Fast Pay payroll system. On the left is a 'MAIN MENU' sidebar with the following items: 'Fast Pay GSM Services Inc. TWP' (highlighted), 'Dashboard', 'Time Off Requests (2)', 'Employee Setup', and 'Add New Employee'. Below these are 'Time Cards' options: 'Multi-Time Card Editor', 'Yesterday's Entries', 'Today's Entries', 'Current Period - Start: 1/11', 'Previous Period - End: 1/10', and 'Select Other Periods'. At the bottom of the sidebar are 'Maintenance Menu', 'Reports Menu', 'Settings Menu', and 'HELP & SUPPORT' with links for 'Terms of Use' and 'Help'. The main content area features a clock icon and a welcome message: 'Welcome to your automated timekeeping administrative account. If y...'. Below this is a 'Quick Stats - Fast Pay GSM Services Inc. TWP' section with the following data: 'Total Employees Clocked In: 0', 'Total Current Employees: 1', 'Time Off Requests: 2', 'Total Missing Punches: 0', 'Total Employees with Mobile Enabled: 1', 'Total Employees with Web Clock Enabled: 1', and 'New Release: Release Notes'. A 'Quick Links' section follows, categorized into 'Getting Started' (Add a new employee Employee Setup, Update Personal Information), 'Daily' (Correct Missing Punches, Review Yesterday's Punches), 'Each Pay Period' (Edit time cards for the Current pay period, Edit time cards for the Prior pay period, Run the Summary Report), and 'Optional' (View account settings Processing Rules).

5. You will then see any pending, approved, conditionally approved or rejected time off requests:

This screenshot shows the 'Time Off Requests' section of the Fast Pay payroll system. The left sidebar is identical to the previous screenshot, with 'Time Off Requests (2)' highlighted. The main content area is titled 'INSTRUCTIONS' and displays a list of request statuses: 'Pending (2)', 'Approved (1)', 'Conditionally Approved (0)', and 'Rejected (0)'. Each status is preceded by a right-pointing chevron icon.

6. **Click on the Pending requests** to expand the requests:

> INSTRUCTIONS

> Pending (2)

- > 1/15/2016 Duck, Donald Wednesday, January 20, 2016 3:00p - 5:00p
- > 1/15/2016 Duck, Donald Friday, April 8, 2016 - Wednesday, April 13, 2016

> Approved (1)

> Conditionally Approved (0)

> Rejected (0)

7. **Click on the request** you want to work with first:

> Pending (2)

> 1/15/2016 Duck, Donald Wednesday, January 20, 2016 3:00p - 5:00p PENDING X ✓

On 1/15/2016 Donald Duck requested the following days off using time: **Wednesday, January 20, 2016 3:00p - 5:00p**

This equates to:
Wednesday
Total

Employee Comments: Need to take my son to the doctor.

Supervisor Comments: X ✓

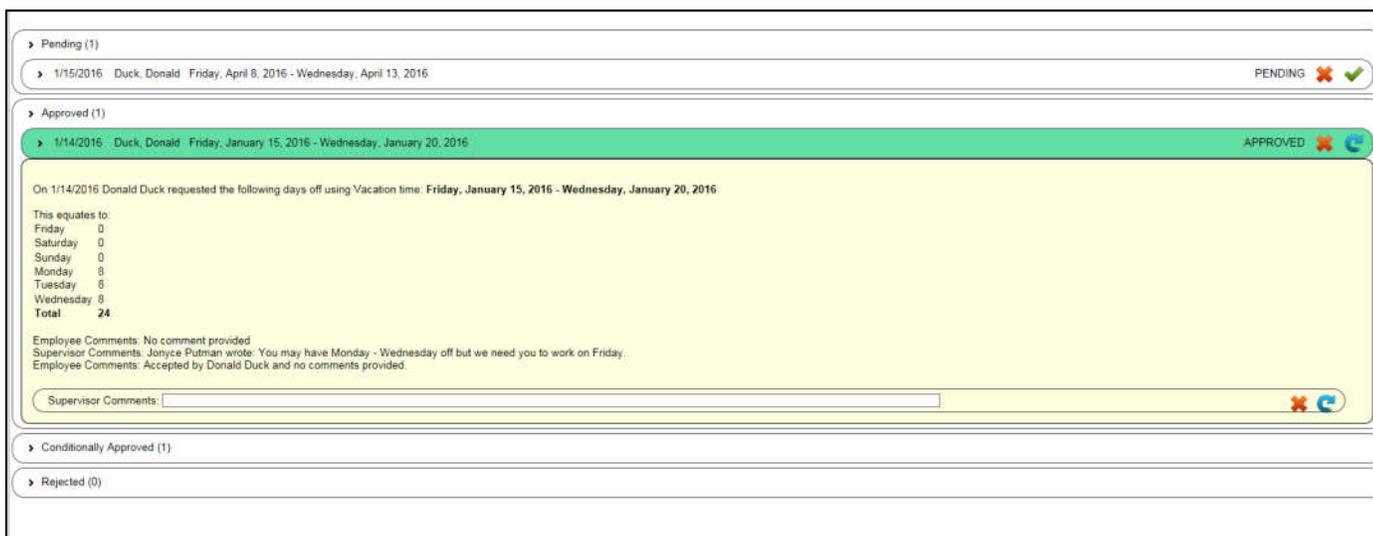
> 1/15/2016 Duck, Donald Friday, April 8, 2016 - Wednesday, April 13, 2016 PENDING X ✓

> Approved (1)

> Conditionally Approved (0)

> Rejected (0)

- 8. You can then click the red X to reject the request, the green checkmark to approve the request or change the number of hours or days and write a comment as to why you made the change you did and click the X or the checkmark to conditionally approve the request.
 - a. Your response will then be emailed to the employee and updated on their Time Off Request tab in their Time Card.
 - b. If you conditionally approved their time the employee will need to approve or reject the changes, once this is done it will update your Time Off Requests screen by moving the pending request to either approved or rejected.



- 9. You can also go back and review any of the upcoming requests: