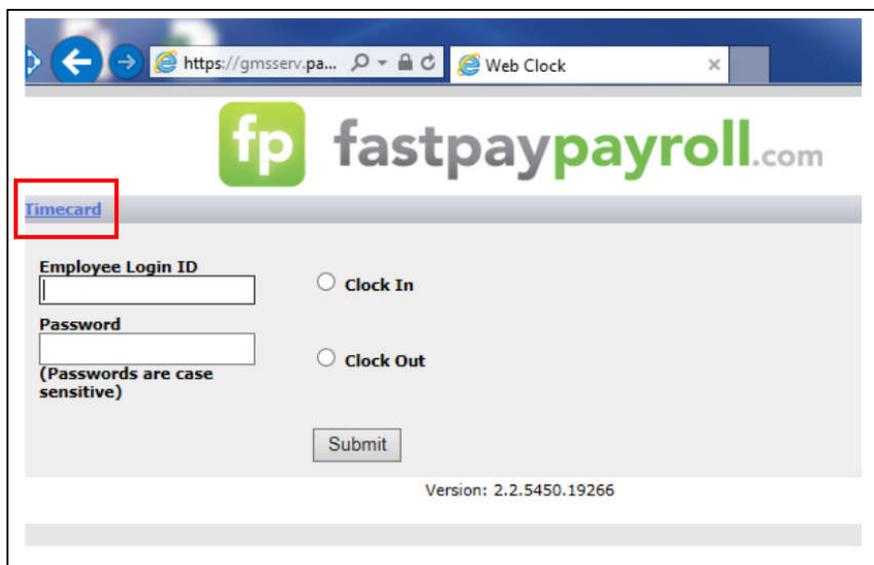


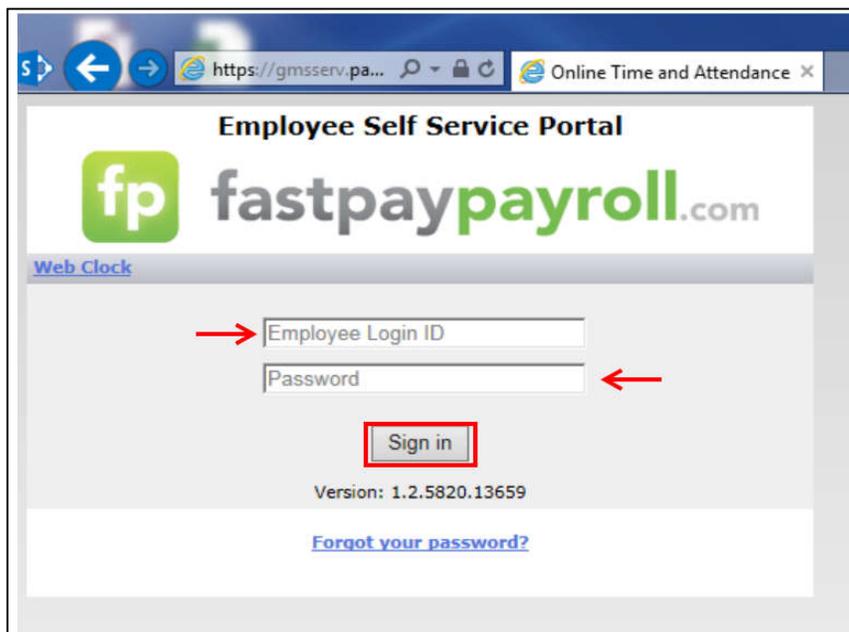
### Time Off Request (Employee Steps)

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

1. Go to <https://gmsserv.payrollservers.us/webclock/> and click the “Timecard” link:



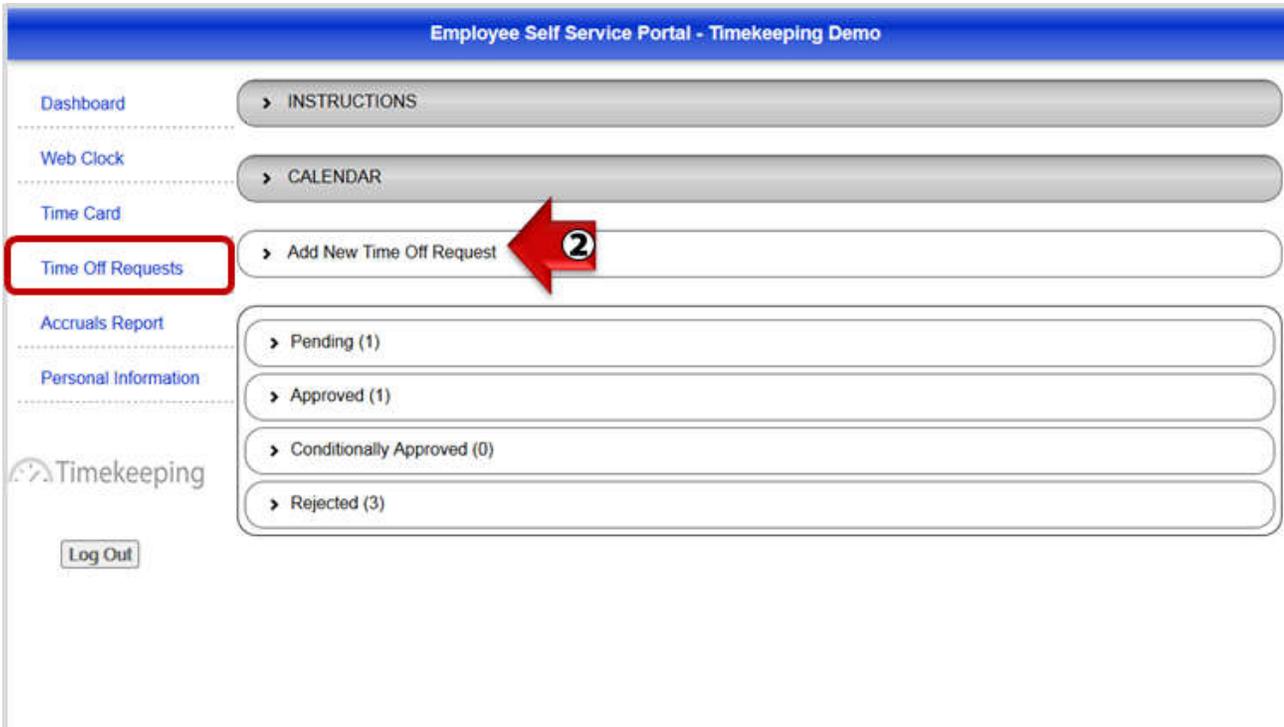
2. Enter your user name and password, then click “Submit”:



3. From the ESS Portal, click on “Request Time Off,” and follow the steps on the page to submit a time off request. Click on the “Instructions” arrow (>) for a general overview of the “Time off Request” process. Click on the “Calendar” arrow (>) to view approved time off for the entire month. If an employee needs access to the ESS Portal, see the ESS How To article.

**Step 1.** Click “Time off Requests.”

**Step 2.** Click the “Add New Time off Request” (>) to view options.



**Step 3.** Click the blue “Department Time Off List” button to see if other employees in the department have time off already approved (see screen view below).

**Step 4.** Select the “Category” that best represents the request such as vacation or sick time.

**Step 5.** Select single day, multiple days or a partial day.

**Step 6.** Enter a “Description” for the requested time Off. This field is required.

**Step 7.** This section displays the name of the supervisor that the email notification will go to by default when you submit your request. There is an option to send your “Time off Request” to another manager as well.

**Step 8.** Review the form, and click “Save Request” to submit your request.

**Department time off list** 3

Type	Accrual balances as of 12/21/2013	Planned Time Off	Balance including planned time as of 12/21/2013
SICK	8 hours	0 hours	8 hours
VACATION	48 hours	0 hours	48 hours

Note: The balance including planned time does not account for future time accrued.

Category  4

Single Day

Date

Hours  5

Multiple Days

Partial Day - Times

Description  6

The following people will receive a notification of this time off request 7

- Susie Simple
- Gavin Groups

(Optional) Send an email notification to the following managers

Timekeeping Demo

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- 4. Once a “Time off Request” is made the request will move to the “Pending” section. From there, the request will either move to the “Approved,” “Conditionally Approved,” or “Rejected” section depending on the supervisor or manager’s decision. The employee will be notified of the decision via email.
  - a. Details of a request can be viewed from the “Pending,” “Approved,” “Conditionally Approved,” and “Rejected” sections. For example click on “Approved” to see the list of “Approved” requests (as seen below). Click the (>) on a specific “Approved” request to view details.

The screenshot shows the 'Employee Self Service Portal - Timekeeping Demo' interface. At the top, there are navigation buttons for 'INSTRUCTIONS', 'CALENDAR', and 'Add New Time Off Request'. Below these are expandable sections for 'Pending (0)', 'Approved (2)', 'Conditionally Approved (0)', and 'Rejected (3)'. The 'Approved (2)' section is expanded, showing two requests. The first request is for PTO on Thursday, December 26, 2013, to Friday, January 3, 2014. The second request is for PTO on Friday, December 20, 2013. A red arrow points to the 'Approved (2)' section header. Below the second request, a yellow box provides details: 'On 12/16/2013 you requested the following days off using PTO time: Friday, December 20, 2013. This equates to: Friday 4. Total 4. Employee Comments: Family party. Supervisor Comments: Approved by Timekeeping Demo and no comments provided.'

Date	Type	Requester	Period	Status
12/12/2013	PTO	Paige	Thursday, December 26, 2013 - Friday, January 3, 2014	APPROVED
12/16/2013	PTO	Paige	Friday, December 20, 2013	APPROVED

On 12/16/2013 you requested the following days off using PTO time: **Friday, December 20, 2013**

This equates to:  
Friday 4  
**Total 4**

Employee Comments: Family party.  
Supervisor Comments: Approved by Timekeeping Demo and no comments provided.

- 5. If a supervisor or management changes the “Category” or number of “Hours,” then the “Time off Request” will be moved to “Conditionally Approved” (see example below). From there the employee has the option to add a note or to “Approve” or “Reject” the change.
  - a. **Note:** The change will display in bold blue, just as an edit or addition displays in bold blue on the time card.

The screenshot shows a web interface for a time off request. At the top, a dropdown menu is set to "Conditionally Approved (1)", highlighted with a red box and a red arrow. Below this, a header bar shows the date "12/16/2013", the employee name "Simple, Susie", the day "Tuesday, December 24, 2013", and the status "CONDITIONALLY APPROVED" with a red 'X' and a green checkmark icon.

The main content area is divided into two sections:

- Original Request:** A text box states "On December 16, 2013, you submitted the following time off request:" followed by a table:

Date	Category	Hours
Dec 24, 2013	PTO	8
		Total 8
- Proposed Request:** A text box states "Your Supervisor has changed your time off request to the following:" followed by a table:

Date	Category	Hours
Dec 24, 2013	Sick	8
		Total 8

At the bottom, there are two comment fields: "Employee Comments: Vacation" and "Supervisor Comments: Hours used should be Sick pay."