UKG – Manage Employee Time Off Requests Quick Reference Guide

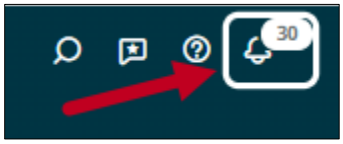
This document explains how to locate time off requests that have been submitted by your employees and how to approve, reject, or mark them as pending, as appropriate.
All submitted employee time off requests are directed to the manager or managers defined for each employee.

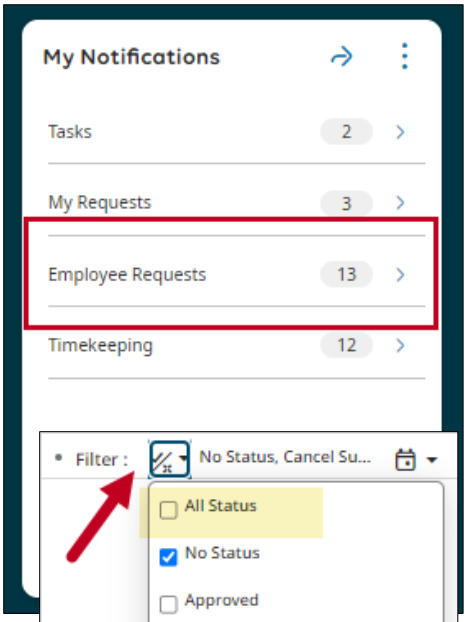
Employee Time Off Requests

View Notifications

- **My Notifications** – The **Employee Requests** category on the **My Notifications** tile displays the total number of submitted requests requiring your action in the **Control Center** (i.e. approval, refusal, or to be marked as read).

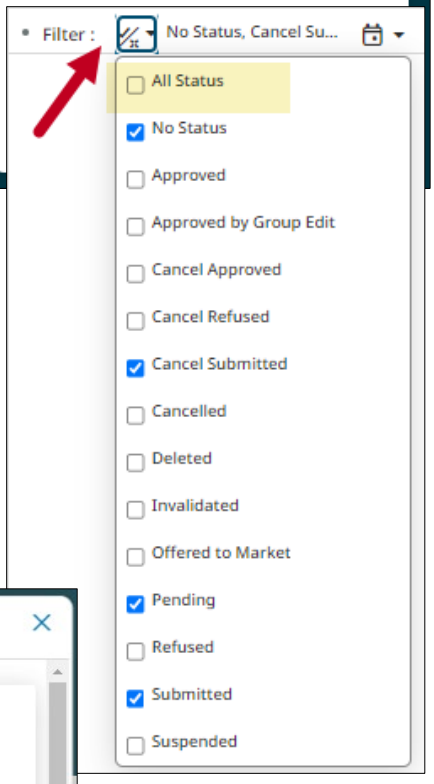
- **Alerts/Notifications icon (Bell icon) –** Located in the upper right corner of all pages within **Workforce Management**, it displays the total number of items in all notification categories (**Tasks, My Requests, Employee Requests,** and **Timekeeping**) that require your action.





To access employee time off requests
My Notifications tile

1. On the **Workforce Management Homepage** and **click** the **Employee Requests** category on the **My Notifications tile** to display filtered notifications for employee requests in the **Control Center**
2. **Use** the **filter dropdown** at the top of the notifications to select/deselect statuses then **click anywhere** outside the filter dropdown to display the results



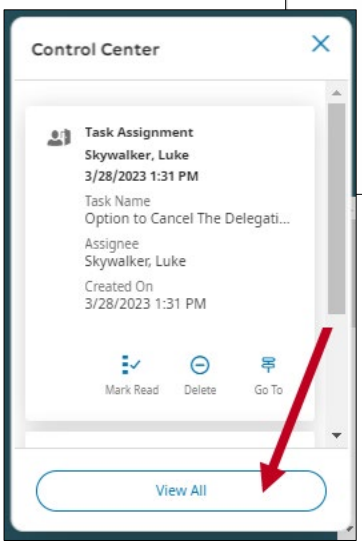
*Tip: Use **All Status** to view all notifications in a category.*

Preset filters will automatically display notifications with the bulleted statuses below.

- *No Status*
- *Cancel Submitted*
- *Pending*
- *Submitted*

Alerts/Notifications icon

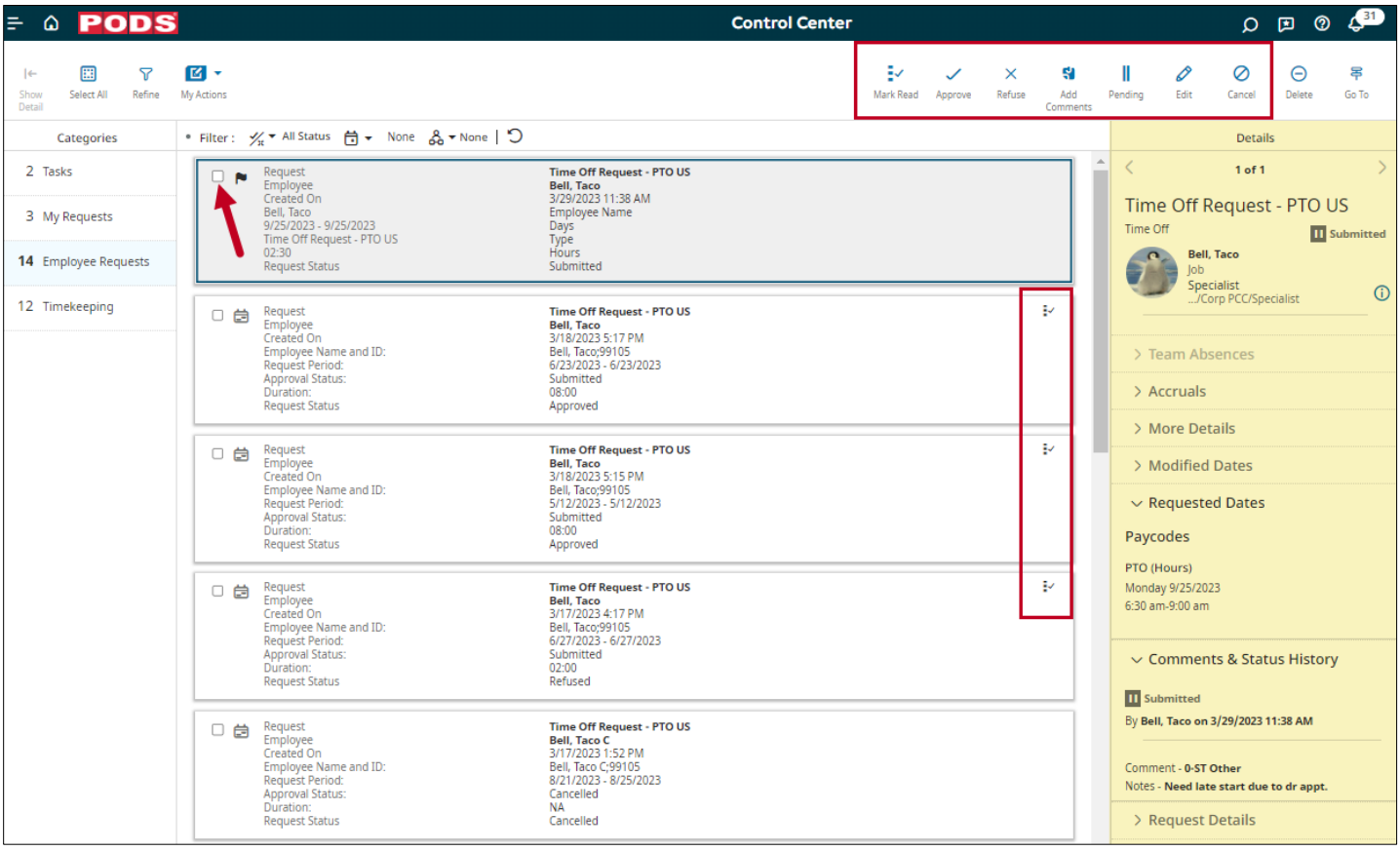
1. **Click** the **Bell icon** in the upper right corner of the page to open the **Control Center** panel on the right
2. **Click View All** at the bottom of the panel to open the full **Control Center**



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Respond to Time Off Requests in Control Center

1. **Click** on the **request** you want to review (shown with a gray highlight or by marking the tick box)
2. View the details of the selected request in the **Details** section to the right side **clicking** any of the **arrows** to the left of the listed **sections** to expand/collapse the information
3. **Use** the **icons** on the top to take actions on the selected notification:
   - **Approve** = to approve a request
   - **Refuse** = to reject a request
   - **Add Comments** = to provide more information back to the employee
   - **Mark as Pending** = to leave the request in a pending status to come back later
   - **Cancel** = if you need to cancel the request on behalf of the employee
4. A **confirmation message** will appear at the top of the screen indicating that your action was **successful**
5. Employees and managers will **receive notifications** when requests **change status**

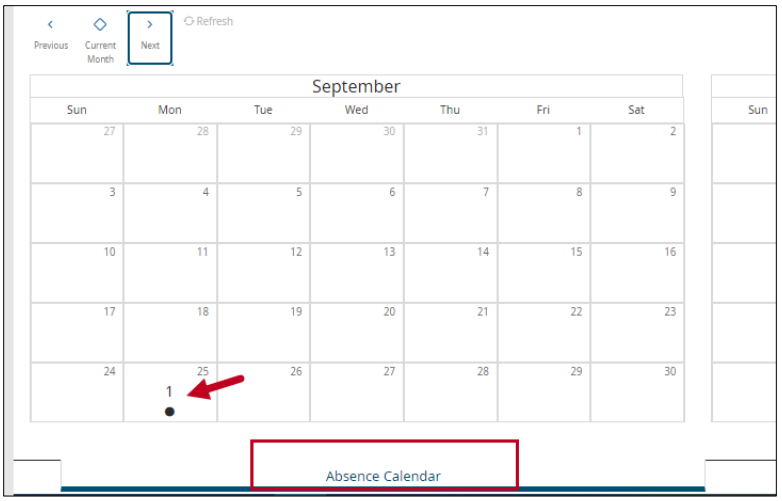


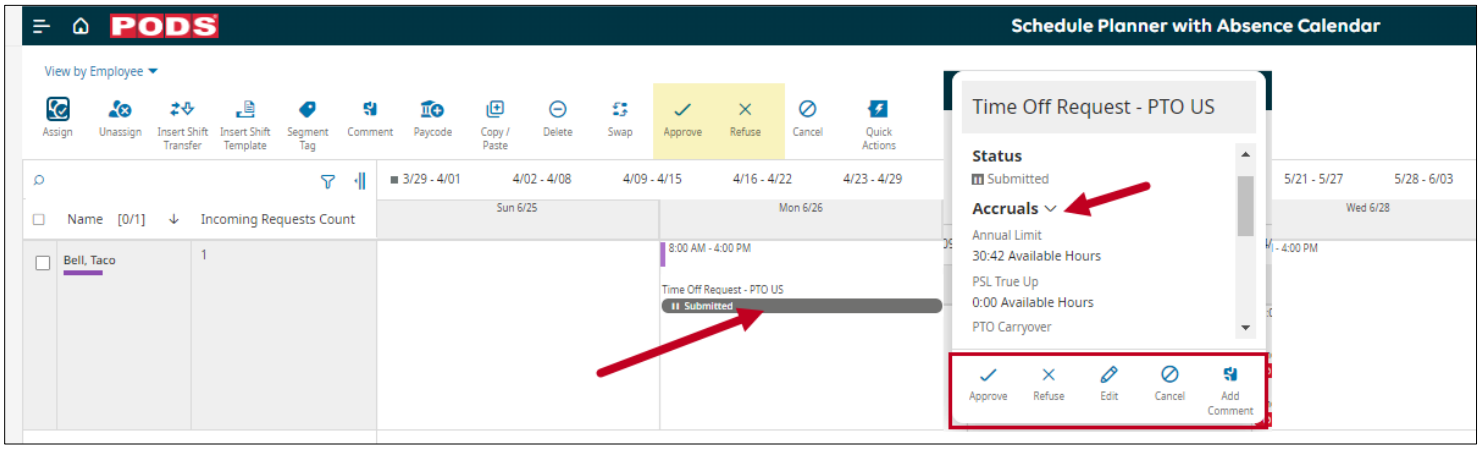
Tip: Items marked as read will appear with the Mark Read icon.

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Respond to Time Off Requests in the Schedule Using Absence Calendar

1. From the **Workforce Management Homepage**, **click** the **Full Schedule arrow** on the **Manage Schedule** tile to open the **Schedule Planner with Absence Calendar** view
2. **Select** the appropriate **date range** to view the submitted request in the schedule grid or **select** a date with a **black dot** on it in the **Absence Calendar** to see an employee request
3. **Right-click** the submitted **time-off request** in the schedule grid to open the Time Off window.
4. **Select** one of the actions:
   - **Approve** = approve a request
   - **Refuse =** reject a request
   - **Cancel =** cancel the request <u>on behalf of the employee</u>
   - **Add Comments** = Add a Comment request





Tip: Use the Approve/Refuse in the Quick Actions to approve or refuse multiple requests at one time. You will not be able to review details for the requests when using the quick actions.

Once you approve a request you will not have the ability to mark it as refused if circumstances change. You will need to cancel the entire request.