

Requesting Time Off

Quick Reference

Note: For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click the  button in the upper right corner of most ezLaborManager pages.

To Submit Time Off Requests

- 1 From **My Home**, click the **New Time Off Request** button.
- 2 On the **Time Off Request** page, enter information in the following optional fields:
 - Description
 - Comments
- 3 In the calendar on the left side of the page, select each date for which you want to request time off. When you select a date, a row containing the date is added to the request table on the right side of the page.

Tip: To deselect a date, click the date in the calendar again. To select a week at a time, click the blue arrow at the left of the row in the calendar.

- 4 For each date you selected, edit the **Hours** field (and **Start Time** if necessary).
- 5 For each date you selected, make a selection from the **Earnings Code** menu.
- 6 To have your request reviewed by a certain date, click the  button next to the **Review By** field and select a date.
- 7 Click **Submit**. Your request is sent to your primary reviewer (usually your supervisor).

To View or Edit Your Time Off Requests

- 1 Select **My Time Off Requests** from the menu.
- 2 From **My Time Off Requests**, select from the **Status** menu which types of requests you would like to view. The possible statuses are:

Status Type Meaning

Pending Review	The request has been submitted, but has not yet been reviewed.
Pending Requester Acceptance	The request was partially approved. You can either accept the partial approval or cancel the request.
Approved	The request was fully approved and applied to your schedule.
Accepted	The request was partially approved, accepted by you, and applied to your schedule.
Denied	The request was denied by your reviewer.
Canceled	The request was canceled by you, a reviewer, a supervisor, or ezLaborManager.

- 3 To view requests for a different year, make a selection from the **Year** menu. (This menu is not displayed unless you submitted a time off request before the current calendar year.)

Tip: To view detailed information about or to edit a request, click the request number in the far-left column. Although you can view information about any request, you can only edit requests that have a **Pending Review** status. If you need to make changes to a request that has already been reviewed, you must cancel the request and enter a new one.

- 4 If you made any changes, click **Submit**.

To Respond to Partially Approved Time Off Requests

- 1 Select **My Time Off Requests** from the menu.
- 2 From **My Time Off Requests**, click the request number for a request with the **Pending Requester Acceptance** status.
- 3 Read the information in the **Review** column at the bottom of the page. This indicates which part of your request was accepted and which part was denied.
- 4 If you want to accept the partial approval of your time off request, click **Accept Partial Approval**. If you do not want to accept the partial approval, click **Cancel Request** and click **OK**.

To Cancel a Time Off Request

- 1 Select **My Time Off Requests** from the menu.
- 2 From **My Time Off Requests**, click the request number in the far-left column for the request you want to cancel.
- 3 Click **Cancel Request** and click **OK**.