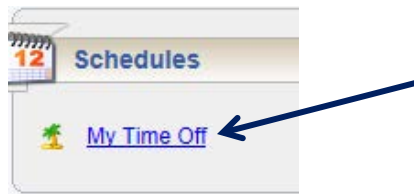


TIME OFF REQUESTS - PAGE 1

Employees use the Time Off Request Process to request time off of work. This process is used for NON-FMLA (short-term) Leave. (See job aid for "Time Off Requests- FMLA/Long-Term Leave" for more information.)

1. Log into EmpCenter.
2. Click on the link in the Schedules frame for **My Time Off**.



3. Click on the **Create New Request** button.

4. Click on the **Continue** button in the right frame, **Time Off for Sick, Vacation and Other**.

I need to request time off for...

FMLA and/or Other Disability Leaves	Time Off for Sick, Vacation and Other
<p>Reason For Leave:</p> <ul style="list-style-type: none"> • Serious Health Condition and or Personal injury • Serious Health Condition of Family Member • Parental Care (Newborn, Adoption, Foster Care Placement) • Military - Service Member Family Leave • Military - Exigency Family Leave <p><small>*Must also complete "General Time Off Request" section to request pay</small></p> <p><small>*Federal, Medical, Family, or Military Leave. Please use the following link for further information: Family Medical Leave Act</small></p> <p><input type="button" value="Continue"/></p>	<p>Time off Request</p> <ul style="list-style-type: none"> • Sick Time • Vacation Time • Other <p><input type="button" value="Continue"/></p>

5. The Create Time Off Request Form Displays.

6. Use the drop down arrow in the **Pay Code** field and select the applicable Pay Code. A Pay Code is a category to which your hours are assigned. Note: **Hourly Staff** will use the pay codes **Hourly Sick** and **Hourly Vacation**. **Salary employees** will use the **Sick** and **Vacation** pay codes.
7. In the **Date** fields, select a start and end date for the time off. You can type the dates in or use the **Calendar** button.
8. In the **Comments** field, enter a comment to your Supervisor. Be sure to add comments if you are taking a partial day off.
9. Click on the **Next** button. The Request Details page displays:

Action	Date	Pay Code	Hours
	Fri 09/20/2013	Vacation	8.0

Comments
Requesting 1 day off

Salary employees: Enter total hours taken. Make changes to Hours as needed

Action	Date	Pay Code	Hours	In Time	Out Time
	Thu 09/05/2013	Hourly Sick	8.0	01:00 pm	04:00 pm

Comments
Doctor appointment for myself

Hourly employees: Enter in/out time for the leave

TIME OFF REQUESTS - PAGE 2

- Make any necessary changes to the Date, Pay Code, Hours (if taking partial day) and Comments. Click on the **Update** button. Hours must be entered in quarter hours.
- NOTE:** Hourly employees will need to enter an in/out time for certain pay codes – such as **Hourly Sick** and **Hourly Vacation**. Keep in mind that lunch is **NOT** automatically deducted from this time. Therefore, if you normally work from 7 AM – 4 PM you should record the time as 7 AM to 3 PM for a total of 8 hours. Another option is to enter two time slices for the day – i.e. 7 AM – 11 AM and 12 PM – 4 PM for a total of 8 hours.

Request Details

Action	Date	Pay Code	Hours	In Time	Out Time
	Mon 09/16/2013	Hourly Sick		07:00 am	03:00 pm
	Tue 09/17/2013	Hourly Sick		07:00 am	03:00 pm
	Wed 09/18/2013	Hourly Sick		07:00 am	03:00 pm

Hourly Employees: Lunch will not be automatically deducted from the in/out time slice – you may need to adjust the end time if you are taking an entire day off.

- To add additional Pay Codes (for example, part day vacation/part day sick), use the button.
- Click on the **Submit** button. The request goes to your Supervisor.
- Click on the **OK** button to remove the Status box.

NOTE: Once the request is approved by your Supervisor, the time off will automatically appear on your Timesheet for that time period.

REVIEW & CANCEL TIME OFF REQUESTS

- On the Dashboard, click on the link in the Schedules frame for **My Time Off**.

Type	Start Date	End Date	Status
Time off - Monthly Sick Taken	06/28/2013	06/28/2013	Pending

Current Time off requests will be listed on the **Current** tab. Previous requests can be found on the **Past** tab.

- For requests that are today or in the future, make sure you are on the Current tab. For requests that are prior to the current date, click on the Past tab.
- Click on the time off entry you want to cancel.

Date	Pay Code	Hours
Fri 06/28/2013	Monthly Sick Taken	2.0

Date/Time	Approval Status	User	Comments
06/25/2013 08:49 am	Pending	Rodehaver, Pamela K	doctor apt. 1-3

- Click on the **Cancel Request** button.

- Enter a reason for the cancellation and click on the **Cancel Request** button.
- Click on the **OK** button to clear the Status box.

TIME OFF REQUESTS - PAGE 3

PAY CODES

A **Pay Code** is a category to which your hours are assigned. When requesting time off, you will select the Pay Code that matches the reason for the time away from work. Different categories of employees will have different Pay Codes available for selection. Some common Pay Codes are:

Pay Codes	
Bereavement	Leave with Pay
Sick	Unpaid Time
Vacation	Comp Time Taken
Hourly Sick	Jury Duty
Hourly Vacation	Floating Holiday

TIME OFF REQUEST NOTES:

- Time off requests can be entered for a date up to 30 days in the past or 500 days in the future.
- CWA employees will enter sick time using the time off request and must follow their standard procedure to submit documentation for sick leave. The supervisor will then forward the information so it can be entered as documented or undocumented leave.
- Once approved, time for approved Time Off Requests will automatically display on your Timesheet.
- Time must be submitted in quarter hour increments.
- FMLA and other long-term leaves must be requested via a different process, see job aid for "Time Off Requests – FMLA/Long Term Leave" for instructions.
- If submitting a leave request for a pay period which is CLOSED, the approved leave request will generate an **amended** time sheet.
- Full-time Contract Professionals, Full-time Faculty, and Full-time Exempt Staff must submit their timesheet for weeks they have approved time off requests.