

Dayforce HCM Employee Access Employee Guide

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Log into Dayforce

1. URL: www.dayforcehcm.com
2. Company: **imagine**
3. User Name: **5 digit clock number (00673)**
4. Password: **{4 digit birth year}imagine**
5. Click the **Login** button.



Write down your login credentials in this chart so that you can log back in again if you need to.







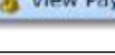
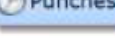
URL:	www.dayforcehcm.com
Company:	imagine
User Name:	
Password:	

Note: When you open Dayforce WFM for the first time, you may see a message prompting you to install Microsoft Silverlight—a free application required to run Dayforce WFM. Some features may not be displayed within Dayforce if Silverlight is not installed. To check whether any of your features are affected, click the **User** application tool. The System Details window displays and any Silverlight features that are not currently displayed are listed in the **Features not loaded** box.

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Tool Bar Buttons

The following buttons appear on the Tool Bar when navigating Dayforce as an employee:

Icon	Description	Definition
 Load	Folder	Load information on the page.
 Save	Floppy disc	Save changes.
 Refresh	Circular arrows	Refresh the current page to display the most recent changes.
 Undo Redo	Left and right downward arrows	Undo an action you just performed, or redo an action that you just canceled.
 New	Green plus	Add a new item to the workspace.
 Copy	Papers	Create a copy of the selected item.
 Delete	Red X	Delete the selected item.
 View	Clipboard	Modify the way information is displayed.
 Authorize	Stamp	Authorize completed timesheet entries.
 Problems	Error	Display any problems on the timesheet.
 Audits	Pen	Show any changes made to the timesheet.
 View Pay	Money bag	Displays a summary of employee pay according to the timesheet entries.
 Punches	Punches	View all punches that have been entered by an employee.

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Imagine! Uses several different methods of Time Entry, please refer to the appropriate method:

1. Time Clock
2. Hours Entry (total hours entered for each day)
3. Time In/Out Manually Entered
4. Salary Manager (hours pre-populate automatically)
5. Salary Non-Manager (hours pre-populate automatically)

Below are instructions for each, please refer to the appropriate method.

1. Using the “Time Clock”:

Upon Login, the time clock will appear in the left column (Path: My Work > My Time Clock).

Employees punch in and out for their shifts by clicking on the “In” or “Out” button below the clock.

Maximize the **My Time Clock** pane on the My Work screen, if desired, by clicking on the black box in the upper right side of the “My Time Clock” column. The employee time clock displays. Minimize the screen again by clicking on the black rectangle.



The top right-hand corner of the time clock displays the current status to indicate whether to clock in or clock out. The current time and date is displayed in the center of the time clock.

Use the “Transfer” button at the bottom of the clock **after** clocking in to change jobs or cost centers. A new window will open with the option to “select location” (choose a different cost center) and to “select position” to select another job (which will access a secondary pay rate if appropriate). Click on “OK”, and the window will close.

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The Timesheet

Once an employee has punched in for work, their punches appear on the **Employee Timesheet**. Click on “Employee TimeSheet” and select “Load”.

This feature tracks an employee’s actual hours worked against their scheduled hours (if schedules are being used) on a weekly basis. The data from the timesheet is then used to calculate pay.

Sunday, Sep 14	Monday, Sep 15	Tuesday, Sep 16	Wednesday, Sep 17	Thursday, Sep 18	Friday, Sep 19	Saturday, Sep 20
	Packaging Packa	Packaging Packa	Packaging Packa	Packaging Pax	Packaging Packa	
	7:00a 7:00a	7:00a 7:00a	7:00a 7:00a	7:00a 7:12a	7:00a 7:00a	
	11:00a 11:00a	11:00a 11:00a	11:00a 11:00a	11:00a 11:00a	11:00a 11:00a	
	11:30a 11:30a	11:30a 11:30a	11:30a 11:30a	11:30a 11:30a	11:30a 11:30a	
	3:00p 3:00p	3:00p 3:00p	3:00p 3:00p	3:00p 3:00p	3:00p 3:00p	
	7.50 7.50	7.50 7.50	7.50 7.50	7.50 7.30	7.50 7.50	
EDIT CLIPBOARD HERE	EDIT CLIPBOARD HERE	EDIT CLIPBOARD HERE	EDIT CLIPBOARD HERE	EDIT CLIPBOARD HERE	EDIT CLIPBOARD HERE	

This is an example of what an employee timesheet looks like. Please note the green arrows to the right and left of the date. These allow navigation between weeks. The calendar may also be used to select prior payroll weeks. The main actions that can be performed with the Timesheet are:

- **Review** – Look at a timesheet to verify time and accuracy
- **Comments** – Add comments to identify and track any discrepancies

Another feature that is available on the Employee Timesheet is:

- View Pay

The View Pay Panel

Path: **My Timesheets** > **[Load the Timesheet]** > **View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. Please note, holiday benefit hours can be viewed in “View Pay”. It is important for supervisors and employees to preview employee pay in **My Timesheets**. Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly
- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**.

Weekly	Date	Location	Department	Job	Docket	Qty	Amount	UNPAID	REG	OT	PREM	BEN	VAC
Daily	Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)												
Retros	Tue Jul 15	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
	Wed Jul 16	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
	Thu Jul 17	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
	Fri Jul 18	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
	Sat Jul 19	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
				Total		0.00	\$491.25	2.50	37.50				

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For each view, scroll to the right to see all pay codes used.
(See below if schedules are being utilized)

Log off by clicking on the door icon to the far right of the top row.

2. Hours Entry

Upon login, see the “My Time sheet” column on the left side of the page (Path: “My Work”>My Timesheet). Click on the “Load” button next to the date and calendar. Use the green arrow in the upper, left side of the screen to go to the appropriate week, or click on the calendar to pick another payroll week.

Under “Pay Code”, click on the drop down to select the pay code desired, then, close the pop up. Enter the number of hours worked for each date of the week. **Click on “Save” after each entry**, or after the hours have been entered for the week. If more than one pay code is appropriate for the week, click on the green arrow labeled “Add a Row” and repeat.

Maximize the **Time Sheet** pane on the My Work screen, if desired, by clicking on the black box in the upper right side of the “My Time Clock” column. Minimize the screen again by clicking on the black rectangle.

Review time sheet by going to “Employee Time Sheet”, then click on “Load”. In this view, “View Pay” may be utilized.

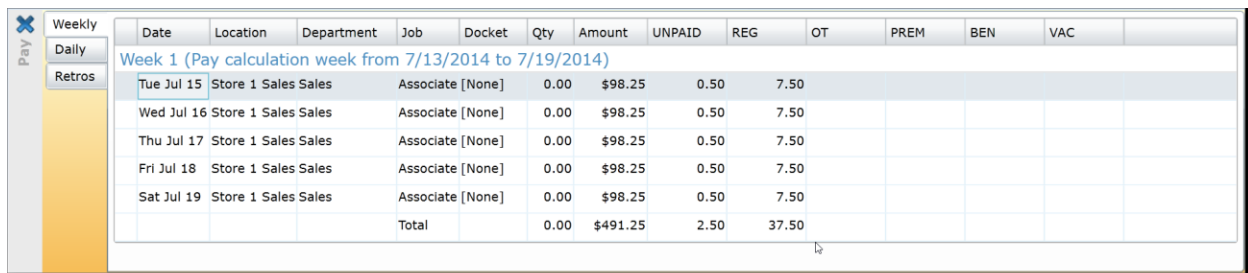
The View Pay Panel

Path: **My Timesheets > [Load the Timesheet] > View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. **Please note, holiday benefit hours can be viewed in “View Pay”**. It is important for supervisors and employees to preview employee pay in **My Timesheets**. Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly
- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**.



The screenshot shows the 'View Pay' interface with a 'Weekly' tab selected. The table displays pay data for the week of July 13-19, 2014. The columns include Date, Location, Department, Job, Docket, Qty, Amount, UNPAID, REG, OT, PREM, BEN, and VAC. The data shows a total amount of \$491.25 for the week.

Date	Location	Department	Job	Docket	Qty	Amount	UNPAID	REG	OT	PREM	BEN	VAC
Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)												
Tue Jul 15	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
Wed Jul 16	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
Thu Jul 17	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
Fri Jul 18	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
Sat Jul 19	Store 1	Sales Sales	Associate [None]		0.00	\$98.25	0.50	7.50				
			Total		0.00	\$491.25	2.50	37.50				

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For each view, scroll to the right to see all pay codes used.

Authorize the Timesheet

Path: **My TimeSheet > Authorize**

Some managers may require the employee to approve their time sheet. If so, select (highlight the week by clicking on Monday and drag across the week and click **Authorize**.

Please note, each week of the pay period must be authorized, so use the green arrows at the top/left of the time sheet to navigate to the second week of the pay period.

Log off by clicking on the door icon to the far right of the top row.

3. Time In/Out Manually Entered

Upon login, click on the “Employee TimeSheet” option on the top of the page. Click on the “Load button next to the date and calendar. Use the green arrow to go to the appropriate week, or click on the calendar to pick another payroll week. Click on the date, and a green plus sign will appear. Click on the green plus sign and “add a shift”.

The first drop down will allow a change of cost center, if appropriate; otherwise the employee’s default cost center will be used.

The second drop down will allow a change of jobs (and different pay rates will automatically be applied if appropriate).

The third drop down will offer pay type, i.e. “work”, “sick”, etc., select the applicable code.

The next two fields allow for the times in and out to be entered.

If additional shifts are to be added to the same date, click on the green arrow at the bottom of the information already entered.

Save information added by clicking on the “Save” button at the top of the screen. It is advisable to save after each entry.

The View Pay Panel

Path: **My Timesheets > [Load the Timesheet] > View Pay**

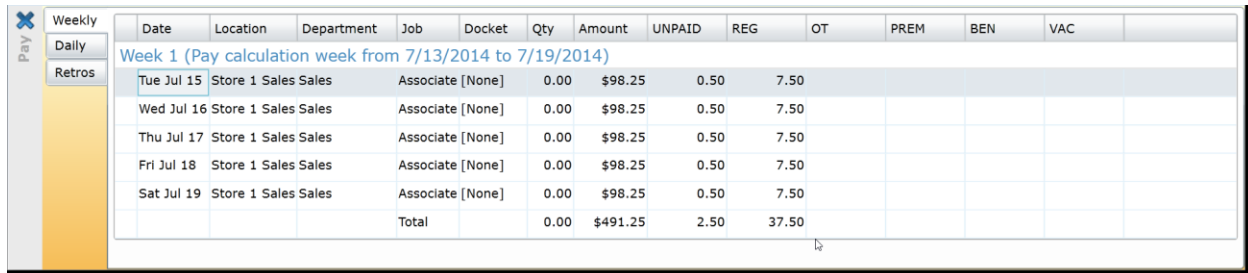
The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. **Please note, holiday benefit hours can be viewed in “View Pay”.** It is important for supervisors and employees to preview employee pay in **My Timesheets**. Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly

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- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**.



The screenshot shows a web interface for pay summary. On the left, there are three tabs: 'Weekly' (selected), 'Daily', and 'Retros'. The main area displays a table for 'Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)'. The table has columns for Date, Location, Department, Job, Docket, Qty, Amount, UNPAID, REG, OT, PREM, BEN, and VAC. The data rows show daily pay calculations for an Associate [None] at Store 1 Sales Sales, with a total amount of \$491.25 and 37.50 hours.

Date	Location	Department	Job	Docket	Qty	Amount	UNPAID	REG	OT	PREM	BEN	VAC
Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)												
Tue Jul 15	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Wed Jul 16	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Thu Jul 17	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Fri Jul 18	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Sat Jul 19	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
			Total		0.00	\$491.25		2.50	37.50			

For each view, scroll to the right to see all pay codes used.

Log off by clicking on the door icon to the far right of the top row.

4. Salary (Manager) Hours Entry

Upon login, go to the (non-labeled) arrow drop down to the far right of the top row. From the drop down, select "Employee TimeSheet" (this is the salaried manager's own time sheet vs. their employees time sheets which are found under "My TimeSheets") Click on the "Load" button next to the date and calendar. Use the green arrow in the upper, left side of the screen to go to the appropriate week, or click on the calendar to pick another payroll week. As a salaried employee, time has already been set up in the time sheet to default as "hours worked".

If any dates in the pay period should be recorded as anything other than "hours worked", such as sick, vacation, jury duty or bereavement, the optimal way to accomplished this is via the "Time Away" request form, which may be used for dates in the past, but the manager's supervisor must approve it in order for it to be updated on the time sheet. **Please see "Use Time Off Request" below.**

If any vacation or sick hours are entered without using the "Time Away" request form:

Under "Pay Code", click on the drop down to select the pay code desired, then, close the pop up. Enter the number of hours worked for each date of the week. **Click on "Save" after each entry**, or after the hours have been entered for the week. If more than one pay code is appropriate for the week, click on the green arrow labeled "Add a Row" and repeat.

YOU MAY NOTE When adding alternate pay (i.e. "sick" or "vacation"), the "regular" hours do not reduce, and you will see the total number of hours increased for the week, at the bottom, right side of the screen. **THIS IS OK.**

The system will automatically reduce the normal hours by the number of alternate pay hours entered. **You may confirm this by clicking on the "view pay"** button in the top row. The pay summary has two main tabs: **Weekly** and **Daily**. To confirm that hours will calculate at the correct number for the week in

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payroll, you may either select the date the alternate hours were inserted and go to “view pay” and click on the “daily” tab. Or, select the “weekly” tab to see all hours being paid for the week.

Use Time Off Request:

Salary Managers can find their own “Time Away” request form under **“My Work”**. Go to the drop down arrow at the top, right side of the screen. The drop down list will offer the “My Work” option. Select the green arrow to add a new request. Complete the form (note the vacation and sick balances at the bottom) and click on the “save” icon (computer disk) at the bottom of the screen. *(Please note, the “Time Off Request Manager” option on the first screen “My Day” is for the manager to submit and approve a time off request for one of their employees.)*

Authorize the Timesheet

Salaried employee time sheets no longer have to be self-approved.

PLEASE NOTE: the pre-populated “schedules” for salaried employees will be automatically loaded for the coming two week period each Sunday night. So, salaried employees will see their time sheets prepopulated two weeks in advance.

5. Salary (non-Manager) Hours Entry

Upon login, select “Employee TimeSheet”. Click on the “Load” button next to the date and calendar. Use the green arrow in the upper, left side of the screen to go to the appropriate week, or click on the calendar to pick another payroll week. As a salaried employee, time has already been set up in the time sheet to default as “hours worked”.

If any dates in the pay period should be recorded as anything other than “hours worked”, such as sick, vacation, jury duty or bereavement, the optimal way to accomplished this is via the “Time Away” request form, which may be used for dates in the past, but the manager’s supervisor must approve it in order for it to be updated on the time sheet. Please see below.

If any vacation or sick hours are entered without using the “Time Away” request form:

Go to “Under “Pay Code”, click on the drop down to select the pay code desired, then close the pop up. Enter the number of hours worked for each date of the week. **Click on “Save” after each entry**, or after the hours have been entered for the week. If more than one pay code is appropriate for the week, click on the green arrow labeled “Add a Row” and repeat.

YOU MAY NOTE When adding alternate pay (i.e. “sick” or “vacation”), the “regular” hours do not reduce, and you will see the total number of hours increased for the week, at the bottom, right side of the screen. **THIS IS OK.**

The system will automatically reduce the normal hours by the number of alternate pay hours entered. **You may confirm this by clicking on “view pay”** button in the top row. The pay summary has two main tabs: **Weekly** and **Daily**. To confirm that hours will calculate at the correct number for the week in payroll, you may either select the date the alternate hours were inserted and go to “view pay” and click on the “daily” tab. Or, select the “weekly” tab to see all hours being paid for the week.

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Use Time Off Request:

If any dates in the pay period should be recorded as anything other than “hours worked”, such as sick, vacation, jury duty or bereavement, the optimal way to accomplished this is via the “Time Away” request form, which may be used for dates in the past, but the supervisor must approve it in order for it to be updated on the time sheet.

Find the “Time Away” request form on the login page (or navigate there by clicking on “My Work” at the top of the page) in the pane on the right side of the screen. Select the green arrow to add a new request. Complete the form (note the vacation and sick balances at the bottom) and click on the “save” icon (computer disk) at the bottom of the screen.

Authorize the Timesheet

Salaried employee time sheets no longer have to be self-approved.

PLEASE NOTE: the pre-populated “schedules” for salaried employees will be automatically loaded for the coming two week period each Sunday night. So, salaried employees will see their time sheets prepopulated two weeks in advance.

Personal Information

Every employee has an HR record created for them within Dayforce. This record contains all information associated with the employee, from their mailing address to the rules that govern how they are paid. Employees don’t see the majority of the HR record; it is managed by an administrator. However, employees are able to update and manage certain types of personal information.

The Me Feature

The **Me** feature is where employees go to view and manage personal information. When selected, the Me feature displays a dropdown list with features:



Employee Profile

Path: **Me > Profile**

Select **Profile** from the list to display the employee profile.

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Employment Information

Number: 1021 Original Hire Date: 7/7/2006
Status: Active First Day Worked: 7/7/2006
Location: Plant 1
Position Title: Packaging Package
Primary Job: Package
Department: Packaging Manager: John Nelson

Pay Information

Pay Class: FT Pay Frequency: Weekly Effective Date: 1/1/2013
Pay Type: Hourly (not exempt) Base Rate: \$22.40 Full Time Equivalent
Employment Indicator: Position Type:

Contact Information

Address: 35 Lincoln St., Jersey City, NJ 07310, USA
Home Phone: 734256283
Cell Phone:
Primary Emergency Contact Name:
Home Phone:
Cell Phone:
Business Phone:

Balance and Attendance

Balance Information

Type	Unit	Accrued	Remaining	Exceeded
Sick	Hours	50	50	
Vacation	Days	25	13	

Attendance Information

Important information found here includes:

- Position Title
- Base rate of pay and pay frequency
- Manager's name
- Contact information and address
- A time away accrual and balance summary
- An attendance summary

Details

Path: **Me > Details**

Details is where personal contact information is managed.

Me - Details

Save Refresh Forms

Last Name: Parker
First Name: Bruce

Born: 8/11/2001
Hired: 7/7/2006

Electronic Address: No Items Defined

New Copy Delete

Phone Number

New Copy Delete

Type	Country	Phone Number	Extension	Alerts	Unlisted?	Effective Start	Effective End
Home		7342556283				7/7/2006	11/11/2099

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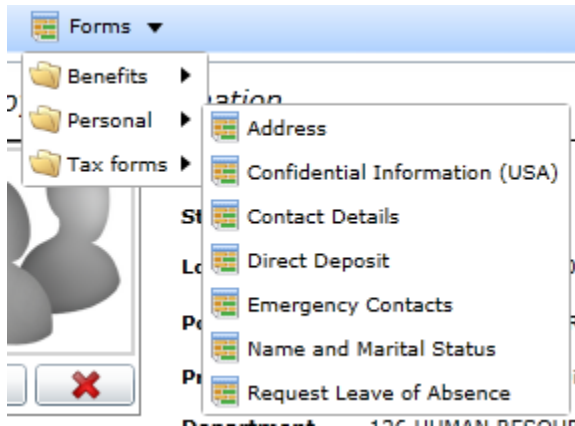
Click **New** on the **Electronic Address** field to add electronic contact information, such as email addresses or social media contact information.

Click **New** on the **Phone Number** field to add a phone number. Mobile, landline and fax numbers may be added.

Forms

Path: **Me > Profile > Forms**

Address and contact information changes require employees to update the personal information on their HR record. Since this information cannot be updated directly, a Form is submitted to make these changes.



User Preferences

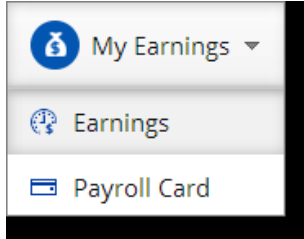
User Preferences is where the password used to log into Dayforce is changed.



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My Earnings

My Earnings is where employees to track their gross pay, net pay, and deductions over time by viewing their earning statements. Each time payroll is processed a new earning statement is generated here.



Earnings

Path: **My Earnings > Earnings**

Earnings displays an employee's earning statements.

An earnings statement is a record of one payment. It displays:

- **Gross pay** - regular earnings and any special rates of pay, such as sick pay or overtime.
- **Other Earnings** – items such as reimbursements, 401(k) match, or taxable benefits.
- **Deductions** – items such as insurance premiums and 401(k) contributions.
- **Taxes paid**
- **Net pay** – total take-home pay for the employee.

XYZ Company, Pay Date: 6/27/2014, #445807596, Type:Normal, Check Template:Normal, Amount: \$272.72

XYZ Co.
 35 Lincoln St.
 Jersey City, NJ 07307

Employee Name: Bruce Parker
Employee #: 1521
Department: Pathology
Job Title: Pathologist
Pay Frequency: Weekly
Pay Rate: 12.4000

Pay Date: 6/27/2014
Pay Period: 3/23/2014 - 3/29/2014
Check #: 840907596
Employer Name: XYZ Company
Employer Phone: 753-856-6222

Employer Address: 1 Deacon St.
 Alpharetta, GA 30009
Federal Filing Status: (M)
Federal Exemptions: 0 (0)

	Current 3/23/2014 - 3/29/2014			YTD As of 3/29/2014		
	Hours/Units	Rate	Amount	Hours/Units	Amount	
Earnings						
REG	50.00	\$ 471.25	\$ 471.25	888.00	\$ 6,469.00	
Premium	37.50	12.4000	\$ 465.00	313.00	\$ 6,324.00	
Traveling Subsidy	12.50	0.8000	\$ 6.25	179.00	\$ 88.00	
Special Information						
401(K) Match			\$ 25.56		\$ 320.42	
Pre-Tax Deductions			\$ 85.56		\$ 1,528.42	
Healthcare			\$ 60.00		\$ 840.00	
Dental			\$ 12.50		\$ 100.00	
401(K)			\$ 23.56		\$ 320.42	
Parking			\$		\$ 200.00	
Taxes			\$ 82.97		\$ 1,115.37	
Fed With			\$ 41.44		\$ 649.10	
MSA With			\$ 24.79		\$ 304.86	
Fed With EE			\$ 6.78		\$ 78.31	
MSA With			\$ 7.85		\$ 98.10	
MS With EE			\$ 1.81		\$ 24.52	
MS With EE			\$ 0.20		\$ 2.72	
MS With EE			\$ 1.79		\$ 24.59	
MS With			\$ 0.42		\$ 6.41	
Post Tax Deductions			\$ 30.00		\$ 380.00	
Life			\$ 30.00		\$ 380.00	
Net Pay			\$ 272.72		\$ 1,465.21	
Check			\$ 272.72		\$ 1,465.21	

Routing # | Account # | Amount

Messages from your Employer

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The earnings statement also displays the year-to-date (YTD) totals for each section. These are the total amounts that have been earned or deducted from each category since the beginning of the year.

The most recent earnings statement displays automatically. An earnings statement from any past pay period can be viewed by selecting it from the menu at the top of the screen.



The blue arrow beside the menu is used to navigate to the earning statement from the most recent previous period.



A paper copy of any earning statement can be printed by selecting **Print** from the tool bar.

Time Away from Work Requests

Path: **My Work > My Time Away**

All employees take time away from work occasionally. **My Time Away** is used to manage employee time away requests within Dayforce.



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From the workspace in this feature you can:

- Create a request for time away from work
- Change a pending time away request
- View approved and denied requests
- Check remaining accrual balances

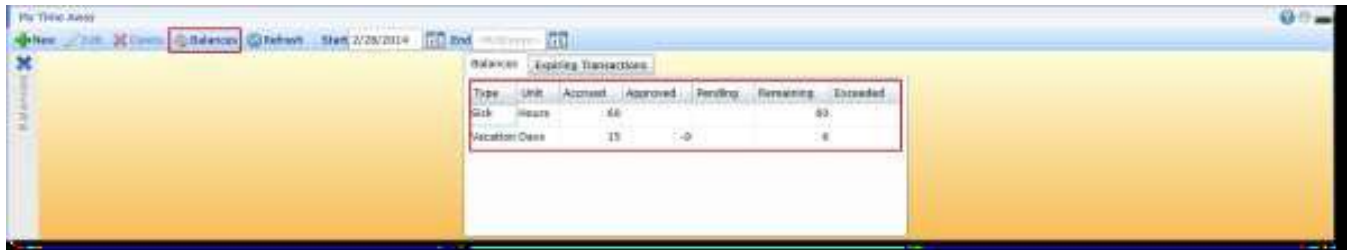
Balances

Balances displays the amount of time off that an employee has remaining. For example, if you have accrued twelve vacation days per year and have used two days so far, the remaining vacation day balance would be ten.

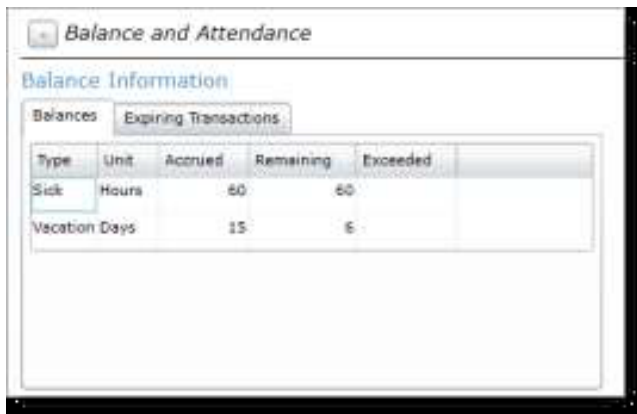
Employees can review their remaining balance prior to submitting a time away request. You cannot submit a request if there is an insufficient balance for the amount of requested time.

Time away balances can be checked in three different places:

1. **Balances** – On the My Time Away screen, click **Balances**. This opens the Balances Panel where balances are displayed.



2. **Profile** – Select Profile from the Me feature list. The time away balances are displayed in the **Balance and Attendance** section of **Details**.



3. **In the Request Window** – When a new Time Away request is created on the My Time Away page, the balances are displayed at the bottom of the window.

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Balances									
Balances Expiring Transactions									
Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
Sick	Hours	01/01/2014		60.00	0.00	0.00	0.00	60.00	0.00
Vacation Days		01/01/2014		15.00	0.00	0.00	0.00	15.00	0.00

Request Time Away from Work

Path: **My Work** > **My Time Away**

Begin creating a request for time away – in this case, vacation time. Open the My Time Away pane in My Work.

Date(s)	Type	Status	Length
Mon, Feb 09 2015 – Wed, Feb 11 2015	George King	Approved	3 days
Fri, Jan 30 2015	Jay	Approved	1 day

All current time away requests, both active and inactive, are displayed. The most important pieces of information on each request are:

- **Date(s) of Time Away** – Displayed in the top left-hand corner of each request
- **Type of Request** – Displayed in the bottom right-hand corner of each request along with a symbol for quick reference
- **Status** – Displayed in the center of the request; the symbol that appears changes as the status of the request is modified
- **Length of Time Away** – Displayed in the right-hand corner of each request

Click on any time away request to view it in more detail.

Click **New** on the Tool Bar to create a new vacation request.

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Create Request

Time Off Details

Employee: Bruce Parker

Reason: [dropdown]

Status: Pending

All Day:

Start: 7/3/2014

End: 7/3/2014

Total Hours: 8.00

Employee Comment: [text area]

Manager Comment: [text area]

Balances

Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
Sick	Hours	01/01/2014		60				60	
Vacation Days		01/01/2014		15				15	

Complete the fields provided on the **Create Request** window to submit your request:

- **Reason** – Specify which kind of Time Away is requested.
- **Status** – Displays the current status of the request.
- **All Day** – Checking this check box restricts time away requests to full-day increments while clearing this check box allows you to request a shorter period of time, such as a few hours.
- **Start** – The first date of the requested vacation period.
- **End** – The last date of the requested vacation period (if you are only booking one day away, the start and end date are the same).
- **Employee Comment** – Optional field used to provide any necessary explanation for the time away.






Click the **Save** button in the bottom right-hand corner of the window to submit the request. The request is added to the My Time Away pane and is pending manager approval.

The Balances table that appears on the Create Request window immediately reflects the new request as dates are entered.

Request Statuses

Once a request has been submitted, the Status symbol on the request in My Time Away allows the request to be tracked. The following chart defines the symbols that appear as a status on a time away request:

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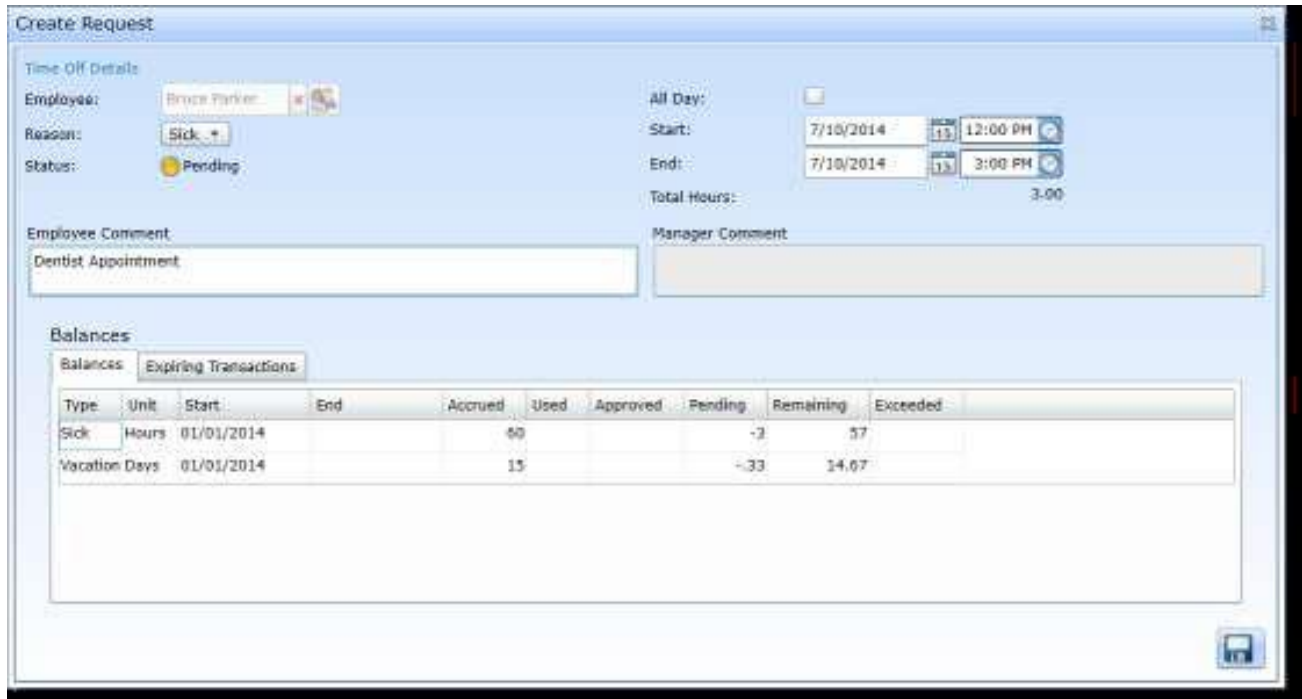
Icon	Status	Description
	Pending	Request has been submitted and is pending manager approval.
	Approved	The manager has approved the request.
	Denied	The manager has denied the request.
	Cancel Pending	The employee has requested to cancel time away that has already been approved. The cancellation request is pending manager approval.
	Cancelled	The approved time away has been cancelled.

Request a Partial Day Away from Work

Path: **My Work > My Time Away**

In some cases, employees may only need a few hours away from work for things like doctor's appointments or family commitments. Rather than using a full day away, employees can request a partial day away from work for these types of situations.

Click the **New** to create a new time away request.



Create Request

Time Off Details

Employee: Bruce Parker

Reason: Sick

Status: Pending

All Day:

Start: 7/10/2014 12:00 PM

End: 7/10/2014 3:00 PM

Total Hours: 3.00

Employee Comment: Dentist Appointment

Manager Comment:

Balances

Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
Sick	Hours	01/01/2014		60			-3	57	
Vacation Days		01/01/2014		15			-33	14.67	

When the **All Day** box is cleared, clocks appear beside the **Start** and **End** fields. Use the clocks to set which portion of the day you would like to take away from work.

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Select the **Save** button in the bottom right-hand corner of the window to submit the request when finished. The request is added to the My Time Away pane and is pending manager approval.

Change a Time Away Request

A time away from work request can be changed or cancelled while it is pending approval by a manager. Once the manager has made a decision about the request, an additional approval process is required to cancel it.

Cancel a Pending Time Away Request

Path: **My Time Away > select request > Delete**

All time away requests submitted by an employee are subject to manager approval. When a request is pending manager approval it can be cancelled.

Select the pending time away request and click **Delete**. The pending request is immediately deleted and disappears from both My Time Away and the manager's approval list.

Edit a Pending Time Away Request

Path: **My Time Away > select request > Edit**

You can change a time away request if it is still awaiting manager approval.

Select the pending time away request and click **Edit**.

Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
Sick	Hours	01/01/2014		60			-3	57	
Vacation Days		01/01/2014		15		-3	-2	10	

The **Edit Request** window is displayed. Use the **Start** and **End** fields to modify the duration of the request. The request's **Reason** can be modified and you can enter or modify a comment in the **Employee Comment** field.

Click **Save** to submit the Edit Request.

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Cancel an Approved Time Away Request

Path: **My Time Away > select request > Delete**

Canceling a time away request that has already been approved by the manager requires an additional approval process.

Select the Approved time away request that you wish to cancel. Once it is selected, click **Delete**.

Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
Sick	Hours	01/01/2014		60		-3		57	
Vacation Days		01/01/2014		15		-1	-33	13.67	

The **Cancel Request** window is displayed. Review the details of the request and click **Save** to submit the cancellation request.

Thu, Jul 10 2014 12:00P - 03:00P
Dentist Appointment
Requested Wednesday, July 02, 2014
Manager: John Nelson
Cancellation fee
3.00 hours

Once submitted, the request appears with the Cancellation Pending status.

Wed, Jul 02 2014 - Thu, Jul 03 2014
Dentist Appointment
Requested Wednesday, July 02, 2014
Manager: John Nelson
Canceled
Sorry for your loss
2 days

When the manager has approved the cancellation request, the status is changed to Canceled.