

Respond to Requests for Time Off

Supervisors use Time Management to respond to requests for time off from their assigned employees. When an employee submits a request for time off, a message is sent to the **Primary Supervisor's Inbox**.

-----Original Message-----

From: messages-noreply@ultipro.com <messages-noreply@ultipro.com>

Sent: Monday, February 25, 2019 3:32 PM

To: Supervisor

Subject: Request From: 000099999-3S7ES [Test Employee]

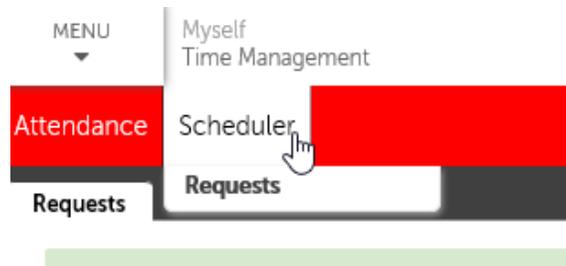
You have received a request for time off from one of your employees. Please follow the link below to login to UltiPro and then access the Time Management menu to process the request.
<https://e22.ultipro.com/Login.aspx>

Request For STUDENT BASIC from 000099999-3S7ES [Test Employee]

02/26/2019: 1.00 hours

(01:00 PM - 02:00 PM)

1. If the student has submitted sick time usage for another job/supervisor, please forward the request to Student Employment (studemploy@monmouth.edu) with a note indicating the request is for a different job for this student. Student Employment will follow up with the proper supervisor.
2. If the request is for your job, from the Ultipro home page Menu tab go to: My Team > Time Management
3. Select the Scheduler category, and then select the Requests tab.



A page similar to this will appear:

A screenshot of the 'Manage Time-Off Requests' page in UltiPro. The page features a 'TO DO' counter showing 3 requests. Below this, there are search filters for 'Requested Date' and 'Request Status'. A summary bar shows '2 Employees, 0 Approved, 3 Pending, 0 Declined, 0 Canceled'. A table lists the requests with columns for Name, Type, Hours Requested, Hours Available, Alerts, Comments, Date Submitted, Date Requested, Supervisor, Status, and Seniority Date. The table contains three rows of data for Steven Soria and Kulkumar Patel. A 'Things I Can Do' sidebar on the right includes 'View Calendar' and 'Quick Tours and Tips'.

The “To Do” counter provides an overview of the requests that require action.

The Filter section provides functionality to view specific requests based on entered criteria.

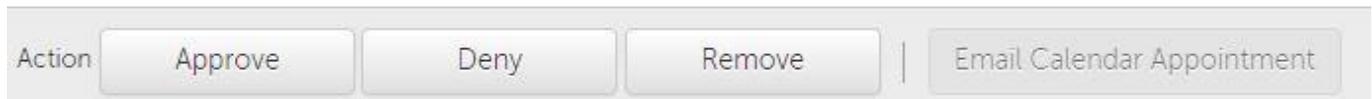
At the bottom of the page you will see a consolidated view of requests. Selection of a specific request opens the details of the request.

The Alerts icon shows when two or more student employees have requested off on the same day / time, or when the time off occurs in the past. This will help you determine whether or not you need to find additional coverage. Time off requests may not begin until February 26th (or 120 calendar days after hire, whichever is later).

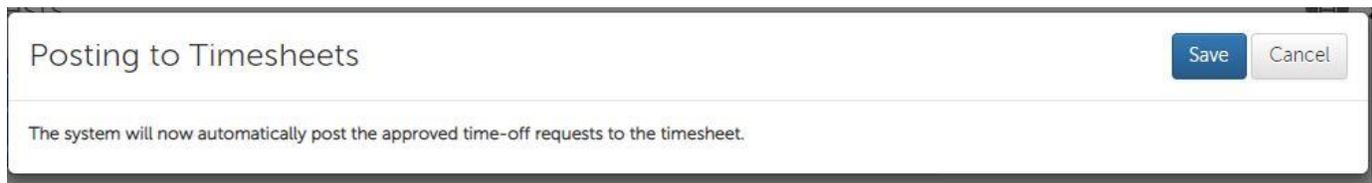
You can also view and add comments to be sent to the employee prior to acting upon the request by clicking on the “+” sign under the Comment column.

4. From the Manage Time-Off Requests landing page, you can approve or deny requests as a whole event or by individual day. You can select the arrow to the left of the employee name to expand the request and see the daily detail.

Select the day(s) to approve and select the Approve button to approve time.

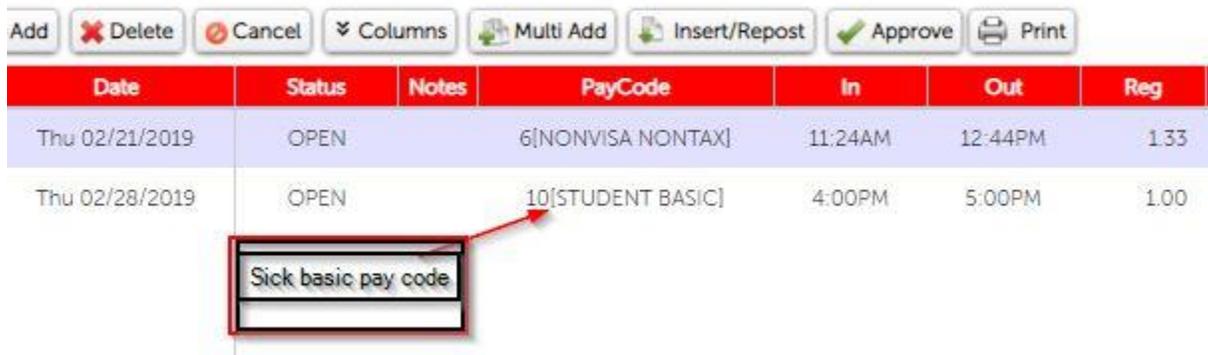


When approving a request, a message appears indicating that the approved request will be automatically posted to the employee's timesheet.



To remove a single request, select the day and then select the Remove button. When a request is removed, it is treated like it was never entered. Use this option when requested time off was not used. You may deny the time off request if it is longer than the normal shift time. Please add comment for the student to resubmit with the actual work time request.

5. Select Save. The changes are saved and a message is sent to the employee, advising of the approval, denial, or removal; the approved time off is posted to the employee's timesheet. Please change the object code to 10004 for all “10[Student Basic}” punches.



A toolbar with buttons: Add, Delete, Cancel, Columns, Multi Add, Insert/Repost, Approve, Print.

Date	Status	Notes	PayCode	In	Out	Reg
Thu 02/21/2019	OPEN		6[NONVISA NONTAX]	11:24AM	12:44PM	1.33
Thu 02/28/2019	OPEN		10[STUDENT BASIC]	4:00PM	5:00PM	1.00

A comment box with the text 'Sick basic pay code' is positioned below the table, with an arrow pointing to the '10[STUDENT BASIC]' cell in the second row.

Note

From the Things I Can Do section on the Manage Time-Off Requests page, selecting the View Calendar displays your employees' requests with status color legend, for the month.

The calendar provides a consolidated view enhancing the approval process.

Calendar View Print

Status

- All Statuses
- Pending
- Approved
- Declined
- Cancel Pending
- Canceled
- Modify Pending
- Removed

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Kushkumar Patel - Removed	16
17	18	19	20 Kushkumar Patel - STUB - 1hr Steven Soria - STUB - 1hr	21	22 Kushkumar Patel - STUB - 1hr	23
24	25 Kushkumar Patel - STUB - 1hr	26	27	28 Steven Soria - STUB - 1hr Steven Soria - STUB - 1hr	1	2

- From the Scheduler Request Detail page, you can view or hide requests based on status by selecting or deselecting from the key on the left.
- Select all or specific approved requests and select the Email Calendar Appointment button. The Email Calendar Appointment generates an email to update to your external calendar.

Time-off Alert Link

In the Timesheet Detail section, supervisors can select the time-off alert link to manage an employee's time-off requests quickly.

The time-off alert link only appears when there are pending time-off requests during the pay period being viewed. The pending time-off requests can be approved without approving the timesheet. The link takes supervisors to the Manage Time-Off Requests page where they can act upon the filtered pending request. When approving sick time from the current time card, please ensure that the object code is 10004.

Timesheet Detail

 This employee has a pending time off request for this pay period.

	Date	Status	Notes	PayCode	In	Out	Reg	Daily
	Thu 02/21/2019	OPEN		6(NONVISA NONTAX)	11:24AM		0.00	