View Time Off (Leave) Requests and Balances

Use this procedure to view:
- Leave requests submitted for an employee and the current status
- The year-to-date leave balances and current pay period leave balances for an employee

Procedure:
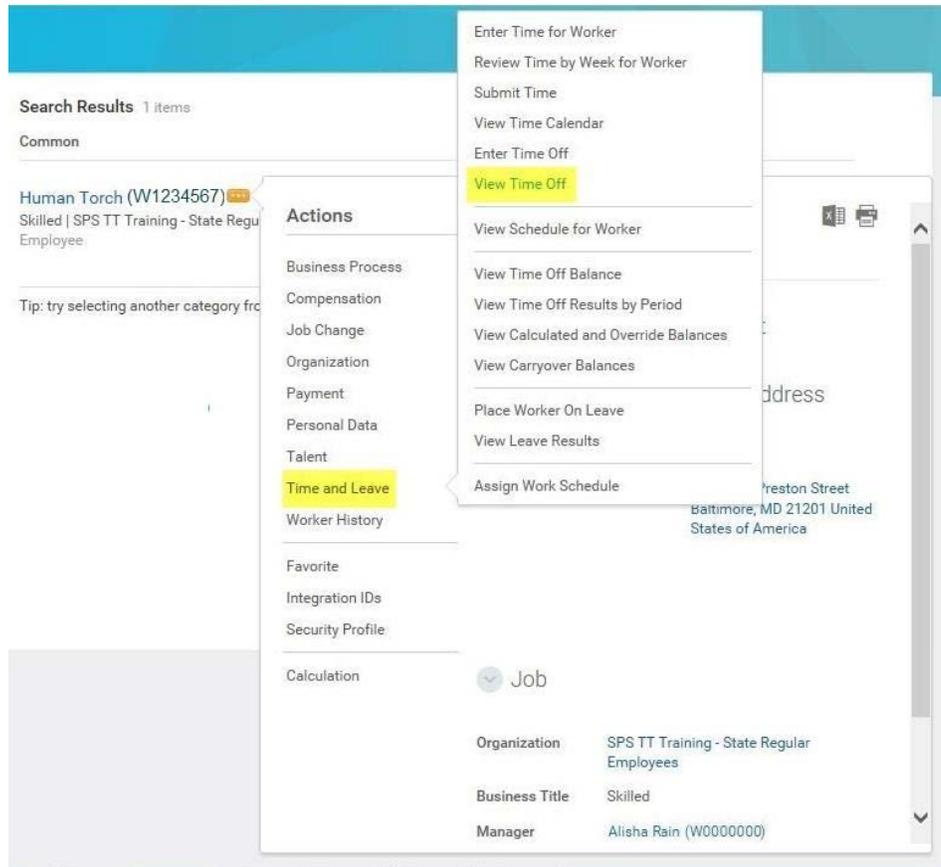
1. Search for the employee.

   Tip: To find an employee….

   - Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon. **OR**
   - Find the employee in their assigned Supervisory Organization on **Members** tab.

2. Click on the Related Actions and Preview 📶 button next to the employee's name.

   Search Results – View Available Actions

3. In the menu, hover over Time and Leave and then click View Time Off.

Time Off – Time Off (Leave) Requests

Time Off Human Torch (W1234567)

Organization	Department of SPS Training >> SPS TT Training - State Regular Employees
Manager(s)	Alisha Rain (W0000000)

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests 5 items

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Status	Time Off Event

4. On the Time Off page, review the employee's leave requests and current balances. The tabs on the Time Off page are listed below.

- **Time Off Requests Tab**: Click this tab to review your leave requests and the status. This tab is not available when there are no leave requests.
- **Time Off Balances as of Current Date Tab**: Click this tab to compare the employee's year-to-date leave balances and current pay period balances.

Time Off – Time Off Requests Tab

Time Off Human Torch (W1234567)

Organization	Department of SPS Training >> SPS TT Training - State Regular Employees
Manager(s)	Alisha Rain (W0000000)

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests 5 items

Date ①	Day of the Week ②	Type ③	Start Time ④	End Time ⑤	Requested ⑥	Unit of Time ⑦	Status ⑧	Time Off Event ⑨
01/12/2016	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/24/2015	Thursday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/23/2015	Wednesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/22/2015	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/09/2015	Wednesday	Compensatory Time For Religious Observance (Timesheet)	12:00 PM	04:00 PM	4	Hours	Sent Back	Time Entry: Human Torch (W1234567) - 8 hours from 12/09/2015 to 12/22/2015

Time Off Requests Tab

#	Column	Description
1	Date	Date leave was requested.
2	Day of the Week	Day of the week leave was requested.
3	Type	Leave type requested (e.g., Annual Leave, Personal Leave, FMLA, etc.).
4	Start Time	Start time of leave for the day, if applicable.
5	End Time	End time of leave for the day, if appicable.
6	Requested	Number of hours requested for leave.
7	Unit of Time	Unit of time (e.g., hours).
8	Status	Status of the leave request: Unsubmitted, Submitted, Approved, Denied, etc.
9	Time Off Event	Type of leave request entered in the system: • **Time Entry**: Intermittent leave requests less than 8 hours entered on the timesheet. • **Time Off Request**: Leave requests for 8 hours or more entered on the Time Off Calendar. • **Leave Request**: Leave of Absence (LOA) requests entered by HR, e.g., FMLA, Military, etc.

Time Off – Time Off Balances as of Current Date Tab

Time Off Balances as of Current Date Tab

#	Column	Description
1	Time Off Plan	Leave type. For example: − Annual Leave − Annual Leave Time Off Termination Payout Plan − Compensatory Time − Cash Overtime (FLSA) Compensatory Time − Compensatory Exempt/Non-Exempt Holiday Time − Leave Bank/Donation Time − Personal Leave − Salary Reduction Recovery − Sick Time
2	Unit of Time	Unit of time for the leave type (e.g., hours).
3	Beginning Year Balance	Beginning leave balance for the next 12-month period.
4	Carryover Balance	Leave balance that was carried over to the next 12-month period.
5	Accrued Year to Date	Leave accrued year-to-date.
6	Time Off Paid Year To Date	Total leave paid year-to-date.
7	Beginning Period Balance	Beginning balance as of the current pay period.
8	Accrued in Period	Hours accrued in the current pay period.
9	Time Off Paid in Period	Leave paid in the current pay period.
10	Carrover Forfeited in Period	Total hours that have been lost and cannot be used during the current pay period, e.g., loss of Annual Leave or Compensatory Leave.
11	Ending Period Balance	Ending leave balance for the current pay period.
12	Ending Period Balance Including Pending Events	Ending leave balance for approved <u>and</u> unapproved leave in the current period.
13	As of Period	Pay period by which all period balances displayed are calculated.

5. The System Task is complete.