

View Time Off (Leave) Requests and Balances for an Employee

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.

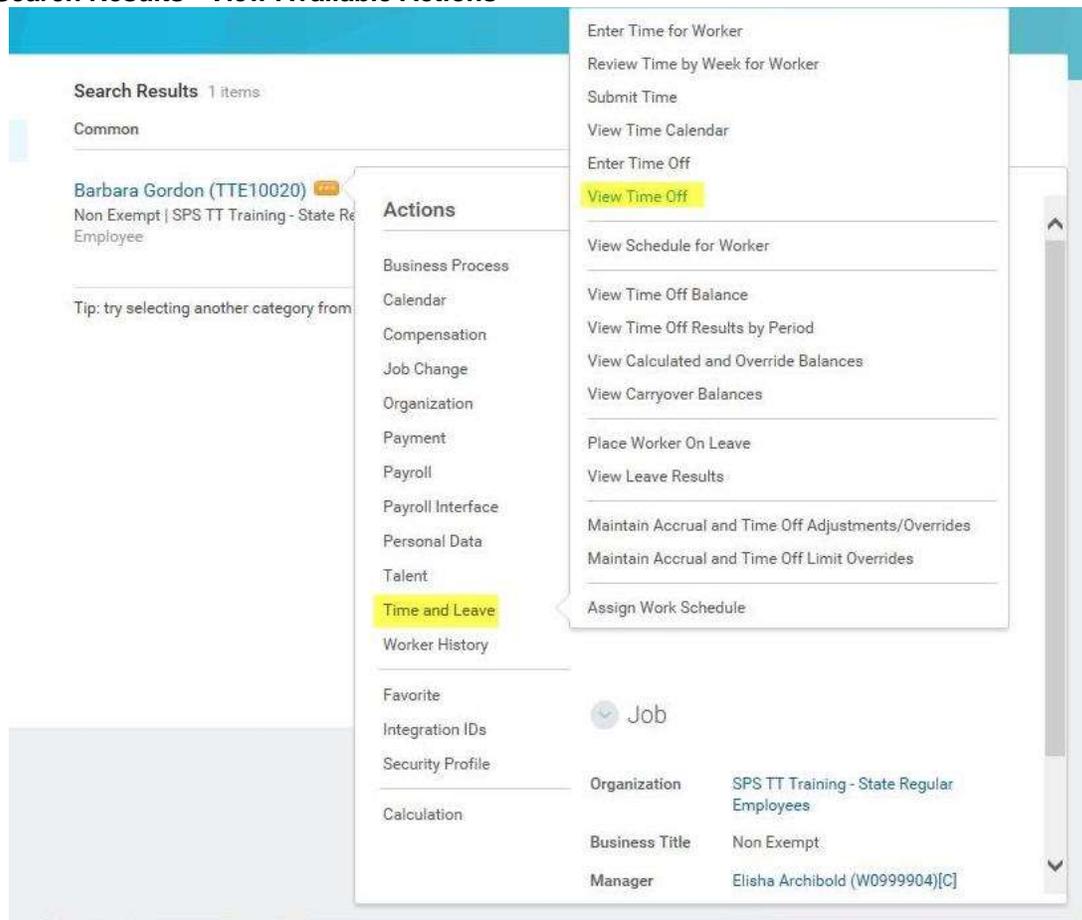


Tip: To find an employee...

- 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 the **Members** tab.

2. Click the **Related Actions and Preview**  icon next to the employee's name.

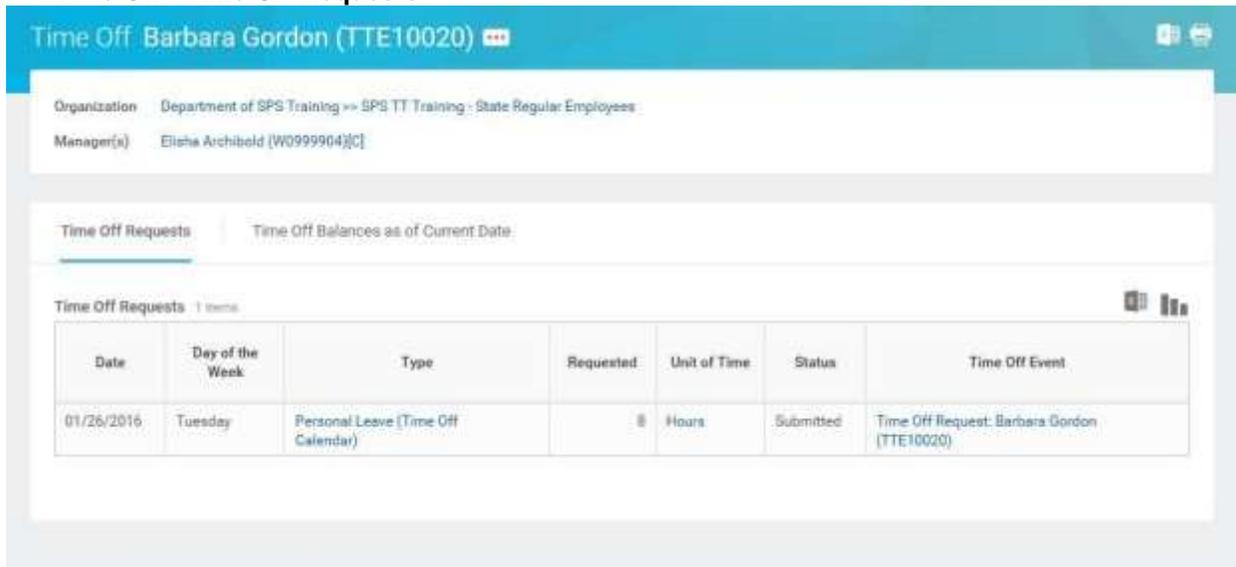
Search Results - View Available Actions



The screenshot displays a search results page for an employee named Barbara Gordon (TTE10020). A dropdown menu is open, showing various actions available for this employee. The 'Time and Leave' category is highlighted in yellow, and the 'View Time Off' option is also highlighted in yellow. Other actions include 'Enter Time for Worker', 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'Enter Time Off', 'View Schedule for Worker', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'Place Worker On Leave', 'View Leave Results', 'Maintain Accrual and Time Off Adjustments/Overrides', 'Maintain Accrual and Time Off Limit Overrides', and 'Assign Work Schedule'. Below the actions menu, there is a 'Job' section with details for the employee's organization (SPS TT Training - State Regular Employees), business title (Non Exempt), and manager (Elisha Archibold (W0999904)[C]).

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

Time Off - Time Off Requests



Time Off Barbara Gordon (TTE10020)

Organization: Department of SPS Training >> SPS TT Training - State Regular Employees
 Manager(s): Elisha Archibald (W0999904)[C]

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests 1 items

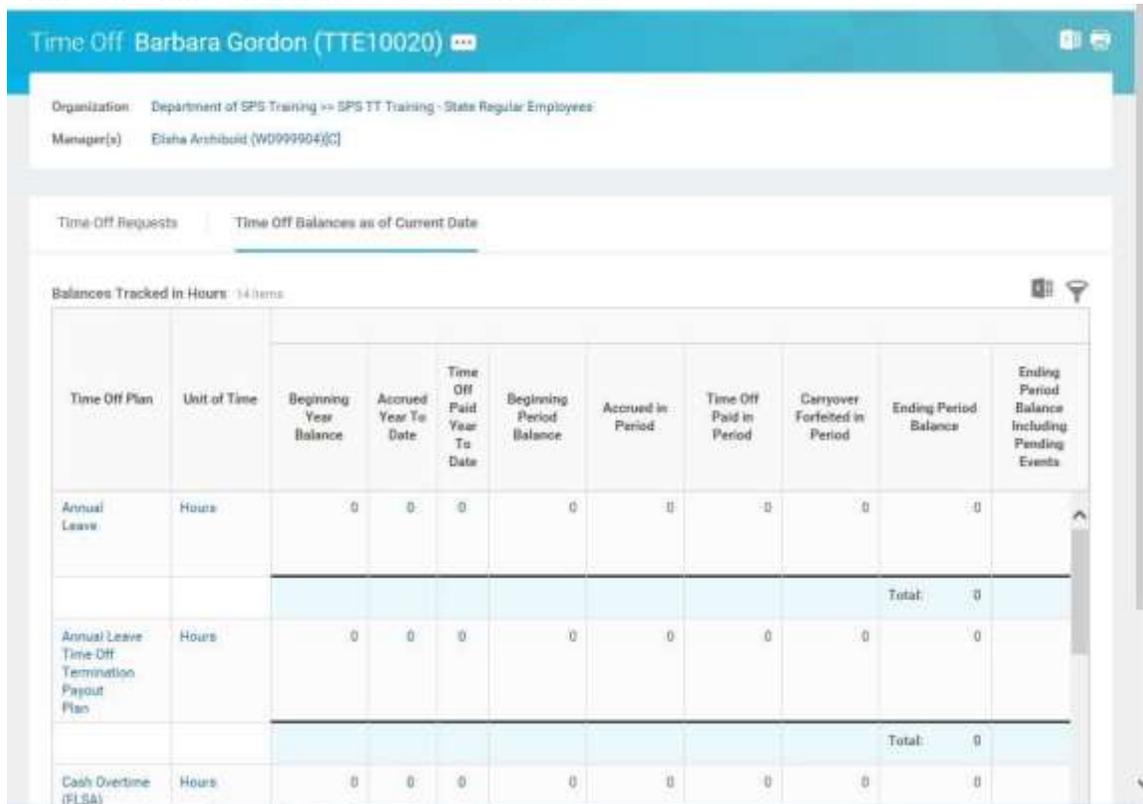
Date	Day of the Week	Type	Requested	Unit of Time	Status	Time Off Event
01/26/2016	Tuesday	Personal Leave (Time Off Calendar)	8	Hours	Submitted	Time Off Request: Barbara Gordon (TTE10020)

- **Time Off Requests** tab: Click this tab to view 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 year to date leave balances and current pay period balances.

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 applicable.
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: <ul style="list-style-type: none"> • Time Entry: Leave requests less than 8 hours entered on the timesheet. • Time Off Request: Leave requests for 8 hours (or your full workday) or more entered on the Time Off Calendar. • Leave Request: Leave of Absence (LOA) requests entered by HR, e.g., FMLA, Military, etc. Employees contact their agency HR office to start this type of leave of absence process.

Time Off - Time Off Balances as of Current Date



Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
Annual Leave	Hours	0	0	0	0	0	0	0	0	
									Total:	0
Annual Leave Time Off Termination Payout Plan	Hours	0	0	0	0	0	0	0	0	
									Total:	0
Cash Overtime (FLSA)	Hours	0	0	0	0	0	0	0	0	

Time Off Balance Tab

#	Column	Then
1	Time Off Plan	Leave types. For example: <ul style="list-style-type: none"> - 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 pay period.
8	Accrued in Period	Hours accrued in the pay period.
9	Time Off Paid in Period	Leave paid in the pay period.
10	Carryover Forfeited in Period	Total hours that have been lost and cannot be used during the 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 period.

4. The System Task is complete.