

Request Partial or Full Day Off for 3rd Shift Employees

Use this procedure to enter partial or full days off for 3rd shift employees. Note that time worked and time off (leave) can be entered in any order on the timesheet depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted for.

IMPORTANT: If entering time off on the last day of the timesheet (Wednesday), you may not be able to enter or select any Time Off codes. If you experience this, **you must enter the time off taken on the previous day (TUESDAY) instead of WEDNESDAY (when the leave was actually taken).** In this case, you will have to select one of the “elapsed” Time Off codes on the timesheet row (e.g., Elapsed – Annual, Elapsed – Personal, Elapsed – Sick).”

Procedure:

1. Search for the employee.

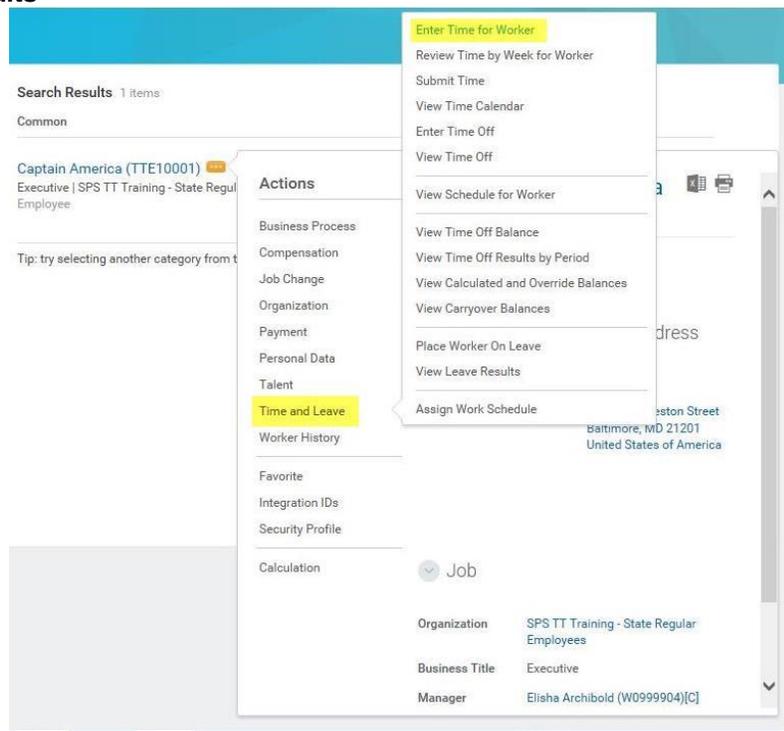


Tip: To find an employee...

- 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



The screenshot shows a search result for 'Captain America (TTE10001)' with a 'More actions' icon. The 'Time and Leave' menu is expanded, displaying the following options:

- Enter Time for Worker
- Review Time by Week for Worker
- Submit Time
- View Time Calendar
- Enter Time Off
- View 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
- Assign Work Schedule

Below the menu, the employee's details are visible:

- Organization: SPS TT Training - State Regular Employees
- Business Title: Executive
- Manager: Elisha Archibold (W0999904)(C)

3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.



Title: Request Partial or Full Day Off for 3rd Shift Employees
Role: Timekeeper
Functional Area: Time Tracking

Enter Time for Worker

Enter Time for Worker

Worker *

Date *

4. In the **Date** field, enter or select a date for which you want to enter leave.
5. Click the **OK**  button.



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Enter Time

Enter Time Captain America (TTE10001) ...

Total Hours 0

Week Dec 2 - 8, 2015

Wed	Thu	Fri	Sat	Sun	Mon	Tue
0	0	0	0	0	0	0

▼ Wed, 12/2

0 items

+	*Time Type	In	Out	Out Reason	Qua
No Data					

▼ Thu, 12/3

0 items

+	*Time Type	In	Out	Out Reason	Qua
No Data					

▼ Fri, 12/4

0 items

+	*Time Type	In	Out	Out Reason	Qua
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Next Cancel

6. Click the **Add Row**  icon to enter leave on a specific day in the week (e.g., Wed, 11/4).
7. To enter leave, complete the following fields
 - **Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
 - **Time Off Reason:** Use the prompt to select the time off reason.
 - **In:** Enter the start time of the leave.
 - **Out:** Enter the time the leave ended.
 - **Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note:** Only some agencies use worktags.
8. Repeat the steps above to enter any other leave, as needed.



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	*Time Type	Time Off Reason	In	Out
+				
-	Annual Leave - Elapsed			

Next

9. When you are finished entering time, click the Next button.

Enter Time Confirmation Page

May 25 - 31, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	1	Regular	8
Thursday	7	Overtime	0
Friday	0	Comp Time Earned	0
Saturday	0	Shift Diff	8
Sunday	0	Holiday/Emergency	0
Monday	0	Time Off	4
Tuesday	0	Additional Job Reg Hours	0
Total Hours	8	Total Paid Hours	8

Save Back Cancel



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10. Review the Daily and Week totals.

- The **Daily Totals** section displays the number of hours entered by day for the week including leave.
- The **Week Totals** section displays the hours entered for time off in the **Time Off** category. If unpaid leave was taken, the **Total Paid** hours will be decreased by the number of hours for leave without pay. **Note:** The screen shot above shows paid time off taken.
- If you need to make changes to the timesheet, click the **Back** button.

11. Click the **Save**  button.

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

12. Once time is entered for the pay period, the timesheet should be submitted for approval.



Information: IF TIME OFF IS ENTERED IN A FUTURE PAY PERIOD, SAVE AND SUBMIT THE TIMESHEET FOR APPROVAL.

Time Off submitted will route to the designated Timekeeper Approver and will display on the Team Time Off Calendar of the employee's direct supervisor.

13. The System Task is complete.