TimeOff Request (Employee Approved Leave)
Employee Supervisor Timekeeper

This guide will explain and demonstrate:

1. How to submit a **TimeOff Request**, and what employee views when request is either approved or denied
2. How a supervisor is notified and approves or denies a **TimeOff Request**
3. Issues with **TimeOff Requests** and hours not being posted to **Timesheets**

Submit TimeOff Request

1. Open Web Browser, enter Ecotime URL
2. **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Tasks, TimeOff Request**

![Image]

4. Enter **From** and **To** dates, select **Leave Type** and click **Submit**
   a. Use of Leave of Absence (LOA) e.g. FMLA, COVID, etc. can be selected as long as the LOA has been approved outside of Ecotime
   b. Ecotime is the timekeeping system that records the use of different Leave Types
   c. Two Leave Type selections are available enabling the employee to assign two Leave Types per **TimeOff Request**
   d. Leave Types available will vary based on Payroll Profile
   e. If employee qualifies for Leave and no Leave displays, please submit a Service Now ticket for assistance

![Image]

5. In **Time Off Request Details**, hours requested populate, if applicable, enter **Notes**, click **Submit**

![Image]
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6. When the supervisor approves the TimeOff Request, employee TimeOff Request displays Review Status as Approved or Denied

7. Process Status will list as Pending in both the employee and supervisor display until the scheduled process to populate timesheets executes and status changes to Processed

8. If the supervisor fails to approve before or during the requested Pay Period, the timesheet will not be populated and the employee will be required to submit a History/Retroactive timesheet for the taken Exception hours

9. If the TimeOff Request has been approved and that Pay Period has processed, the TimeOff Request can’t be deleted and the employee will be required to submit a History/Retroactive timesheet for the unused Exception hours

10. Employee will be notified of approval by email

Supervisor is Notified of TimeOff Request and Approves or Denies TimeOff Request

1. Open Web Browser, enter Ecotime URL

2. Single Sign On displays, enter Active Directory User Name and Password, click Login

3. Supervisor receives notification on Ecotime Message page at log in and via email

4. Select Manager Tasks, TimeOff Approvals

5. To view the desired employee, select appropriate Timesheet Group, click go

6. If desired, click View Employee’s Balances to view employee Leave Balances

7. Select Approve or Deny, click Submit

8. When either Approve or Deny is selected, that selection will no longer be available

9. Review and Process Status will list as Pending in both the employee and supervisor display until the scheduled process to populate timesheets executes and status changes to Processed

10. If the supervisor fails to approve before or during the requested Pay Period, the timesheet will not be populated and the employee will be required to submit a History/Retroactive timesheet for the taken Exception hours

11. If the TimeOff Request has been approved and that Pay Period has processed, the TimeOff Request can’t be deleted and the employee will be required to submit a History/Retroactive timesheet for the unused Exception hours

12. Employee will be notified of approval by email
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**How and when is the Employee Timesheet populated with TimeOff Request Hours**

1. The approved TimeOff Request hours will be posted to the timesheet (Pay Period) in which it starts
2. The Vacation hours requested e.g. for 9/14 and 9/15, will be posted in the [9/6-9/19 Pay Period] as Vacation Exception hours

**Issues with TimeOff Requests not Being Posted to Timesheets**

1. A TimeOff Request can be approved and processed and still have errors, noted as [Unprocessed Details Exist]
2. Once a TimeOff Request has been processed that TimeOff Request is locked for further actions and all adjustments need to be made on timesheet or [History/Retroactive timesheet]
3. The table below describes the instances in which TimeOff Requests are not posted to a timesheet
4. A supervisor or timekeeper can remedy Codes [101] and [103]
5. Codes [105], [106], and [110] are based on employee status
6. Open a Service Now ticket to acquire more information on Codes [104] and [9]

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Pending</td>
<td>Pending: has not been processed yet</td>
</tr>
<tr>
<td>1</td>
<td>Timeoff data successfully posted into timesheet</td>
<td>Has been posted to the timesheet</td>
</tr>
<tr>
<td>100</td>
<td>Timesheet is available</td>
<td>Timesheet is available, data will be posted into the timesheet</td>
</tr>
<tr>
<td>101</td>
<td>Timeoff data was not posted, Timesheet is completed/approved</td>
<td>Timesheet is completed or approved, Timeoff data will not be posted into the timesheet</td>
</tr>
<tr>
<td>102</td>
<td>Timeoff data was not posted, Pay period is not opened</td>
<td>Pay period is not opened, Timeoff data will not be posted into the timesheet</td>
</tr>
<tr>
<td>103</td>
<td>Timeoff data was not posted: exists already on timesheet</td>
<td>Same data exists already on timesheet, employee entered exception time before TimeOff Request</td>
</tr>
<tr>
<td>104</td>
<td>Timeoff data was not posted: timesheet is locked by output process</td>
<td>Timesheet is locked by output process, Timeoff data will not be posted into the timesheet</td>
</tr>
<tr>
<td>105</td>
<td>Timeoff Data Not Posted: Employee Not in Master</td>
<td>Timeoff Data Not Posted: employee not in Master</td>
</tr>
<tr>
<td>106</td>
<td>Timeoff Data Not Posted: Employee Not Active</td>
<td>Timeoff Data Not Posted: employee not Active</td>
</tr>
<tr>
<td>110</td>
<td>Request Amount exceeds balance</td>
<td>Timeoff data was not posted, request amount exceeds balance</td>
</tr>
<tr>
<td>9</td>
<td>Failed</td>
<td>Failed to post timeoff request data into timesheet</td>
</tr>
</tbody>
</table>

**Reminders**

- Supervisor receives email notification when employee submits TimeOff Request
- Unapproved TimeOff Requests hours will not post on timesheet
- If timesheet is completed or approved, employee should not use Timeoff Request as hours will not get posted to timesheet, therefore the employee will need to enter a History/Retroactive timesheet to record the Exception hours