Approve Time Off Requests

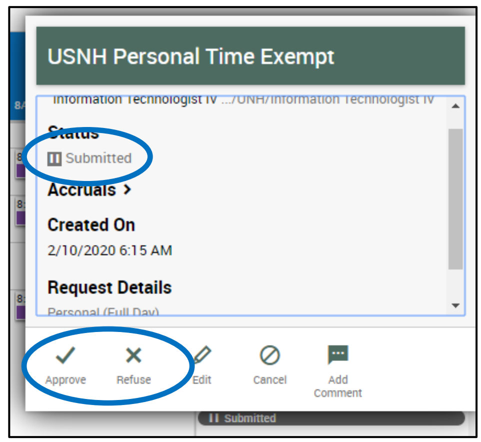
Job Aid

Time Off requests are one of the most common aspects of your approval work in UKG Dimensions.

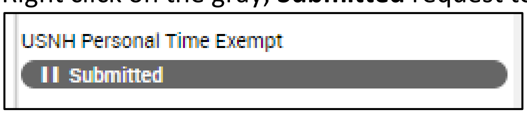
Overview

- Employee submits a time off request.
- Time Approver will receive notification via email and notification alerts on your Homepage.
  NOTE: On occasion, based on changes in an employee's **Time Approver**, you may NOT receive an email and/or notification alert. If this happens, requests can be reviewed and approved directly in the **Schedule** view (*see page 2*)
- **Approve** or **Deny** requests from the link in email notifications to the employee **Schedule** or by reviewing alert notifications in your **Control Center**.

From the Email to Schedule



1. Click on the direct link located in the Time Off Request email you receive.
2. This will take directly to the employee's **Schedule**.
3. **Submitted** requests appear in a gray oval (approved are in green and cancelled in red.)
4. Right click on the gray, **Submitted** request to open up the action panel.

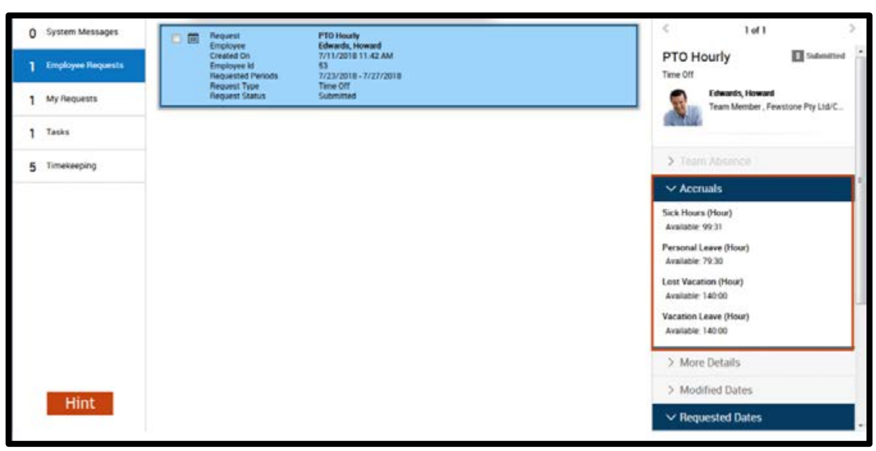


5. Click on the **Accruals** drop down arrow to verify current accrual balances prior to making a decision.
6. Click on either **Approve** or **Refuse**
   ("Edit" and "Cancel" are not used in this process.)

Upon completion, the employee will be notified via email and an alert notification on their homepage. If the request was approved, a secondary email will be sent to the employee with an Outlook meeting maker to put the Time Off on their calendar.

From the Notification to the Control Panel

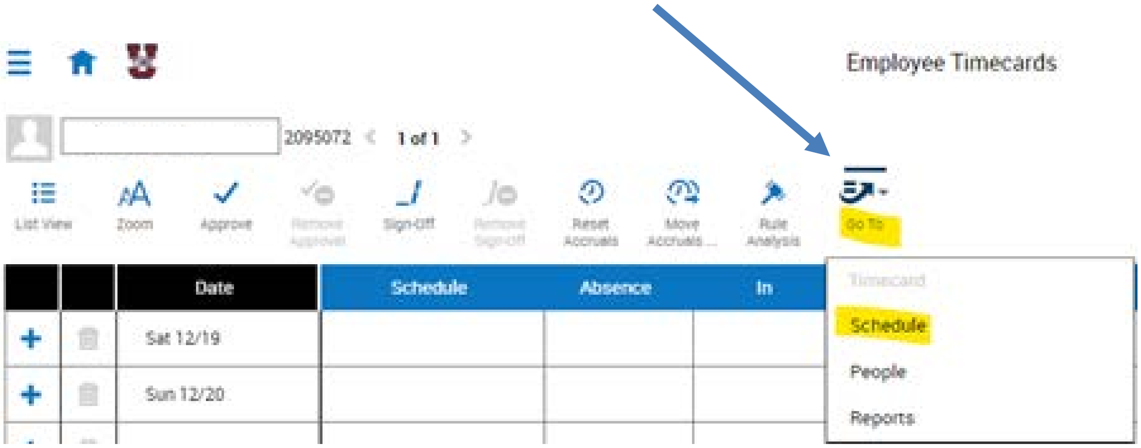
1. Following the steps to review notifications in **Control Center**, navigate to the specific request.
2. On the details panel, click the **Accruals** option to determine if the employee has enough of a balance to cover the request.
3. You can choose to **Approve**, **Deny** or mark the request as **Pending**.
   (*You may want to use Pending if you need to go back and review other employee schedules first.)*



Upon completion, the employee will be notified via email and an alert notification on their Homepage. If it is an approved request, a secondary email will be sent with an Outlook meeting maker to put the time off on their calendar.

From the ‘Schedule’ view without receiving an Email or Notification

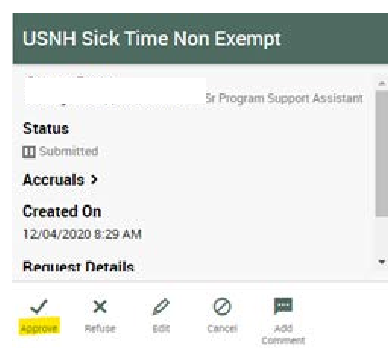
1. While viewing an employee’s **Timecard**, click the **‘Go To’** icon and select **‘Schedule’**.



2. This will take you directly to the employee’s **Schedule**.

IMPORTANT: Pay attention to the timeframe displayed in the in the **Schedule** view. ‘**Current Schedule Period’** = this week, ‘**Next Schedule Period’** = next week, so you will need to choose your timeframe view to see both weeks in a pay period.

3. **Submitted** requests appear in a **gray** oval (approved are in **green** and cancelled in **red**.)
4. Right click on the **Submitted** request to open up the action panel.
5. Click on either **Approve** or **Refuse**
   (*“Edit” and “Cancel” are not used in this process.)*



Upon completion, the employee will be notified via email and a Alert notification on their homepage. If it is an approved request, a secondary email will also be sent with an Outlook meeting maker to put the time off on their calendar.

Notes

- Time Off requests in a current pay period must be **approved prior to payroll Sign-Off**.
- All Time Off requests need to be approved for them to be processed.
- For hourly staff, an unapproved Time Off request will result in no **paid hours for that time period.**
- If you need to *edit* or *delete* a previously approved time off requests, you would do so by *right clicking* on the scheduled time off (*the rectangle, not the oval*) and not the request.
- Follow the instructions in the **“Add, Edit or Delete Time Off in Schedules”** job aid.