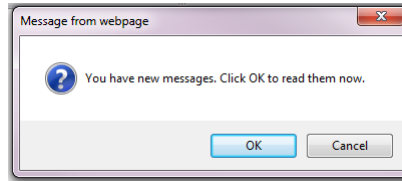


Managing Time Off Requests

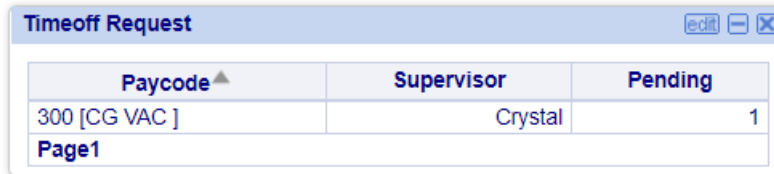
1. Viewing Pending Requests

After an employee makes a request for time off you are emailed the information about the pending request. You are also notified in NOVAtime after an employee requests time off by the Message Center the next time you log in. A message from the webpage pops up telling that there are messages in the Message Center. Clicking OK leads to your Message Center.



Once in the Message Center all requests that have been made are shown. Click on the request type to review individual requests.

You can also use the *Timeoff Request* gadget on the dashboard. If you click on the paycode from the *Timeoff Request* gadget the system routes to the Scheduler category, Requests page, Detail tab.



| Paycode | Supervisor | Pending |
|--------------|------------|---------|
| 300 [CG VAC] | Crystal | 1 |

2. Requests Page – Managing PTO Requests

You can manage time off request on the Scheduler category Requests page, Detail tab.

This section can be filtered by employee, year and month, status, paycode, group level or supervisor. Depending on how you get to this page, from the dashboard, message center, or navigating to the page directly, the page may filter one of these areas.

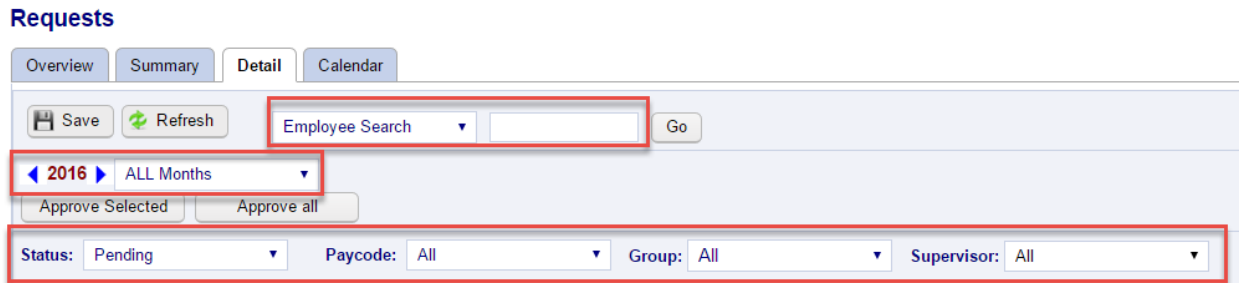


Figure 1

The screenshot shows the 'Requests' page with the 'Detail' tab selected. At the top, there are tabs for 'Overview', 'Summary', 'Detail', and 'Calendar'. Below the tabs, there are buttons for 'Save' and 'Refresh', and a message: '[EMPLOYEE, HOURLY TEST] 1 found. Cancel Filter'. The current month is set to 'May 2013'. There are buttons for 'Approve Selected' and 'Approve all'. The status is set to 'Pending', and the paycode is 'All'. A message states: 'The Post Scheduled Paycodes Process was completed at 04/29/2013 05:29 PM'. Below this is a table with the following data:

| Employee ID | Employee Name | Paycode | Date | Hours Requested | Select | Status | Hours Available | Requested On | RU/ AU | Start | End |
|-------------|-----------------------|---------|------------|-----------------|--------------------------|---------|-----------------|--------------------|--------------------|-------|-----|
| 999 | EMPLOYEE, HOURLY TEST | 14[VAC] | 05/27/2013 | 8.00 | <input type="checkbox"/> | Pending | 160.00 | 05/03/2013 07:14PM | 100 [DEFAULT DEPT] | | |

Figure 2 Schedule category Request page Detail tab with a Pending Request

To Approve/Decline/Remove a request click on the status button in the Status column. Figure 3 shows the status button as pending.

The screenshot shows the 'Requests' page with the 'Detail' tab selected. At the top, there are tabs for 'Overview', 'Summary', 'Detail', and 'Calendar'. Below the tabs, there are buttons for 'Save' and 'Refresh', and an 'Employee Search' field. The current month is set to 'ALL Months'. There are buttons for 'Approve Selected' and 'Approve all'. The status is set to 'Pending', and the paycode is 'All'. A message states: 'The Post Scheduled Paycodes Process was completed at 04/29/2016 09:20 AM'. Below this is a table with the following data:

| Employee ID | Employee Name | Paycode | Date | Hours Requested | Select | Status | Hours Available | Requested On | CREW/RESRC | Start | End |
|-------------|-----------------|---------|------------|-----------------|--------------------------|---------|-----------------|--------------------|---|-------|-----|
| 00000301 | GEBERT, CRYSTAL | 2[VACA] | 04/13/2016 | 8.00 | <input type="checkbox"/> | Pending | 64.00 | 04/12/2016 02:15PM | 50030472 [Roll Mill Mechanical Maintenance] | | |

Figure 3 Status Button

When the status button is selected it expands the section that allows changes in the status with optional comments.

The screenshot shows a dialog box for changing the status of a request. The title is '00000301 [GEBERT, CRYSTAL] ~ 04/13/2016 ~ 2[VACA] ~ 8.00 hours'. The 'Status' dropdown menu is open, showing options: 'Pending', 'Approved', 'Declined', and 'Remove'. There are 'OK' and 'Cancel' buttons. Below the dropdown is a text area for 'Supervisor's comment:'.

After changing the status press OK and save the page. The system gives a notice that it will post the record to the timesheet, if you are approving a request. The employee is notified through the message center and possibly their email address, if programmed in NOVAtime, about every status change.

Requests

Overview Summary **Detail** Calendar

Save Refresh Employee Search [] Go

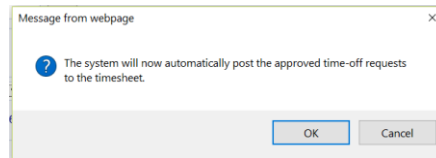
2016 ALL Months

Approve Selected Approve all

Status: Pending Paycode: All Group: All Supervisor: All

The Post Scheduled Paycodes Process was completed at 04/29/2016 09:20 AM

| Employee ID | Employee Name | Paycode | Date | Hours Requested | Select | Status | Hours Available | Requested On | CREW/RESRC | Start | End |
|-------------|-----------------|---------|------------|-----------------|--------------------------|----------|-----------------|--------------------|---|-------|-----|
| 00000301 | GEBERT, CRYSTAL | 2[VACA] | 04/13/2016 | 8.00 | <input type="checkbox"/> | Approved | 64.00 | 04/12/2016 02:15PM | 50030472 [Roll Mill Mechanical Maintenance] | | |



The request no longer shows up on the page unless you change the Status filter to include the status of that request.

Requests

Overview Summary **Detail** Calendar

Save Refresh Employee Search [] Go

2016 May

Status: Pending Paycode: All Group: All Supervisor: All

The Post Scheduled Paycodes Process was completed at 05/04/2016 09:31 AM

| Employee ID | Employee Name | Paycode | Date | Hours Requested | Select | Status | Hours Available | Requested On | CREW/RESRC | Start | End |
|-------------|---------------|---------|------|-----------------|--------|--------|-----------------|--------------|------------|-------|-----|
|-------------|---------------|---------|------|-----------------|--------|--------|-----------------|--------------|------------|-------|-----|

1.1 Change a request from Approved to Decline

Changes to request status can only be done for requests in the current or future pay period.

1. Change the Status Filter to Approve
2. Find the request
3. Click on the status button that says Approved
4. Move it to Decline
5. (Optional) Add a note
6. Save the Page

1.2 Change a request from Declined to Approved

Changes to request status can only be done for requests in the current or future pay period.

1. Change the Status Filter to Decline
2. Find the request
3. Click on the status button that says Declined
4. Move it to Approved
5. (Optional) Add a note
6. Save the page

3. Calendar Page

The Scheduler category Calendar page shows all requests currently made through this process. If a supervisor uses the paycode directly on the timesheet, without going through this process, it will NOT show up on this page. This page only shows requests for the employees the user is assigned to see.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---------------------------------------|-------------------------------------|--|--|--|-----|
| | | | | | 1 EPIN, CHERRY 8 hrs EBEBBS, WILLOW 8 hrs FORECASTED ACCURALS, ANNUAL 300[CVAC] 8 hrs | 2 |
| 3 | 4 | 5 EMPLOYEE, TEST 300[CVAC] 8 hrs | 6 INGLAND, DIANE 300[CVAC] 8 hrs | 7 | 8 | 9 |
| 10 | 11 MADDOX-CA, TERRI 13[COMP] 8 hrs | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 EPIN, CHERRY 8 hrs | 20 EBEBBS, WILLOW 8 hrs EPIN, CHERRY 8 hrs | 21 EPIN, CHERRY 8 hrs POLIK, JANET 300[CVAC] 8 hrs | 22 EPIN, CHERRY 8 hrs | 23 |
| 24 | 25 | 26 | 27 MAGES-CA, KELLIE 300[CVAC] 8 hrs | 28 | 29 | 30 |