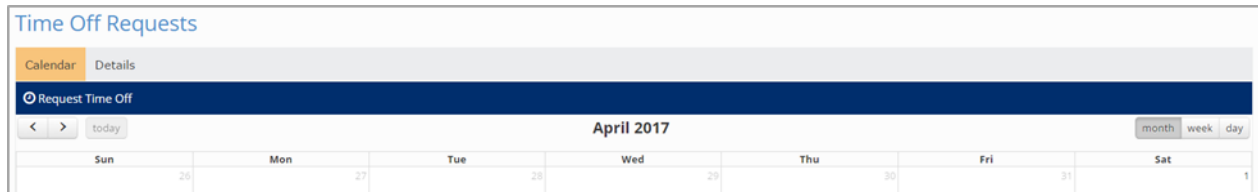


Overview

Time Off Requests are used by an employee to enter a request for time off into the iSolved system. When a manager or supervisor enters the request, it is automatically approved in the system. If the employee enters the request, the manager or supervisor will then approve or deny the request as appropriate using the **Time Off Requests – Admin** area.

To create a Time Off Request, navigate to Employee Self-Service > Time > Time Off Requests.





The screenshot shows the 'Time Off Requests' interface. At the top, there's a header with 'Time Off Requests' and tabs for 'Calendar' and 'Details'. Below the tabs is a dark blue bar with a 'Request Time Off' button. Underneath is a calendar for April 2017. The calendar has a header with navigation arrows, 'today', the month 'April 2017', and view options 'month', 'week', and 'day'. The calendar grid shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (26, 27, 28, 29, 30, 31, 1).

Request Time Off

1. Click on the **Time Off Request** icon at the top-left of the calendar to create a Time Off Request.
2. Enter the following request details:
 - a. Select an **Absence Policy**.
Note: This field is populated based on the absences created under Client Management > Benefits > Absence Policies.
 - b. Select the **From** and **To Dates**. Select a single date, or a date range for the request.
 - c. Enter a **Start Time** for the absences. This field is not required, but is important to add. If only half a day is being requested, enter the time the request should start so that it will be aligned properly on the Time Card.
 - d. Update the corresponding **Days of the Week**. This section will auto-populate based on the dates selected above. Any desired days of the week can be unselected.
 - e. Enter the number of **Hours Per Day**. This is the number of hours for each day that are being requested off.
Note: If a week is being requested off, 8 hours per day would be entered in this field (as opposed to a 40 hours total).

3. Review the **Projected Balances**.

- a. **After Time Off Request:** What the employee's balance will be after the request is made. This is simply the current balance minus the request.
- b. **Current Plan Year:** This balance takes all current requests/future awards/pending approvals/limits into consideration to the end of the current plan year.
- c. **Next Plan Year:** This balance takes all current requests/future awards/pending approvals/limits/carryover into consideration through the end of the next plan year.

 Save
  Cancel

Request Time Off

* Absence Policy:

* From Date:

* To Date:

Start Time:

Days:

S

M

T

W

T

F

S

☐
☒
☐
☐
☐
☐
☐

Check All

* Hours Per Day:

Hours Requested:

Projected Balances

After Time Off Request:

Current Plan Year:

Next Plan Year:

Comments