



Time Off Requests


1. Log into your Employer on the Go account
2. Select “Time off Requests Pending”

Key Information

Next Pay Date:	02/16/2018	Frequency:	Bi-Weekly
Period Start:	01/26/2018	Period End:	02/08/2018
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 0 Onboardings in Progress


 7 Time Off Requests Pending


 0 Employee Setup Required

Tasks

Task Name	Status	Priority	Date Due
test	Not Started	Medium	07/01/2017
Friday	Not Started	Medium	08/22/2017
Friday	Not Started	Medium	08/22/2017

3. You may either “Approve” or “Deny” an employee’s request for time off

Approve	Deny
✓	✗
✓	✗
✓	✗
✓	✗

4. Once Selected, enter in any notes that you may have and select “Okay”

1 Manager Notes:

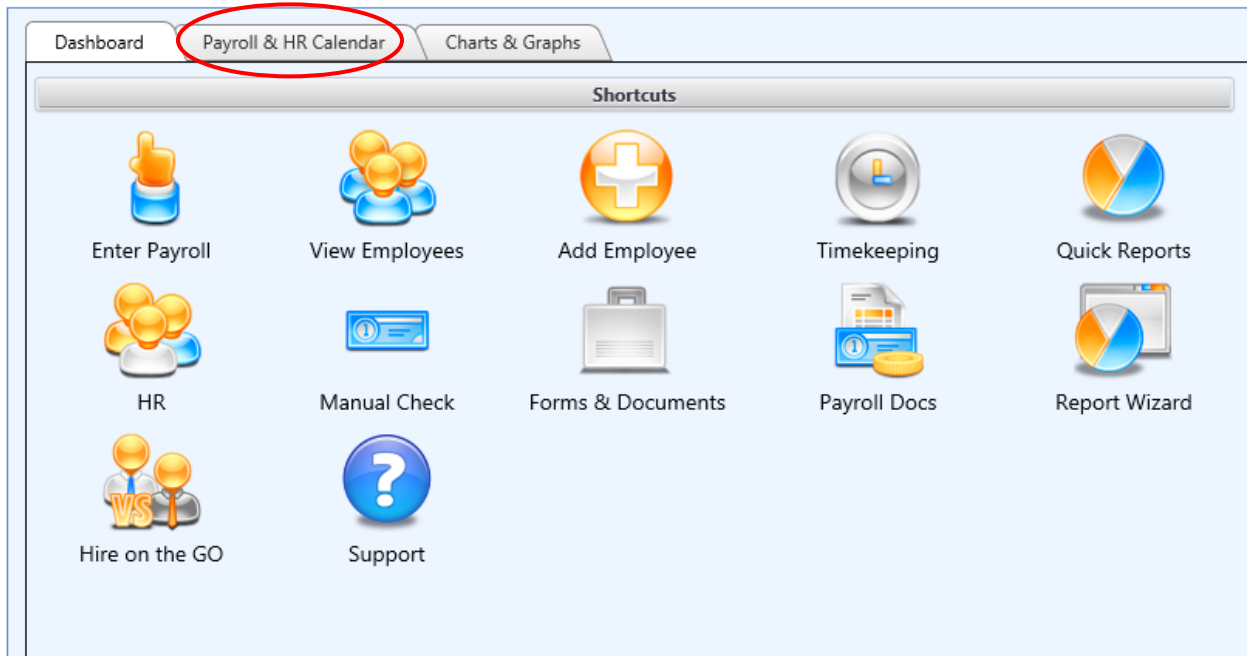
Internal Notes:

2 OK Cancel

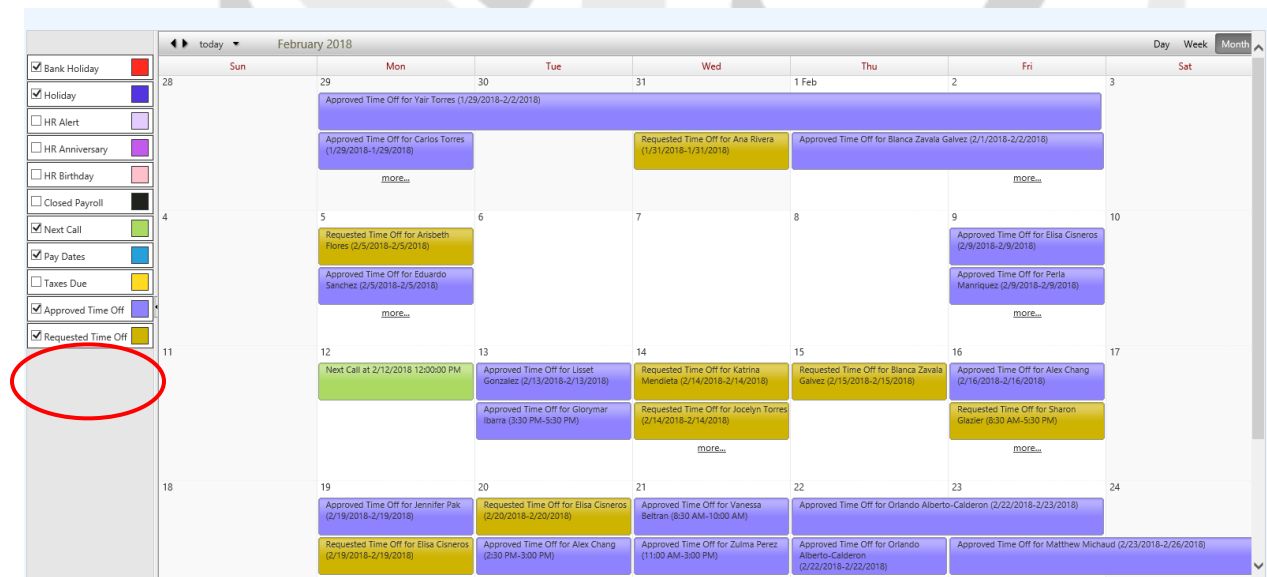
5. Remember that the “Hours” column indicates the number of hours that the employee has available to take time off from work. If an employee takes off more hours than that which is allocated to him/ her, the system will show a negative number of hours remaining.

Start Time	End Date	End Time	Hours	Available Hours	Earning Code
	1/13/2017		08:00		013 - Vacation Hours
	5/4/2017		24:00		013 - Vacation Hours
	5/19/2017		48:00		013 - Vacation Hours
	12/17/2016		40:00		013 - Vacation Hours
11:00 AM	11/9/2016	05:00 PM	06:00		015 - Sick Hours
	11/4/2016		08:00		013 - Vacation Hours
	11/9/2016		16:00		013 - Vacation Hours

6. If you would like to see which days your employees are off, select the “Payroll & HR Calendar” on the Employer on the Go landing page.

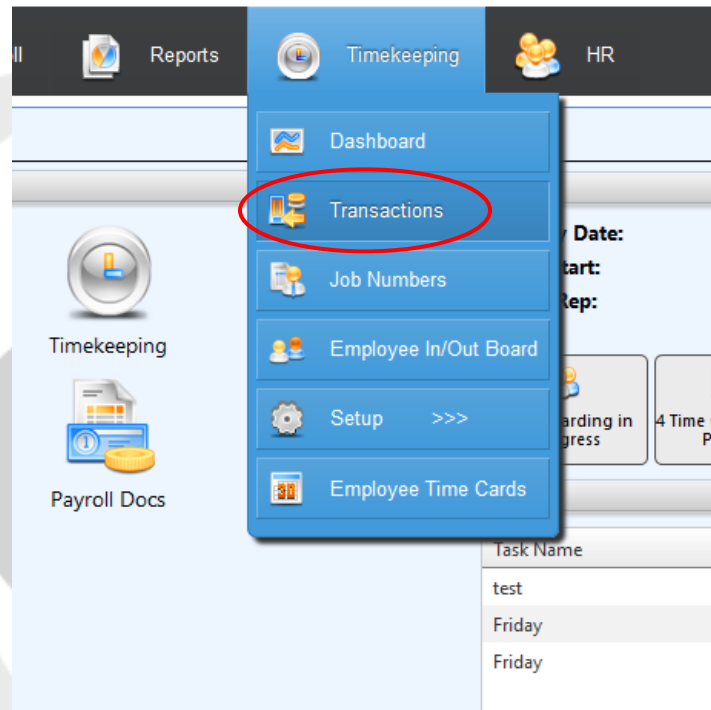


7. Here, you will be able to see a calendar that shows you approved time offs and requested time offs. Make sure you have “Approved Time Off” and



“Requested Time Off” checked off on the left side of the screen so that they will be made viewable on the calendar.

8. Click on “Transactions” under the “Timekeeping” tab



9. Click on “Edit” at the bottom of the screen



10. Here, you can adjust an employee’s hours if there is any error message to occur when processing payroll. Select the “Earning Code ID” from the drop-down menu and then enter in the adjusted in and out date / time.

