

MyTime- Requesting Time Off



From Employees Home Page

- S

EmpCenter Home Help Home Screen

Time Entry
Enter My Hours
Edit Employee Time
Edit Time for Groups

Reporting
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Schedules
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Exceptions
There are no exceptions that match the current filter.

My Time Off Balances

Banked Holiday	0.00 Hours
Blood Donor	0.00 Hours
EIB	0.00 Hours
ETO	43.60 Hours
Healthy Families Leave	1.00 Hours

My Time Off Requests
No tasks found.

Off and view available Time Off Balances

- Select - Time off Request Type from the Pay Code drop down list
- Select - Date range of request
- Drag across the forecasting tool to view future accrual time

EmpCenter Home Help My Time Off Logged In as Straw, Diana Log Out

View REQUEST LIST

Create Time Off Request

Pay Code: ETO Sched

Dates: 07/08/2017 To 07/15/2017

Comments:

Next

Select from Available Pay Codes based on your bank eligibility

Select range of dates and comments

Select Next

Pay Code Options
Bereavement
Blood Donor Hours
ETO Sched
Jury Duty
Conference in Phila
Conference Outside Phila
Personal Time
Sick Hours
Vacation

— ETO (HCM Business Analyst II-03082025-0007077330)
— Banked Holiday (HCM Business Analyst II-03082025-0007077330)
— Healthy Families Leave (HCM Business Analyst II-03082025-0007077330)
— Blood Donor (HCM Business Analyst II-03082025-0007077330)

This tool allows you to forecast your accruals in the future

Feb 1 2017 Mar 1 2017 Apr 1 2017 May 1 2017 Jun 1 2017 Jul 1 2017 Aug 1 2017 Sep 1 2017 Oct 1 2017 Nov 1 2017 Dec 1 2017 Jan 1 2018 Feb 1 2018 Mar 1 2018

- *View Request Details and Bank Usage and submit.*
- *To make changes select back*



The screenshot shows the EmpCenter interface for a request. The top navigation bar includes 'EmpCenter', 'Home', 'Help', and 'Thomas Jefferson Test'. The user is logged in as 'Micciche, Diane M'.

Request Details Table:

Action	Date	Pay Code	Hours
✖	Mon 06/12/2017	ETO Sched	8.0
✖	Tue 06/13/2017	ETO Sched	8.0
✖	Wed 06/14/2017	ETO Sched	8.0
✖	Thu 06/15/2017	ETO Sched	8.0
✖	Fri 06/16/2017	ETO Sched	8.0
✖	Sat 06/17/2017	ETO Sched	8.0
✖	Sun 06/18/2017	ETO Sched	8.0
✖	Mon 06/19/2017	ETO Sched	8.0
✖	Tue 06/20/2017	ETO Sched	8.0
✖	Wed 06/21/2017	ETO Sched	8.0
✖	Thu 06/22/2017	ETO Sched	8.0
✖	Fri 06/23/2017	ETO Sched	8.0

Bank Usage Summary:

ETO (Benefits Specialist II-03082020-0005460090): 80.00 Hours used, 289.07 Mon 06/12, 209.07 Fri 06/23

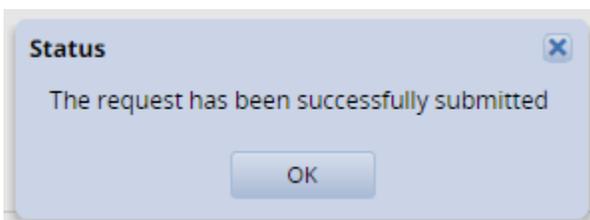
Annotations:

- Hours will populate based on the employees daily scheduled hours.
- Bank Usage projection shows balance as of beginning and end of TOR
- click submit

Line Chart:

The chart shows cumulative hours from Feb 1, 2017, to Mar 1, 2018. A yellow vertical bar highlights the request date: Wednesday July 5, 2017, with 209.07 Hours. The legend includes: ETO (Benefits Specialist II-03082020-0005460090), IRE (Benefits Specialist II-03082020-0005460090), Banked Holiday (Benefits Specialist II-03082020-0005460090), Blood Donor (Benefits Specialist II-03082020-0005460090), and Healthy Families Leave (Benefits Specialist II-03082020-0005460090).

- *Confirmation displays that request has been submitted*



Status [X]

The request has been successfully submitted

OK

- *Once Submitted Manager receives email notification*
- *Manager logs into EmpCenter to review, approve or deny request*
- *Upon approval time will automatically be entered on the timesheet*
- *Employee receives email notification of status*

- *View current and past requests*
- *Status of each request*
- *Create new request*

Your request has been submitted.

 Create New Request

Current

Past

Type	Start Da... ▲	End Date	Hours Requested	Status
Time off - ETO Sched	06/12/2017	06/23/2017	80	Pending

Current and past Time Off Requests are shown on this page as well as status of request