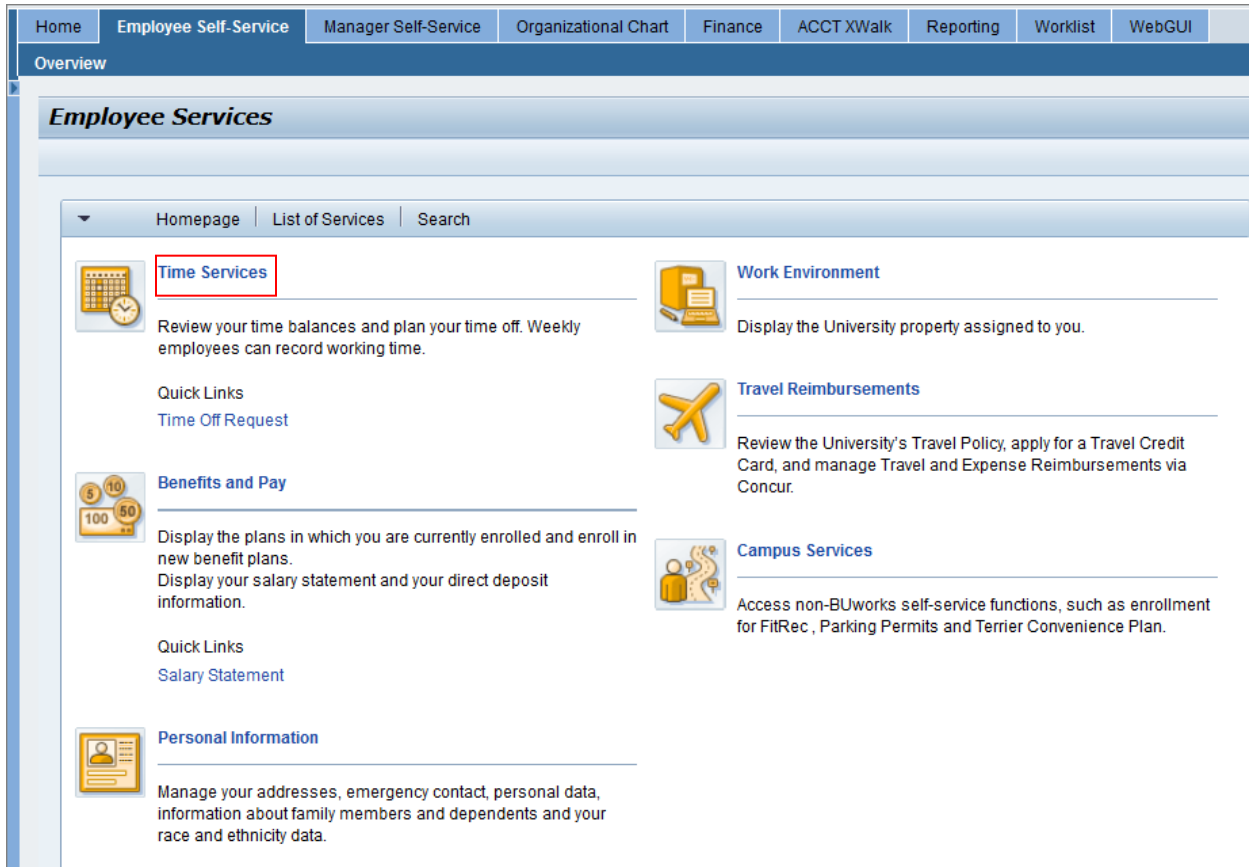
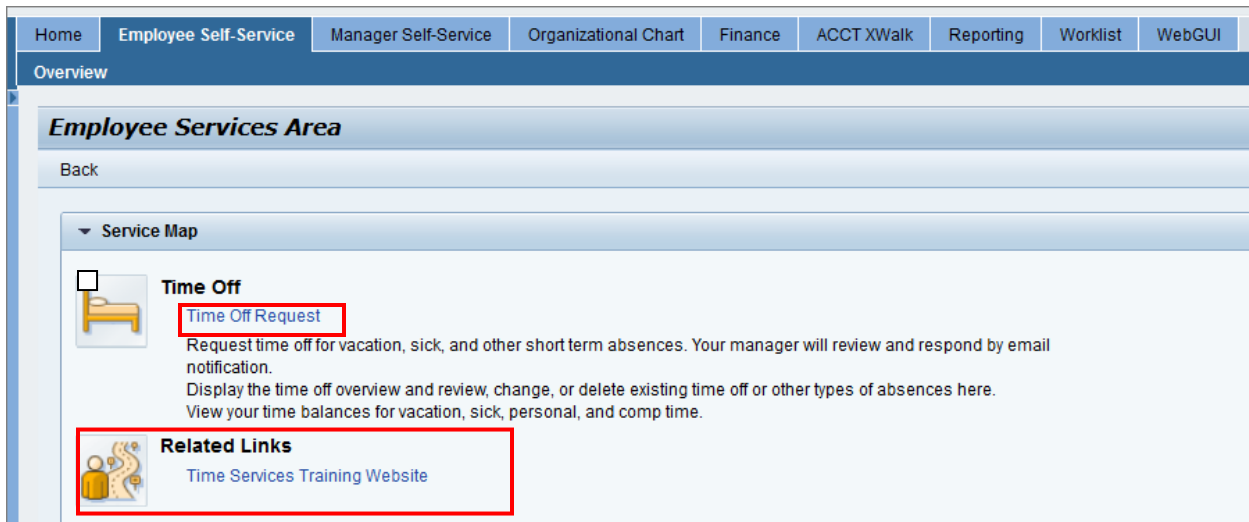


**STEP 1: Login to BUworkscentral. Click on the ESS tab. Now, click on Time Services.**



**Click on Time Off Request. A variety of training resources such as Quick Reference Guides, Work Instructions and Videos can be found in the Related Links section.**



**Step 2: Review history of Time Off requests and view Time Balances. To create a new request, click on Create New Time Off Request.**

*Time Off Request*

▼ Time Off Overview Create New Time Off Request

Show from: 12/23/2014

Actions	Type of Time Off	Start Date	End Date	Document Status	Absence hours	Used
	Comp Time Earned (Exempt)	09/07/2015	09/07/2015	Sent	8.00	
	Vacation	05/25/2015	05/26/2015	Sent	16.00	8 Hours
	Vacation	05/22/2015	05/26/2015	Approved	24.00	16 Hours
	Vacation	04/03/2015	04/03/2015	Rejected	8.00	
	Sick Pay	04/02/2015	04/02/2015	Sent	8.00	8 Hours

▼ Time Balances Overview

Absence Type: (All Types) Show from: 01/23/2015

Absence Type	Deductible from	Deductible to	Entitlement (Earned)	Used (Past)	Planned (Future)	Available
Vacation	09/01/2014	12/31/9999	96.67 Hours	40.00 Hours	48.00 Hours	8.67 Hours
Sick	09/01/2014	12/31/9999	514.00 Hours	12.00 Hours	62.00 Hours	440.00 Hours

**Step 3: Enter your request as in steps 1 thru 6. In the example below, a vacation day is being requested for on Feb 12, 2015.**

*Time Off Request*

|  |

Calendar | Employee View Team Calendar | Time Balances Overview | Time Off Requests

View: February 2015

January 2015							February 2015							March 2015									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
1	29	30	31	1	2	3	4	5	26	27	28	29	30	31	1	9	23	24	25	26	27	28	1
2	5	6	7	8	9	10	11	6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8
3	12	13	14	15	16	17	18	7	9	10	11	12	13	14	15	11	9	10	11	12	13	14	15
4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22	12	16	17	18	19	20	21	22
5	26	27	28	29	30	31	1	9	23	24	25	26	27	28	1	13	23	24	25	26	27	28	29
6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8	14	30	31	1	2	3	4	5

Absent  
  Multiple Entries  
  Sent  
  Deletion Requested  
  Non-Working Day  
  Holiday

▼ Time Off Details  6

**Type of Time Off**

Type of Time Off: \* 1

Description: Vacation

**Additional Data**

FMLA Related:

**General Data**

Start Date: \* 2

End Date: \*

Absence hours:  3

Approver Name:  4

Note:  5

<p><b>1</b></p>	<p><b>Type of Time Off (According to your employee status and group, you may be eligible for other types of leave options)</b></p>	<p>Select the type of time off from the drop down list:</p> <ul style="list-style-type: none"> <li>• Comp Time</li> <li>• Floating Holiday</li> <li>• Jury Duty</li> <li>• Military Leave</li> <li>• Sick Unpaid</li> <li>• Sick pay</li> <li>• Sympathy – Bereavement</li> <li>• Unpaid Time Off</li> <li>• Vacation</li> <li>• Comp Time Earned (exempt)</li> </ul>
<p><b>2</b></p>	<p><b>Start Date</b></p>	<p>Click the <b>calendar</b> icon on the far right of the <b>Start Date</b> field to select the start date of the time off request.</p>
<p><b>3</b></p>	<p><b>End Date</b></p>	<p>Click the <b>calendar</b> icon on the far right of the <b>End Date</b> field to select the date the time off request ends.</p>
<p><b>4</b></p>	<p><b>Absence Hours</b></p>	<p>The system will automatically calculate the number of hours based upon your planned work time when you click on the <b>CHECK</b> button. If you wish to take only a few hours (less than a full day) off, please enter the appropriate number of hours.</p>
<p><b>5</b></p>	<p><b>Note</b></p>	<p>Enter an explanation for the time off request for the approver.</p>
<p><b>6</b></p>	<p><b>Check</b></p>	<p>Click the <b>CHECK</b> button to validate the entries and save. If you have enough quota and if your request does not conflict with a previously made request, you will see a message as shown in screen below: "Check of Time Off Request was successful." <i>Please note that if you are a part-time employee, you will need to enter a request for each day that you intend to take as vacation AND indicate how many hours you will be taking per day.</i></p>

### Time Off Request

| 
  |

Check of Time Off Request was successful

Calendar | 
 Employee View Team Calendar | 
 Time Balances Overview | 
 Time Off Requests

View: February | 2015 |

January 2015							February 2015							March 2015									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
1	29	30	31	1	2	3	4	5	26	27	28	29	30	31	1	9	23	24	25	26	27	28	1
2	5	6	7	8	9	10	11	6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8
3	12	13	14	15	16	17	18	7	9	10	11	12	13	14	15	11	9	10	11	12	13	14	15
4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22	12	16	17	18	19	20	21	22
5	26	27	28	29	30	31	1	9	23	24	25	26	27	28	1	13	23	24	25	26	27	28	29
6	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8	14	30	31	1	2	3	4	5

Absent | 
  Multiple Entries | 
  Sent | 
  Deletion Requested | 
  Non-Working Day | 
  Holiday

Time Off Details |

**Type of Time Off**

Type of Time Off: \* Vacation

Description: Vacation

**General Data**

Start Date: \* 02/12/2015

End Date: \* 02/12/2015

Absence hours: 8.00

Approver Name: TEST EMP3

Note: Need a vacation day on Feb 12, 2015

<b>7</b>	<b>Cancel</b>	Click the <b>Cancel</b> button to return to the <i>Time Off Request</i> screen without saving your request.
<b>8</b>	<b>Submit</b>	Click the <b>Submit</b> button to send the request to the approver to review the request. You will be asked to confirm your requested absence. Review and click on OK. Click the <b>Submit and create another request</b> if you wish to enter a new request in the same session. On clicking <b>Submit</b> , you will see a message "Request sent successfully".

### Step 4: Review Completed Time Off Request

The screen below gives you a completed view of the time requested off.

**Time Off Request**

Time Off Request was sent successfully 9

Time Off Overview Create New Time off Request

Show from: 12/23/2014 Apply

Actions	Type of Time Off	Start Date	End Date	Document Status	10	Absence hours	Used
	Sick Pay	02/18/2015	02/18/2015	Sent		8.00	8 Hours
	Comp Time Earned (Exempt)	02/16/2015	02/16/2015	Sent		8.00	
	Comp Time Earned (Exempt)	02/16/2015	02/16/2015	Approved		8.00	
	Vacation	02/13/2015	02/17/2015	Sent		24.00	16 Hours
	Vacation	02/12/2015	02/12/2015	Sent		8.00	8 Hours

Time Balances Overview

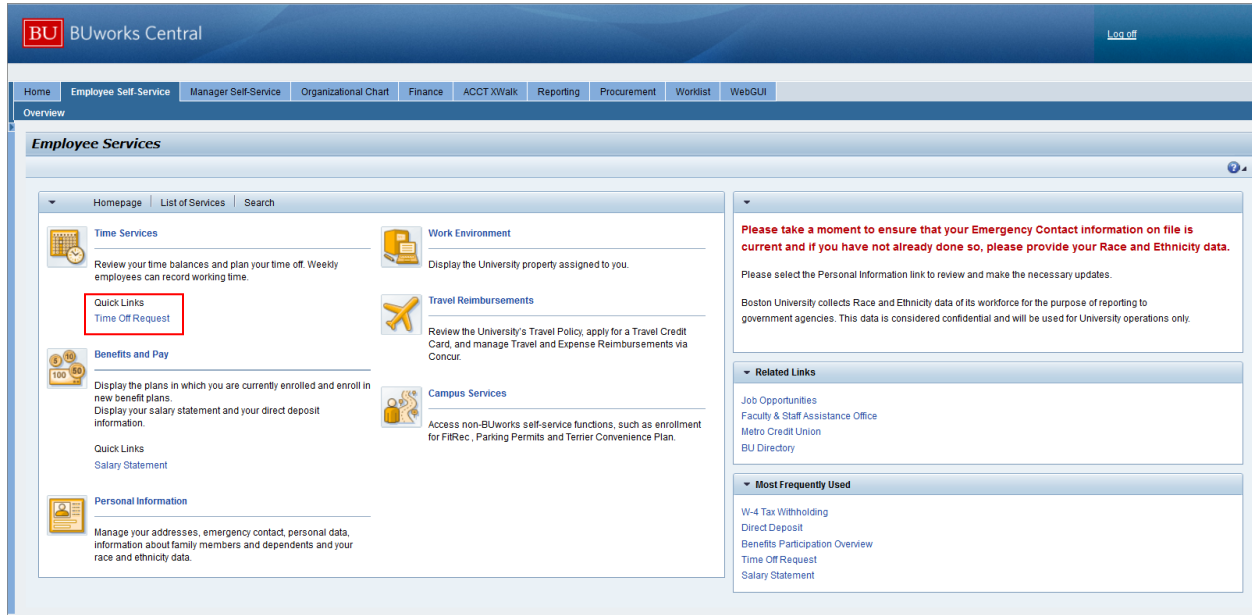
Absence Type: All Types Show from: 01/23/2015 Apply

Absence Type	Deductible from	Deductible to	Entitlement (Earned)	Used (Past)	Planned (Future)	Available
Vacation	09/01/2014	12/31/9999	96.67 Hours	40.00 Hours	56.00 Hours	0.67 Hours
Sick	09/01/2014	12/31/9999	514.00 Hours	12.00 Hours	62.00 Hours	440.00 Hours

<b>9</b>	<b>System Message</b>	Review the system message to confirm the request was sent successfully.
<b>10</b>	<b>Document Status</b>	<p>Review the status of the request in the <b>Document Status</b> area of the screen. There are three different statuses for a leave:</p> <ul style="list-style-type: none"> <li>• Sent – Requested by the employee</li> <li>• Approved – The request has been approved</li> <li>• Rejected – The leave request has been rejected by the manager</li> </ul>

**To EDIT or DELETE a previously submitted request:**

**STEP 1:** Click on the ESS tab. Now, click on Time Off Request located under Quick Links in the Time Services section.



**STEP 2:** Highlight the request you want to edit and click on the pencil to edit dates or on the trash can to delete the request. In the example below, hours are being edited from 8 hours to 4 hours for vacation day requested on April 2, 2015.

**Time Off Request**

Time Off Overview [Create New Time off Request](#)

Show from: 12/23/2014 [Apply](#)

Actions	Type of Time Off	Start Date	End Date	Document Status	Absence hours	Used
	Comp Time Earned (Exempt)	09/07/2015	09/07/2015	Sent	8.00	
	Vacation	05/25/2015	05/26/2015	Sent	16.00	8 Hours
	Vacation	05/22/2015	05/26/2015	Approved	24.00	16 Hours
	Vacation	04/03/2015	04/03/2015	Rejected	8.00	
	Sick Pay	04/02/2015	04/02/2015	Sent	8.00	8 Hours

**STEP 3:** Confirm the request by clicking on OK when confirmation box pops-up. Click on the Submit button on top of the screen to process the request and send it to your manager for approvals. You will see a message “Request sent successfully”. This request will now go through the manager approval process.

*You have successfully edited/deleted your request.*