

# Time Off Requests

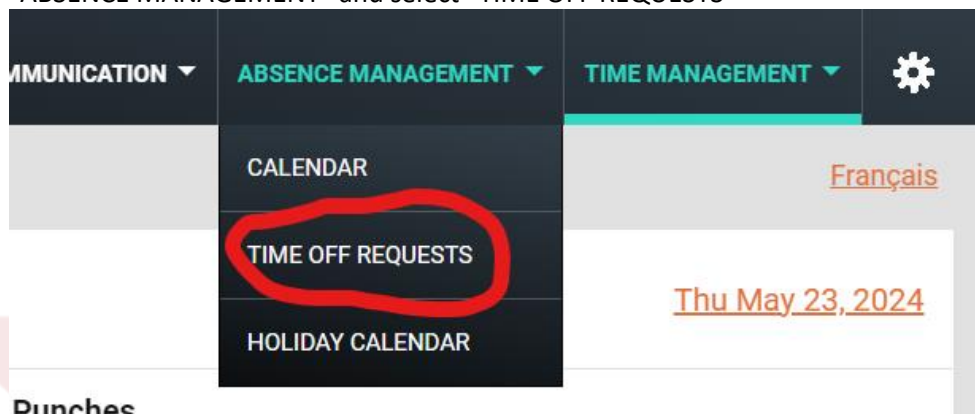
## Contents

Understanding Vacation Pay Details .....	2
Creating a Time Off Request .....	3
As An Employee .....	3
As a Supervisor/Manager .....	7
To Approve, Deny, or Modify a Time Off Request .....	8
Viewing Approved Requests .....	11

# Time Off Requests

## Understanding Vacation Pay Details

1. You can view the status of your vacation pay account from the Time Off Request screen.
2. Open payworks.ca and log in.
3. Click on “ABSENCE MANAGEMENT” and select “TIME OFF REQUESTS”



### Punches

4. At the bottom of the screen you will see the “BALANCES” summary.

#### Balances ⓘ

Type ^	Unit ⚙	Earned ⚙	Used ⚙	Balance ⚙	Requested ⚙	Available ⚙
Vacation	Dollars	614.61	0.00	614.61	223.08	391.53

TIP: New Employee Balances Report Available

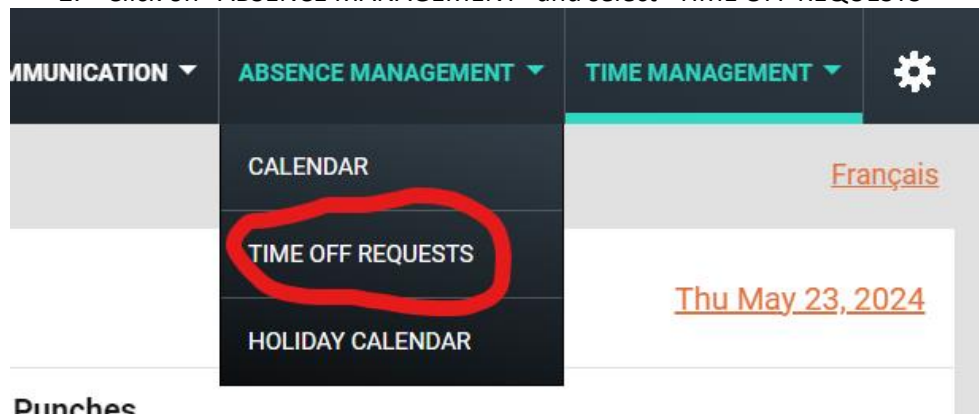
5. The columns show you the current status of your vacation funds.
  - a. EARNED = to total vacation dollars that you have earned YTD
  - b. USED = the total amount of vacation dollars that you have taken so far.
  - c. BALANCE = the total amount of vacation dollars that you have available as of the last pay period.
  - d. REQUESTED = the total amount of vacation pay that is allocated to an approved Time Off Request so far. Note: this time has not been taken yet and will be returned to your account if the Time Off is cancelled.
  - e. AVAILABLE = the total amount of vacation dollars that you can access.

# Time Off Requests

## Creating a Time Off Request

As An Employee

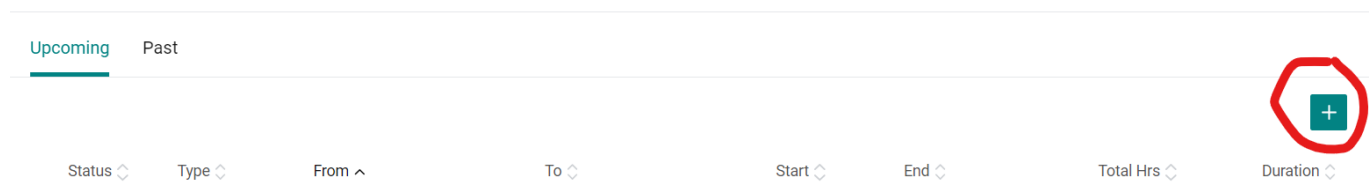
1. Open payworks.ca and log in.
2. Click on “ABSENCE MANAGEMENT” and select “TIME OFF REQUESTS”



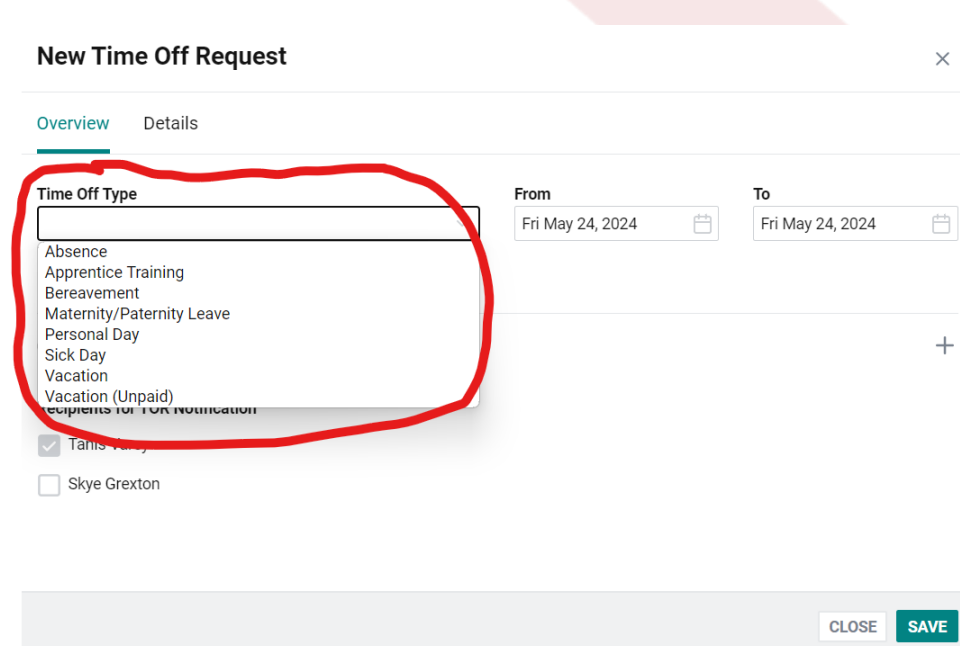
### Punches

3. To start a new time off request, click the + sign.

### Time Off Requests



4. Select your time off type.



**NOTE:** Only “VACATION” is set up to receive vacation pay automatically. All others must have a request for vacation pay put into the notes.

# Time Off Requests

5. Select the dates for your time off request.

**New Time Off Request** [Close]

Overview Details

Time Off Type: Vacation

From: Fri May 24, 2024 [Calendar Icon] To: Fri May 24, 2024 [Calendar Icon]

1 day | 8.00 hrs/day | 8.00 total hrs

Comments (0) [Add]

Recipients for TOR Notification

- Tanis Varey
- Skye Grexton

Accrual Balance as of May 17, 2024	\$614.61
Projected Total Requested	\$446.15

[Close] [Save]

6. Confirm you have enough vacation pay to cover the duration of your time off.  
ACCRUAL BALANCE AS OF = total amount of vacation pay in your account as of the end of the last pay period.  
PROJECTED TOTAL REQUESTED = total amount of vacation pay required to cover the duration of your request.

**New Time Off Request** [Close]

Overview Details

Time Off Type: Vacation

From: Fri May 24, 2024 [Calendar Icon] To: Fri May 24, 2024 [Calendar Icon]

1 day | 8.00 hrs/day | 8.00 total hrs

Comments (0) [Add]

Recipients for TOR Notification

- Tanis Varey
- Skye Grexton

Accrual Balance as of May 17, 2024	\$614.61
Projected Total Requested	\$446.15

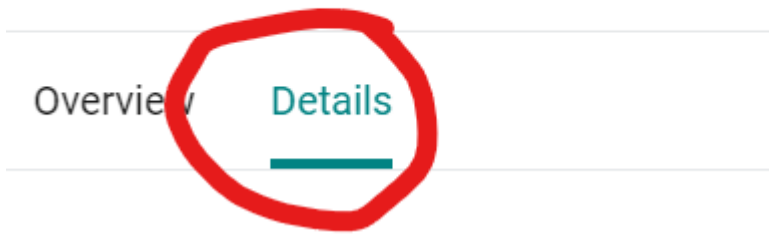
[Close] [Save]

- 7. If you do not have enough funds in your vacation account, you must submit two vacation requests – one paid and one unpaid.
- 8. If you submit a request with the full amount of time, and you do not have enough funds to cover your absence, your request will be denied.

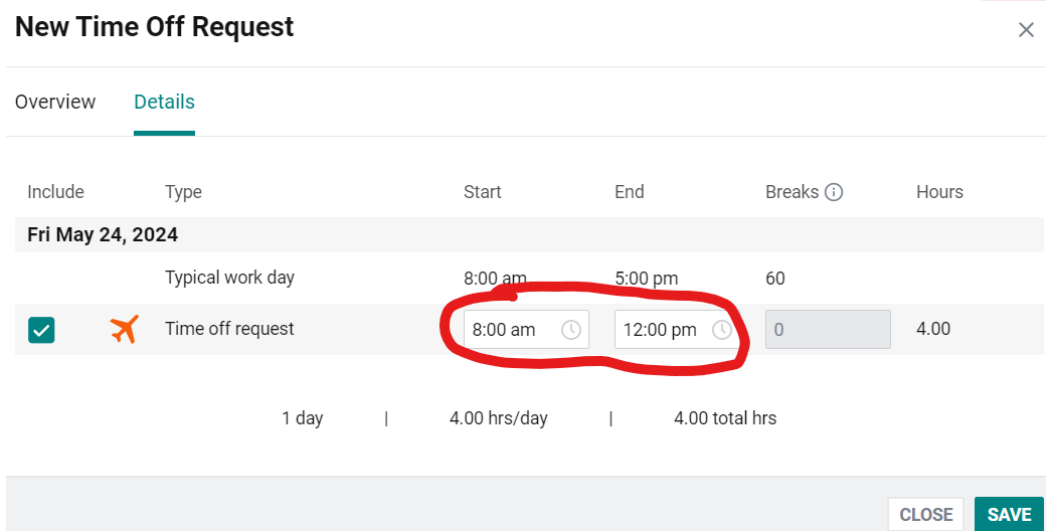
# Time Off Requests

9. If you are only taking part of a day, select "DETAILS".

## New Time Off Request

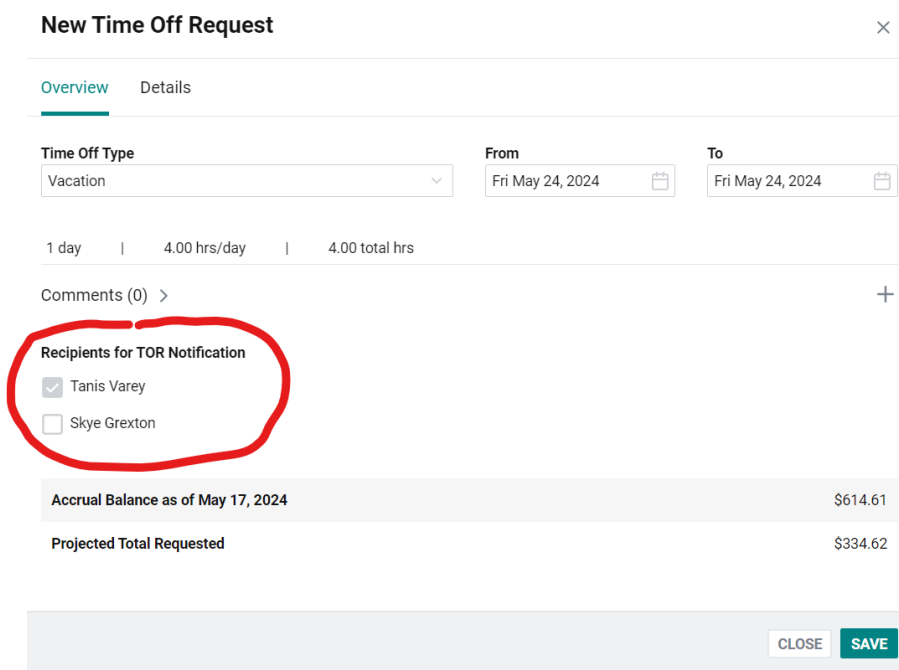


10. Select the time frame you are requesting to be off work.

A screenshot of the 'New Time Off Request' form. At the top, there are two tabs: 'Overview' and 'Details'. The 'Details' tab is selected. Below the tabs, there is a table with columns for 'Include', 'Type', 'Start', 'End', 'Breaks', and 'Hours'. The first row is for 'Fri May 24, 2024' and shows a 'Typical work day' from 8:00 am to 5:00 pm with 60 minutes of breaks. The second row is for a 'Time off request' from 8:00 am to 12:00 pm with 0 minutes of breaks and 4.00 hours of time off. The start and end times for the time off request are circled in red. At the bottom of the form, there are buttons for 'CLOSE' and 'SAVE'.

**NOTE:** Selecting part of a day will also adjust the amount of vacation pay you will receive.

11. Select the individual(s) you want to send the request to. This should always be your direct manager/supervisor.

A screenshot of the 'New Time Off Request' form. At the top, there are two tabs: 'Overview' and 'Details'. The 'Details' tab is selected. Below the tabs, there is a section for 'Time Off Type' with a dropdown menu set to 'Vacation'. There are also fields for 'From' and 'To' dates, both set to 'Fri May 24, 2024'. Below this, there is a section for 'Recipients for TOR Notification' with two checkboxes: 'Tanis Varey' (checked) and 'Skye Grexton' (unchecked). The 'Recipients for TOR Notification' section is circled in red. At the bottom of the form, there are buttons for 'CLOSE' and 'SAVE'.

# Time Off Requests

12. Hit Save.

### New Time Off Request

Overview Details

**Time Off Type**  
Vacation

**From**  
Fri May 24, 2024

**To**  
Fri May 24, 2024

1 day | 4.00 hrs/day | 4.00 total hrs

Comments (0)

**Recipients for TOR Notification**

Tanis Varey  
 Skye Grexton

Accrual Balance as of May 17, 2024	\$614.61
Projected Total Requested	\$334.62

CLOSE SAVE

13. This request has now been electronically sent to the individual(s) you checked off. They will receive an email and approve, deny, or modify it.

14. You will receive an email back once your supervisor has made a decision.

15. You can track the status of your request on your account by following this guide:

### Time Off Requests

Upcoming Past

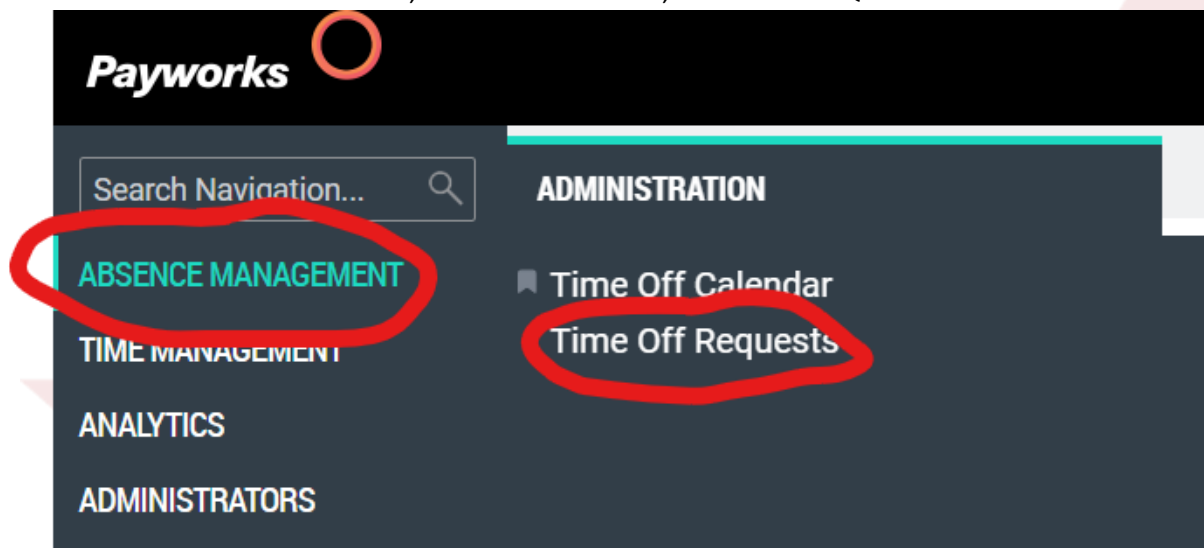
Status	Type	From
✓	Salary Vac-Mgmt	Sun Oct 7, 2018
⋯	Salary Vac-Mgmt	Sun Oct 14, 2018
✗	Salary Vac-Mgmt	Sun Oct 21, 2018
⋯	Salary Vac-Mgmt	Sun Jan 20, 2019
⋯	Salary Vac-Mgmt	Sun Jan 27, 2019

- ✓ Approved
- ⋯ Pending Status
- ✗ Denied
- ← Pending Withdrawal
- ⊘ Withdrawn
- ⊘ Mixed Status

# Time Off Requests

As a Supervisor/Manager

1. If an employee calls in with a absence request, and is unable to log on to submit a time off request themselves, you can log in and create one for them.
2. Log into Payworks under your Administrator Account.
3. Select “ABSENCE MANAGEMENT”, “ADMINISTRATION”, “TIME OFF REQUESTS”.

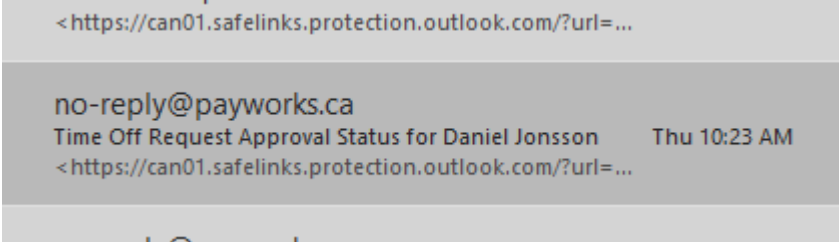


4. Follow the same steps as seen in “AS AN EMPLOYEE” to create a new time off request.

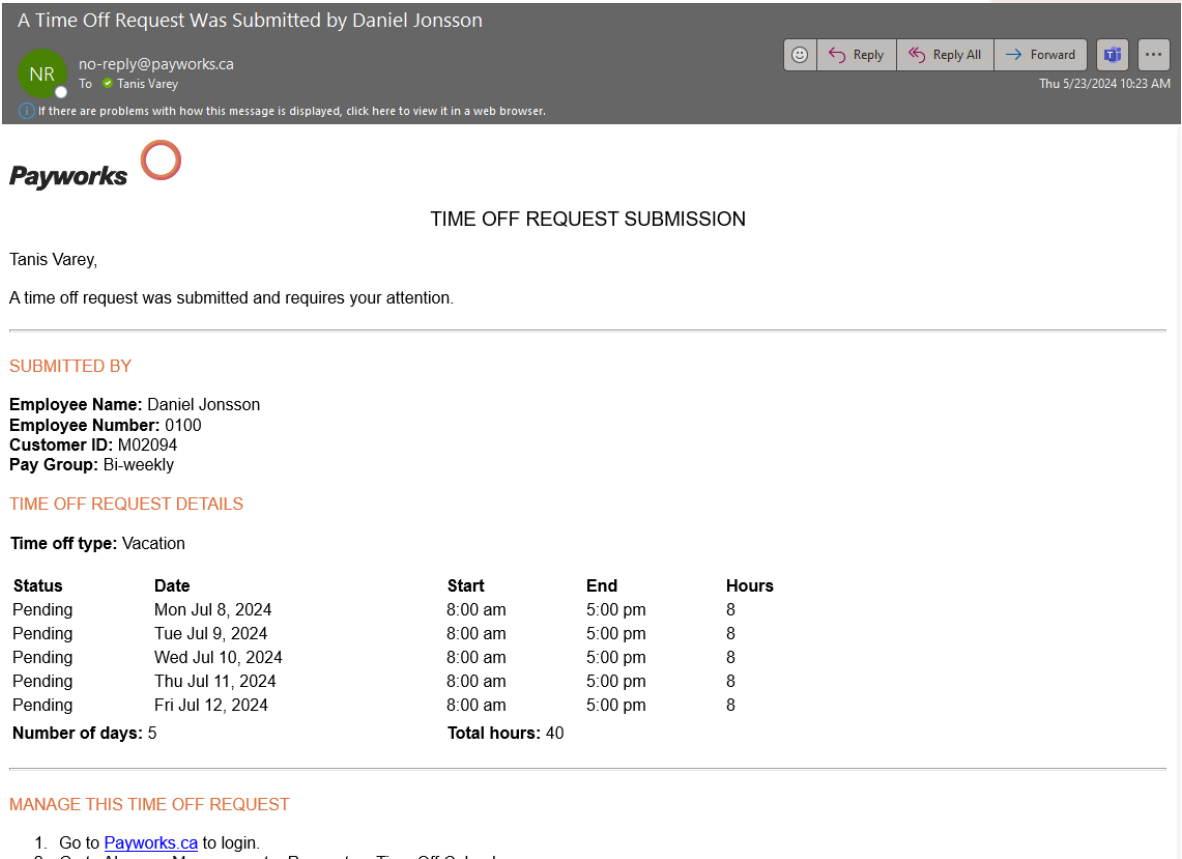
# Time Off Requests

To Approve, Deny, or Modify a Time Off Request

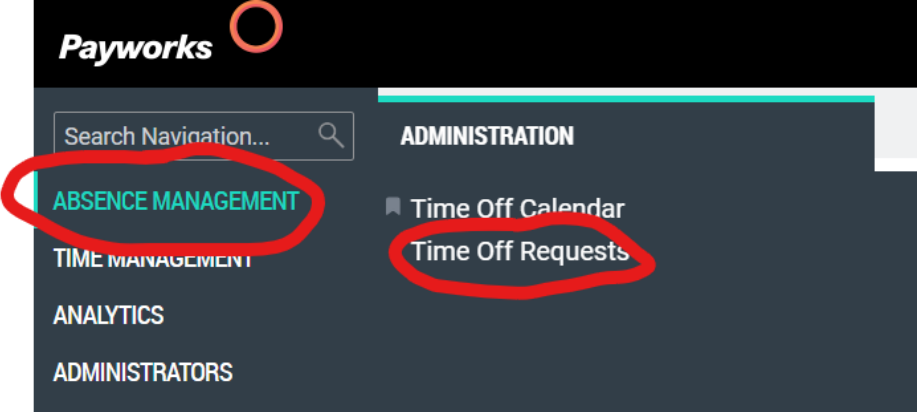
1. As an approved administrator, you will receive an email from payworks each time an employee submits a Time Off Request.



2. The email will give you an outline of the Time Off Request, and instructions on how to manage it.

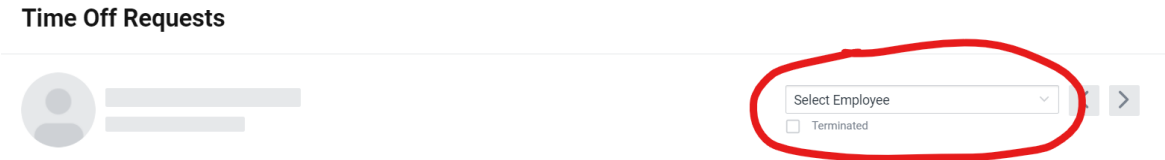


3. Open Payworks under your Administrator account.
4. Select “ABSENCE MANAGEMENT”, “ADMINISTRATION”, “TIME OFF REQUESTS”.



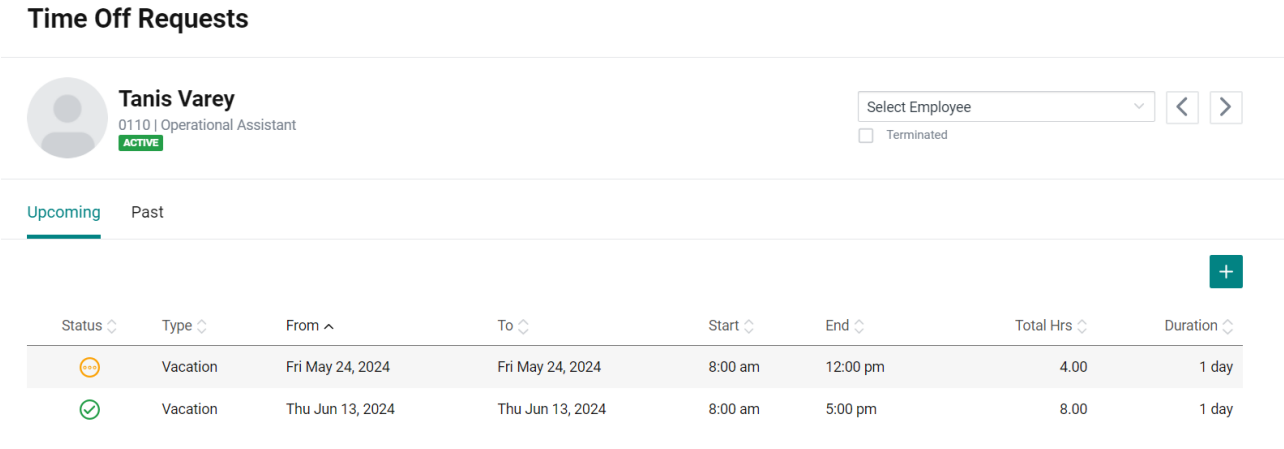
# Time Off Requests

5. Select the employee from the list.

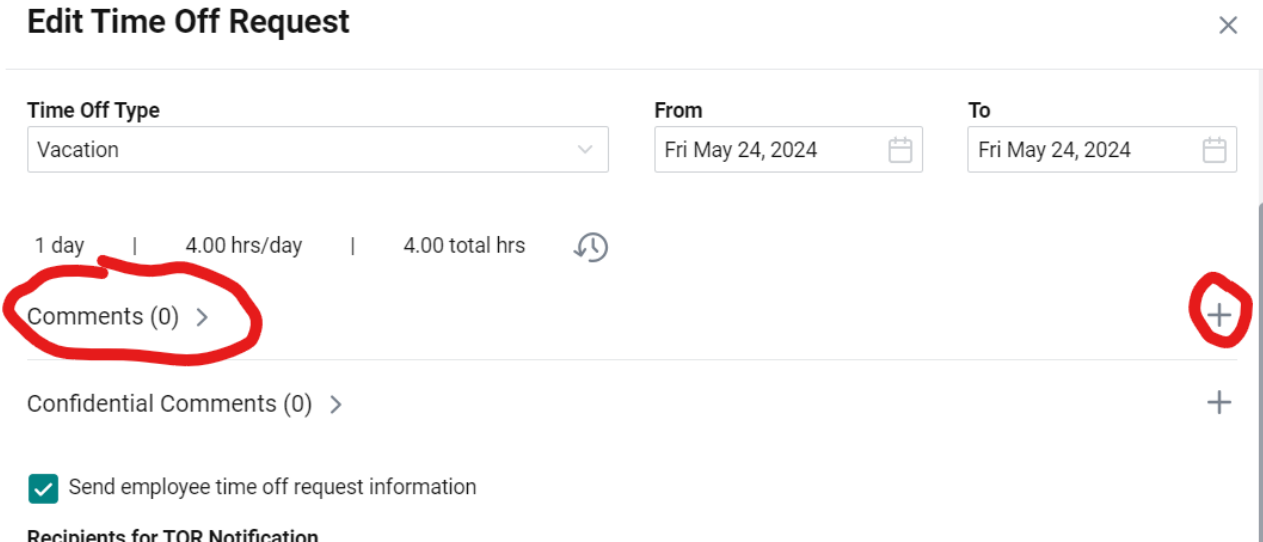


**NOTE:** You will only see employees assigned to you in your shop – if someone is missing let the Payroll Administrator know right away!

6. You will see all Time Off Request for the selected employee and the status of each request.



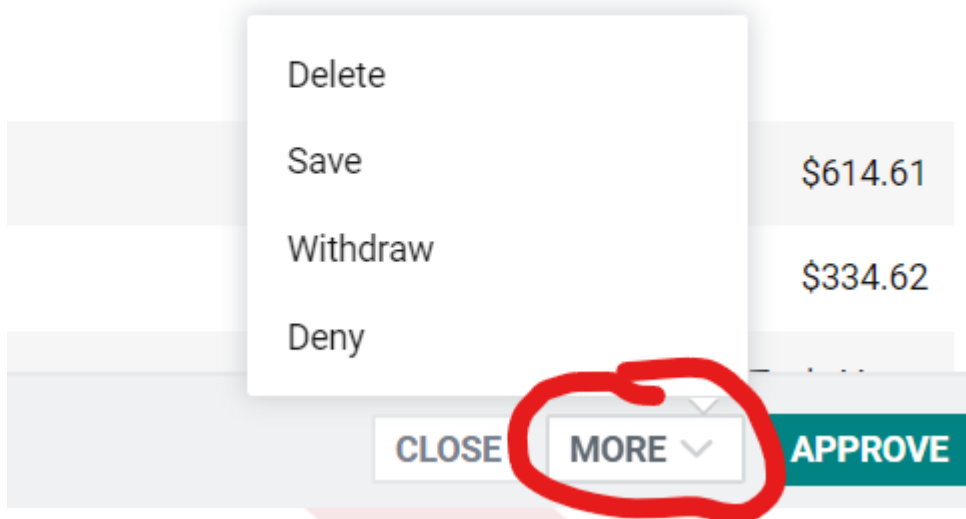
- 7. Click on the pending Time Off Request.
- 8. Always confirm that the employee has enough vacation pay to cover the Time Off requested. If they do not have enough click on the + symbol in the comments section and make a note explaining why the request is being denied.



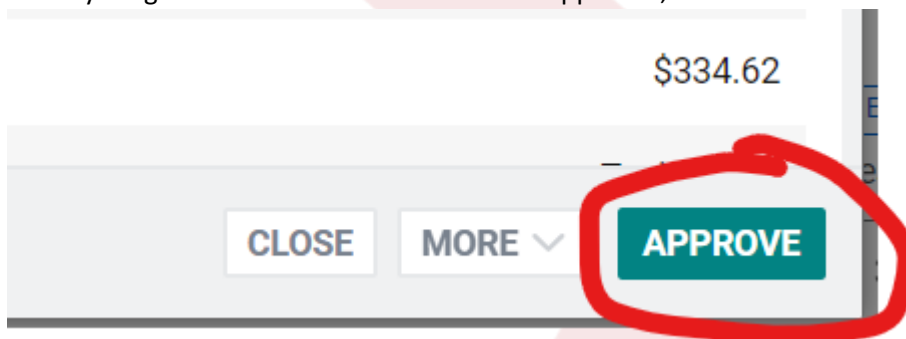
**NOTE:** You can also adjust the time/dates of the Time Off Request on this screen. Just make sure notes are added to explain changes being made.

# Time Off Requests

9. Selecting the “MORE” button at the bottom of the screen will allow you to:
  - a. “Delete” a request if it has been denied/voided.
  - b. “Save” if you need to speak with the employee before approving/denying the request.
  - c. “Withdraw” if you need to cancel the request.
  - d. “Deny” if you are rejecting the request.



10. If everything balances out and the time off is approved, hit the “APPROVE” button.

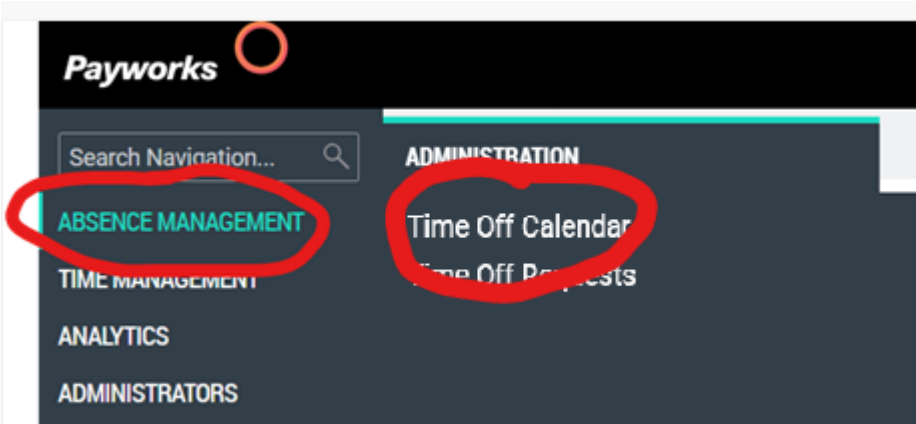


11. This will send an email to the employee, the administrator, and the payroll administrator informing them of the Time Off Request status.

# Time Off Requests

## Viewing Approved Requests

- 1. To see all approved time off requests you can view the shop calendar.
- 2. Select "ABSENCE MANAGEMENT", "ADMINISTRATION", "TIME OFF CALENDAR".



- 3. This will show you all the Time Off Requests for your shop.

### Time Off Calendar

Calendar Pending Requests (0)

Navigation: FEB 2024, MAR 2024, APR 2024, MAY 2024 (selected), JUN 2024, JUL 2024, AUG 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Victoria Day	21	22	23	24	25
26	27 Karpyn, Solomia 8a - 5p Vacation	28	29	30	31	