paycor<sup>·</sup> time (9n demand)

# Leave Approval View

The Leave Approval view allows you to approve or deny an employee's request for time off.

The most common way to reach the leave approval view is to click a dashboard item indicating that there are leave requests to review. The dashboard item drills down to the Pending Leave Requests view, which graphs all of the requests, and allows you to drill further to the Leave Approval view.

#### **General Information**

Time Off Request								
	ID	Badge	Workgroup					
Adams, Kathy	178	6100194	L1 -CASHIE-S2					
Request 3:00 Hours on 12/09/05. Starting at 10:45. Using Vacation.								
I have a dental appointment	in the r	morning						

From the top of the page, you can view the requested day or range of days. In this example, Kathy Adams requests 3 hours on 12/09. Employee comments for the leave request are also displayed.

# **Benefit Balances**

Employee Adams, Kathy 🕑 📀 Return to List														
										_	_	_		
Options			Time Off Re	quest				Мо	Tu	We	Th	Fr	Sa	Su
Approve				ID 178	Badg 6100	e Workg 194 L1 -CAS	roup HIE-S2	Nov 28	29	30	Dec 1	2	3	4
_	Adams,	Kathy						5	6	7		Dec	10	11
Deny	Deques	+ 2:00 Hau	ro on 19/0	0/05	Starti	ing of 10:	45		0		0		10	11
Channel	Reques	3.00 HOU	IS 011 12/0	9/05.	Starti	ing at 10.	40.	12	13	14	15	16	17	18
Change	Using V	acation.						10	20	21	22	22	24	25
Demons	L havo a	dontal ann	ointmont i	n tha	morni			19	20	21	22	25	24	Jan
Remove	T nave a	uentai app	omument	n uie	morni	ng.		26	27	28	29	30	31	1
		Benefit Bal	ances											
Benefit	Current Balance	Projected Use	Existing Requests	Projec Futu Balan	ted re N ice	Projected lew Ending Balance								
Vacation	0:00	0:00	0:00		0:00	-3:00								
Sick	0:00	0:00	0:00		0:00	0:00								
Personal	0:00	0:00	0:00		0:00	0:00								
Jury Duty	0:00	0:00	0:00		0:00	0:00								
Bryment 1	0:00	0:00	0:00		0:00	0:00								
Bryment 2	0:00	0:00	0:00		0:00	0:00								
Holiday	0:00	0:00	0:00		0:00	0:00								
Vac Adv.	0:00	0:00	0:00		0:00	0:00								
FMLA	0:00	0:00	0:00		0:00	0:00								

Before processing the leave request, you can review employee benefit balances. The employee's benefit balances and other statistics are available in the Benefit Balances table.

• Benefit- the name of the benefit bank

time In demand

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- Current Balance- the amount of leave time the employee has in the benefit bank
- Projected Use- the amount of leave time that would be used in this request
- Existing Requests- additional amounts of requested leave time
- Projected Future Balance- the amount of leave time left in the benefit bank if you deny the request
- Projected New Ending Balance- the amount of leave time left in the benefit bank if you
  approve the request

Based on your configuration, your benefit balances may look different in another type of leave approval view, displaying:

- The current benefit balance with the current date to the left.
- Previous addressed and unaddressed requests in the middle area.
- The amount of previous approved requests (the total hours for all absence planned schedules using the selected benefit from the current date until the last known time off request, or one year from now, whichever is later) and the projected balance (the current balance reduced by the previously approved amount).

Employee Thibideau, Johnathan 💽 📀 Return to List														
Options			Time Off	Request				Мо	Tu	We	Th	Fr	Sa	Su
Approve	ты	hideau l	hnathan	ID 1234	Badge 1	Workgr Nas-0	<b>oup</b> )1 -S1	Dec 19	20	21	22	23	24	25
Deny		biueau, Ju						26	27	28	29	30	31	1
Change	Req Dec	quest 8:00 c-26 05, Us	Hours from sina Sick.	Mon Dec	c-26 05	to Mor	7	2	3	4	5	6	7	8
	Eam	ily Time	<u>y</u>					9	10	11	12	13	14	15
Remove	1 ann	ny rime						16	17	18	19	20	21	22
Vacation		Status	Date				Comme	ents				-		Vacation
Current Balance	2	Approved	Mon Dec-05 05	Fri Dec-09	05								Pre	eviously Approved
216:00		Approved	Mon Dec-05 05	Fri Dec-09	05 05 Eamily	Trip								42:30
as of Thu Nov-17	05	Approved	Mon Dec-05 05	Fri Dec-09	05 Family 05	, mp								Projected
												<u> </u>		173:30
													as	of Mon Jan-23 06
Sick		Status	Date				Comme	ents				-		Sick
Current Balance	2	Approved	Mon Dec-19 05	Mon Dec-19	05 I will b	oe sick on t	this da	te					Pre	eviously Approved
136:00		Approved	Fri Dec-02 05	Fri Dec-02	05 Sick D	ау								8:30
as of Thu Nov-17	Denied Thu Dec-01 05 Thu Dec-01 05												Projected	
		Approved	Mag Jac 22.00	Thu Dec-01	US SICK D	ay la Anna A						-		127:30
		Pending	Mon Jan-23 06 Mon Dec-26 05	1:00 Mon Dec-26	5 05 Famil	y Time							as	of Mon Jan-23 06

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### Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday	
Nov	14	Nov 15	Nov 16	Nov 17	Nov 18	3
					Workgroup Statistics	
					Schedules Hours Normal 80 639:3 Absent 2 16:0	0
					Scheduled Absences	
					Mclaughlin, 8:00 Vacatio Monastra, D 8:00 Vacatio	n
					Also Requesting Time Off	
					Employee Type Dambach, Barry Pendin Adolph, Janet Pendin	g g 🗸

Before processing the leave request, you can review employee schedules. Based on your configuration, you may have the following information:

 Workgroup Statistics - whether or not there are enough employees scheduled for the proposed day off.

Workgroup Statistics						
Schedules	H	lours				
Normal	5	40:00				
Absent	0	0:00				

 Scheduled Absences- whether other employees are scheduled to be off for that day or date range



 Also Requesting Time Off- whether other employees have pending leave requests for that day.

Also Requesting Time Off					
Employee	Туре				
Thibideau,	Pending				
Johnathan					

• If the employee doesn't have schedules on a specific date, the "Currently Unscheduled" message is displayed for that day.





## **Processing Leave Requests**

You can approve or deny the leave request. Once the leave request is approved or denied, the "Approved" or "Denied" message is displayed.

Options	Time	Off Request		
		ID	Badge	Workgroup
Denied	Adams, Kathy	178	6100194	L1 -CASHIE-S2
	Request 3:00 Hours on Using Vacation.	12/09/05.	Starting	at 10:45.

Based on your system configuration, you may change or remove the request without approving or denying it. Any actions you take, such as Approve, Deny, Change or Remove can be emailed to the employee.

### Browsing

After you have approved or denied the request, cl	ick 📀 Retr	urn to List	to return to th	ne list of othe	ər
employees who have requested leave or use the	Employee	Thibideau	, Johnathan		00-
down menu to view the next employee's leave rec	juest and i	related st	atistics.	0.1	υp