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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 Workgro | | | | | | | | | |
| Adams, Kathy | 178 | 6100194 | L1 -CASHE-S2 | | | | | | |
| Request 3:00 Hours on 12/09/05. Starting at 10:45. Using Vacation. | | | | | | | | | |
| I have a dental appointment in the 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 | s, Kathy | ~ | Return to | List | | | | | | | | | |
|----------------|--------------------|--|----------------------|--------------------------------|------------------------------------|----|-----------|----|----|----------|----------|----|-----------|
| Options | | | Time Off Re | quest | | | Мо | Tu | We | Th | Fr | Sa | Su |
| Approve | | | | ID Ba | dge Workg 00194 L1-CAS | | Nov 28 | 29 | | Dec 1 | 2 | 3 | |
| Deny | Adams, | - | 10/0 | | | 45 | 5 | 6 | 7 | | Dec 9 | 10 | 11 |
| Change | | Request 3:00 Hours on 12/09/05. Starting at 10:45. Using Vacation. | | | | | | | | 15 | | 17 | |
| Remove | I have a | dental app | ointment i | n the mor | ning. | | 19 26 | | | | 23 30 | | 25 Jan |
| | | Benefit Bal | ances | | | | 20 | | 20 | | | | - |
| Benefit | Current Balance | Projected Use | Existing Requests | Projected Future Balance | Projected New 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 | | | | | | | | |
| Brvment 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

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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 | | | ID 1234 | Badge 1 | Workgro Nas-01 | 1-S1 | Dec 19 | 20 | 21 | 22 | 23 | | 25 |
| Deny | Thibideau, | | | | | | Dec 26 | 27 | 28 | 29 | 30 | | Jan 1 |
| Change | Dec-26 05. U | 0 Hours from Jsing Sick. | Mon Dec | c-26 05 | to Mon | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Remove | Family Time | - | | | | | 9 | 10 | 11 | | | | |
| Vacation | Status | Date | | | - | Commer | 16 | 17 | 18 | 19 | 20 | 21 | 22 Vacation |
| Current Balance | | Mon Dec-05 05 Mon Dec-05 05 | | | | Johnnei | | | | | | Pre | viously Approved |
| as of Thu Nov-17 | 05 Approved Approved | Mon Dec-05 05 Mon Dec-05 05 | | | (Trip | | | | | | | | Projected |
| | | | | | | | | | | | _ | as | 173:30 of Mon Jan-2306 |
| Sick | Status | Date | | | c | Commer | nts | | | | - | | Sick |
| Current Balance | Approved | Mon Dec-19 05 | Mon Dec-19 | 05 I will b | e sick on th | nis date | e | | | | | Pre | viously Approved |
| 136:00 | Approved | Fri Dec-02 05 | | | ау | | | | | | | | 8:30 |
| as of Thu Nov-17 | 05 Denied Approved | Thu Dec-01 05 Thu Dec-01 05 | | | ay | | | | | | - | | Projected |
| | Pending | Mon Jan-23 06 | | | or's Appnt | | | | | | | | 127:30 |
| | Pending | Mon Dec-26 05 | Mon Dec-26 | 5 05 Family | y Time | | | | | | | as | or Mon Jan-23 06 |

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Schedules

| Mono | jay | Tuesday | Wednesday | Thursday | Friday | | |
|------|--------|---------|-----------|----------|---|----------------------------|--|
| Nov | 14 Nov | 15 | Nov 15 | Nov 17 | Nov Workgroup Sta | | |
| | | | | | Schedules Normal 80 Absent 2 | Hours 639:30 16:00 | |
| | | | | | Scheduled Absences | | |
| | | | | | Mclaughlin, 8:00 Monastra, D 8:00 | | |
| | | | | | Also Requesting Time Off | | |
| | | | | | Employee Dambach, Barry Adolph, Janet | Type Pending Pending | |

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 | Hours | | | | |
| 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 Thibideau, | Type 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 0 | ff Request | | |
|---------|---|------------|----------|---------------|
| | | ID | Badge | Workgroup |
| Denied | Adams, Kathy | 178 | 6100194 | L1 -CASHIE-S2 |
| | Request 3:00 Hours on a 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 🕞 Ret | urn to List | to return to th | ne list of other | | | | |
|---|-----------|-------------|-----------------|------------------|----|--|--|--|
| employees who have requested leave or use the | Employee | Thibideau | i, Johnathan | drop | า- | | | |
| down menu to view the next employee's leave request and related statistics. | | | | | | | | |