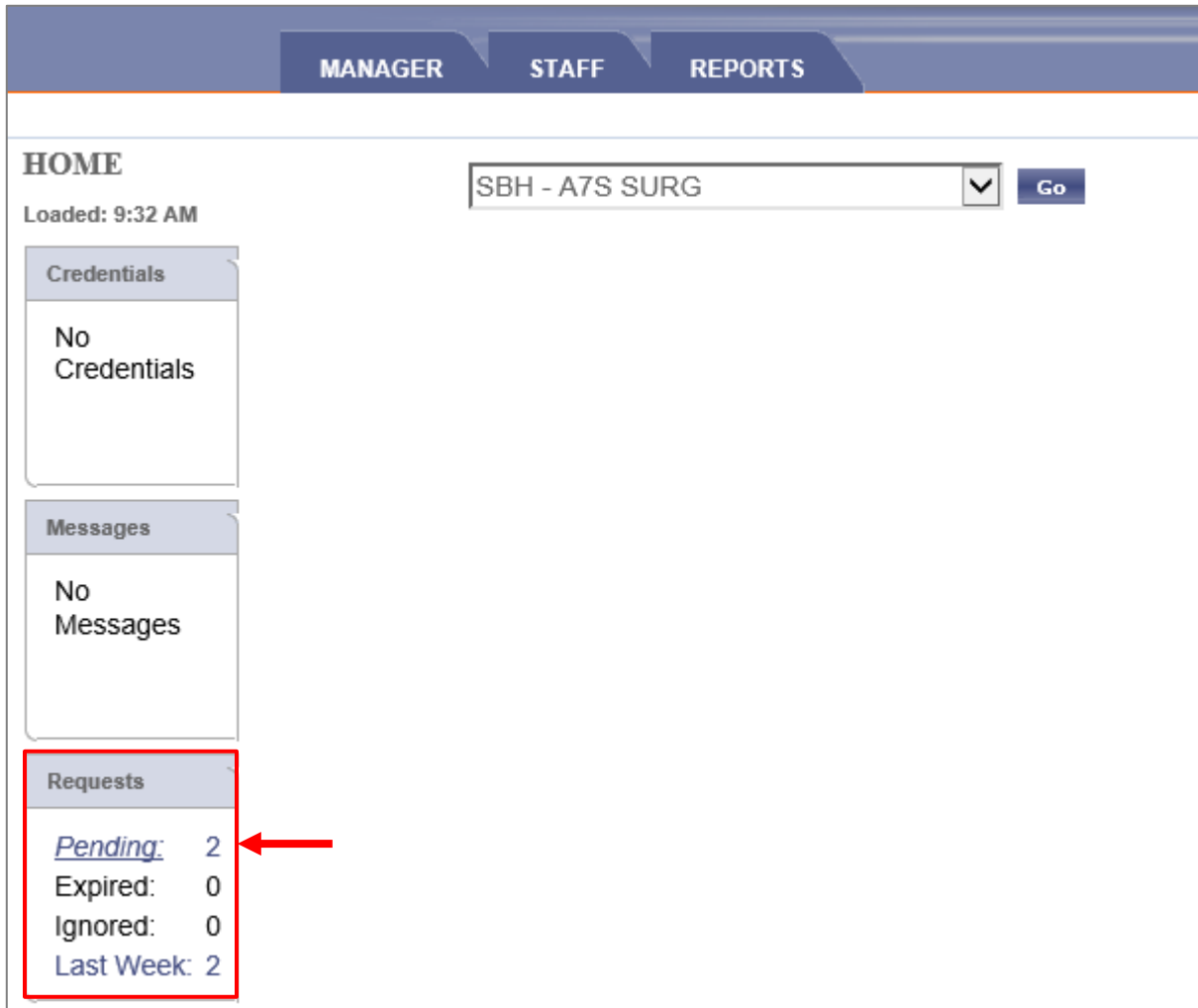


Employees who are scheduled in Workforce ESP can use Self Service to submit requests for time off. These requests display as “Pending Requests” on the Manager Home Page.

From your Manager Home Page,

1. Click **Pending** under the **Requests** heading.



The screenshot shows the Manager Home Page interface. At the top, there are tabs for MANAGER, STAFF, and REPORTS. Below the tabs, the page is titled "HOME" and shows a search bar with "SBH - A7S SURG" and a "Go" button. The page is loaded at 9:32 AM. There are three main sections: Credentials (No Credentials), Messages (No Messages), and Requests. The Requests section is highlighted with a red box and contains the following data:

Pending:	2
Expired:	0
Ignored:	0
Last Week:	2

A red arrow points to the "Pending: 2" value.

i

If a pending request is viewed, but not responded to within five days of the request date, it will be included in both *Pending* and *Expired*.



If a pending request is not viewed within five days of the request date, it is moved to *Expired*.

The *Requests* screen appears.



i Pending requests are organized into tabs, based on the type of request: *Off Requests*, *Relief Requests*, and *Swap Requests*. Any pending requests display in a list. The *Off Requests* tab is open by default,.

- Click the **+** button to the left of a request row to expand the display so you can see the details for the request.

The request details display below the request row:

OFF REQUESTS RELIEF REQUESTS SWAP REQUESTS									
View Audit Details			Sort Options						
		Request ID	Employee	Request Date/Time	Description	Priority	Sent To	Status	
		156	Cuesta, Amanda [PT -NP]	31/Jan/2020 09:25	Mar 07-Mar 07 A7S SURG	Normal	A7S SURG	New	
		Shift Date	Description	Request Start	Request End	Off Reason	Status	Last Viewed By	
		07/Mar/2020	A7S SURG, 4840, E023, 15:30-23:45	15:30	23:45	Stat Taken	Pending		

- Click the **Request ID** number to respond to the request.

OFF REQUESTS RELIEF REQUESTS SWAP REQUESTS									
View Audit Details			Sort Options						
		Request ID	Employee	Request Date/Time	Description	Priority	Sent To	Status	
		156	Cuesta, Amanda [PT -NP]	31/Jan/2020 09:25	Mar 07-Mar 07 A7S SURG	Normal	A7S SURG	New	
		Shift Date	Description	Request Start	Request End	Off Reason	Status	Last Viewed By	
		07/Mar/2020	A7S SURG, 4840, E023, 15:30-23:45	15:30	23:45	Stat Taken	Pending		

The *Request Off* pop-up window opens.

4. Click the **Status** menu and select the **appropriate response** from the drop-down.

Status	Reason for Use
Approved	Do not use.
Approved to Workforce ESP	Approve the request and send the approval directly to the employee's schedule.
Denied	Deny the request, and remove it from the employee's schedule.
Manager Reviewed	Finalize the response at a later time if you have not yet made a decision about the request.
Request No Longer Valid	Clean up old requests (e.g. the time for the request has past).
Scheduler Reviewed	Do not use. May be used by the departmental scheduler.

Request Off - Cuesta, Amanda - Internet Explorer

REQUEST OFF

Request ID: 156 Priority: Normal Request Date: 31/Jan/2020 Last Viewed By:

Date	Details	Request Start	Request End	Request Reason	Status
Sat 07/Mar/2020	A7S SURG, 4840, E023, 15:30-23:45	15:30	23:45	Stat Taken	Pending

Comment Summary

Employee Schedule Unit Schedule Partial Unit Schedule Audit Details Banks

Update Cancel Help

! Before approving requests for time off, it is important to check if the employee has the amount of applicable absence quota available. This can be done in the SAP system using [T-code PT50 \(Quota Overview\)](#) .

It is also important to review any other prior requests that were submitted for the same day and for the same department.

5. Click **Next**.

i You can add a comment about your response, if desired. Click *Add Comment*, enter a comment in the text field, and then click *Submit*.

Request Off - Cuesta, Amanda - Internet Explorer

REQUEST OFF

Request ID	Priority	Request Date	Last Viewed By		
156	Normal	31/Jan/2020			

Date	Details	Request Start	Request End	Request Reason	Status
Sat 07/Mar/2020	A7S SURG, 4840, E023, 15:30-23:45	15:30	23:45	Stat Taken	Approved to Work

Comment Summary Add Comment

Employee Schedule Unit Schedule Partial Unit Schedule Audit Details Banks

Next Cancel Help

i When you select *Approved to Workforce ESP*, you need to decide if relief is needed for the shift. The system default is to indicate that relief is needed.

6. Do one of the following:

- Click to select the **Relief Not Needed** checkbox to indicate that relief *is not needed*, or
- Leave the checkbox deselected to accept the default selection and indicate that relief *is needed*.

7. Click **Update Request**.

APPROVE OFF REQUEST TO WORKFORCE ESP

Schedule Task **Deadline**

Date **Time** **Date** **Time**

31/Jan/2020 09:45 07/Mar/2020 13:30

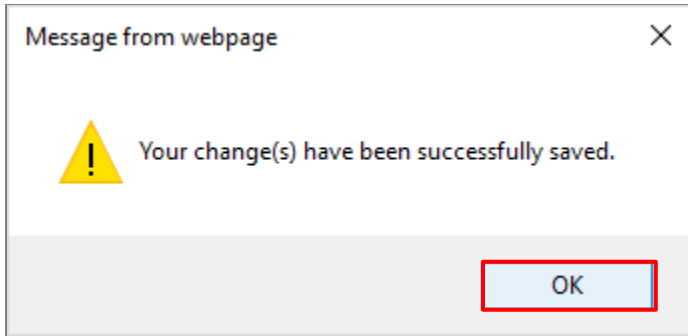
New Approver Comments

Date	Details	Request Start	Request End	Paid Hours	Off Reason	Relief Not Needed	Rec
Sat 07/Mar/2020	A7S SURG, 4840, E023, 15:30-23:45	15:30	23:45	7.75000	1150 - Stat Taken	<input checked="" type="checkbox"/>	Sta

Back **Update Request** **Cancel** **Help**

A message confirms the changes are saved.

8. Click **OK** to clear the message.



The request no longer appears on the *Requests* screen and is approved. The employee's schedule is automatically updated, and the employee will be able to view all response types in their *Requests* screen in Employee Self Service.

OFF REQUESTS RELIEF REQUESTS SWAP REQUESTS								
View Audit Details Sort Options								
	Request ID	Employee	Request Date/Time	Description	Priority	Sent To	Status	