

FIRST OFF REQUESTS

How to Submit a First Off Request

A First Off Request can indicate that **you would like your entire scheduled shift to be canceled**, or that **you would like to be sent home early** on the date(s) you are requesting.

A First Off Request is **NOT** a request for time off. Time off requests are submitted through the **Leave Request Form**

Steps to Submit a First Off Request

1. From the Quick Links menu, choose Employee Self Service
2. Click First Off Request located in the navigation tabs across the top
3. Click the spyglass next to Employee Name and select your name
4. Click the calendar icon next to Start Date and select the date of the shift you are requesting to be first off
5. Enter the scheduled start time for the shift (WFM uses military time)
6. Click the calendar icon next to End Date and select the shift end date (select the next day for night shift)
7. Enter the scheduled end time for the shift (WFM uses military time)
8. Enter comments (optional) and click Submit

Current Requests

- Your submitted request immediately displays in the bottom section under Current Requests and on the assignment sheet for the date & shift time requested if you are scheduled to work that date/shift
- Current Requests are listed in *date/time stamp* order
- If you entered a Leave Request that was rejected by the approver, it will automatically be added to the first off list for the date(s) that were denied and Leave Request Denied displays in the comments
- You can also cancel a request in this section

Note: A first off request for dates that you are scheduled to work are listed on the Assignment Sheet First Off Request section

How to Cancel a First Off Request

1. Scroll down the First Off Request page and you will see your current requests
2. Place a check in the cancel box next to the request that you want to cancel
3. Scroll up and click Submit
4. You will see a message pop up that states "Requests will not be submitted without valid start/end date/time or employee selected. Cancellations will still be processed." Click OK.
5. Even though you receive the above message, when you click OK, the system will still process your cancellation

Current Requests

Employee	Start Time	End Time	Comments	Date Created	Cancel
Ztrain31051, Patricia A	03-31-2016 08:00:00	03-31-2016 16:30:00		03-10-2016 14:32:00	<input type="checkbox"/>
Ztrain31051, Patricia A	04-17-2016 00:00:00	04-23-2016 00:00:00	Leave Request Denied	03-10-2016 14:33:21	<input type="checkbox"/>