

How to Enter a Request for Time Off in Infor WFM

Log into WFM and select Employee Self Service:

We have two types of schedules, set schedules (your schedule repeats) & self-scheduling (your schedule is added each 6-week schedule period through self-scheduling):

- a. You are on a set schedule - If requesting several days off, you will list consecutive dates on each row for dates that you are scheduled to work. For example, you want to request off for a week where you work Monday, Tuesday, Friday, and Saturday. On the first row you will enter the start date of Monday with the end date of Tuesday, then on the second row you will enter the start date of Friday and the end date of Saturday. *You always want to enter consecutive dates, using as many rows as needed to complete your requests. A week is considered Sunday through Saturday. Your requests cannot cross weeks, dates for each week are entered on separate rows, if you work Fri/Sat/Sun, then Fri-Sat will go on one row and Sun will go on the next row.*
- b. Your shifts are self-scheduled – If you are requesting several days, select the start date and end date for your time off. If you are requesting a week off, you need to know how your team wants you to enter time off for a week. Scenario #1: You only enter dates to match your hired hours, for example you are hired to a 0.9 FTE which is 36 hours a week and you work three 12-hour shifts per week. When requesting a week off, you will only select start and end dates to cover three days for a total of 36 hours. If you are hired to a 1.0 FTE which is 40 hours a week and you work four 10-hour shifts, you would select start and end dates to cover four days for a total of 40 hours. Scenario #2: You enter the start and end dates to cover the entire week, seven days with the start date of Sunday and the end date of Saturday. *If you are requesting off more than one week of time or a few days on more than one week, you will use as many rows as need to complete your requests. Your requests cannot cross weeks, dates for each week, Sun-Sat, are entered on separate rows.*

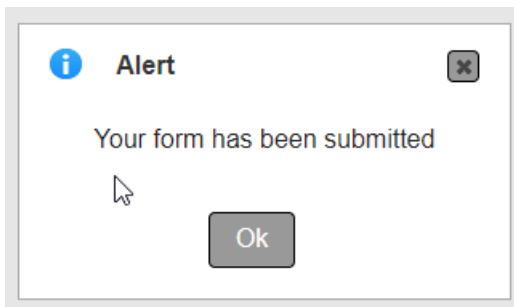
STEPS FOR ENTERING REQUESTS FOR TIME OFF:

1. Select Leave Requests from the navigation tabs across to top and the Leave Requests form displays
2. Select the calendar icon for Start Date and select the first day for time off
3. If requesting off more than one day, select the calendar icon for End Date and select the end date for time off, within the same week as the start date.
4. Next, at the end of the row, select the Schd icon to view how many employees have approved time for the week you are requesting. The schedule for your team will display for the week you have requested, plus the previous week and the next week. Close the schedule and go to the next step.
5. Select Choose and the balance selection area displays on the right-side of the listing the total hours requested in the Required Hours and Hours Left field.

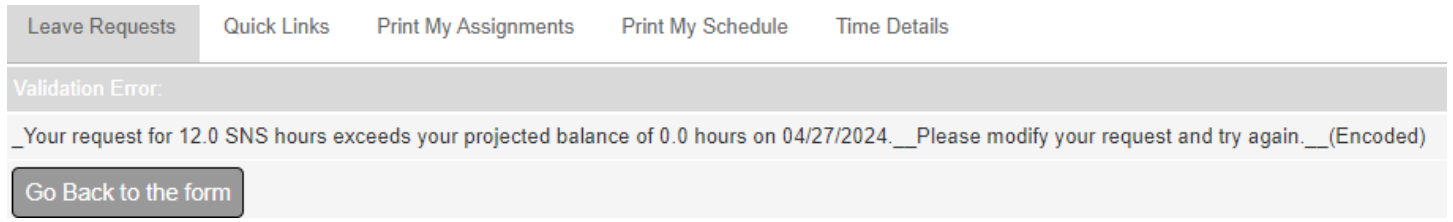
Note: *The required hours are the total hours requested off and are the total scheduled work hours when requesting dates that you are scheduled. For teams that self-schedule and requesting dates in the future where you are not scheduled, the hours are based on your default hours (12, 11, 10, 9, etc.), Example: 12hrs x 3days =36, 12hrs x 7days=84 hours, 10hrs x7 days=70.*

- 6. Enter the number of hours in the box next to each balance type you want to use, PNS for PTO time, SNS for sick time. You can only use paid time off up to your hired hours any remaining hours enter next to APR for approved time off (only use APR after you have met your hired hours). For exempt staff, use PES and SES, see list of active time codes in the bottom section of the list.
- 7. Hours left must equal zero before you can save your balance choice. Once the hours left is zero.
- 8. Select Save Choice, then OK to acknowledge message, and then select Submit

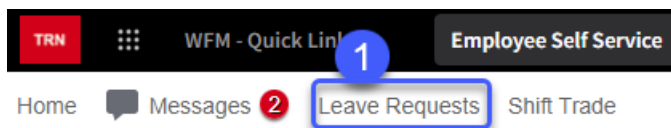
A message displays that your form has been submitted, select Ok to acknowledge!



If you get a message the below message, then you do not have the hours for the time code selected for the date(s) requested



SEE STEP BELOW WITH SCREENSHOTS:



Reject	Start Date	Start Time	End Date	End Time	Type	Comments	Bal Use	Schd
	06/23/2024		06/25/2024		None		Choose	
					None		Choose	

The schedule for the week of the request, plus the week before and after display

	June							July						
	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
CP(s)														
Ztrain17967 4, Briana Janay(9)	PNS	PNS	PNS											
Ztrain91320, Annetta(9)														
RN(s)														
Ztrain10289 4, Zoe E.(75)														
Ztrain12479 0, Alexus(9)	0645 1915	0645 1915												
Ztrain12555 6, Tiffany(75)														
Ztrain14062 5, Jasmine L.(9)														
Ztrain15343, Monica L.(9)														
RN-ADM(s)														

End Time	Type	Comment	Bal Use	Schd
	None	None	Choose	
	None		Choose	
	None		Choose	

Choose how to use your balances

Required Hours: 36
Hours Left: 0

Type	Number of Hours
PNS	36
SNS	0
BRV	0
JRY	0
PLN	0
POFF	0
APR	0

...ded page at vumctrn-wfm.st.inforcloudsuite.com says

Your balance choice has been saved

OK

02/03/2020 Default Job: CP
02/03/2020 Home Team: VUH RW5 PALLIATIVE
[Available Balance Details](#)

Time	Type	Comments	Bal Use	Schd
	None	None	Choose	
	None		Choose	
	None		Choose	

Required Hours: 36
Hours Left: 0

PNS	36
SNS	0
BRV	0
JRY	0
PLN	0
POFF	0
APR	0
ISV	0
ISV-WK	0
SHG	0

Submit Request

APR	0
ISV	0
ISV-WK	0
SHG	0
SHG-WK	0
MIL	0
PES	0
SES	0
BRE	0
JYE	0
PLE	0
FML-UP	0

Save Choice

Cancel Choice

TIME CODES AVAILABLE ON THE LEAVE REQUEST FORM – For Non-Exempt Employees

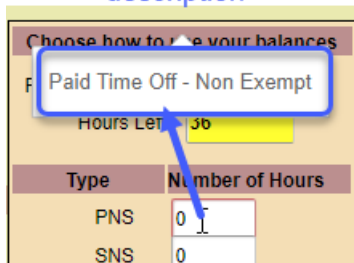
Description	Feeds to Kronos
flexPTO (Paid Time Off) - Non-Exempt Staff	Yes, to PNS
Grandfathered Sick (Sick Time) - Non-Exempt Staff	Yes, to SNS
Bereavement - Non-Exempt Staff	Yes, to BRV (paid time, not PTO)
Jury Duty - Non-Exempt Staff	Yes, to JRY (paid time, not PTO)
Paid Parental Leave - Non-Exempt Staff	No

TIME CODES AVAILABLE ON THE LEAVE REQUEST FORM – For ALL Employees

Time Code	Description	Feeds to Kronos/Workday
POFF	Preferred Day Off – <i>use to indicate a day(s) off, will be working to FTE (hired hours)</i>	No
APR	Approved Time Off – <i>use to indicate time off not covered by benefited time</i>	No
ISV	In-service - <i>does not count towards hired FTE (hours worked)</i>	No
ISV-WK	In-service - <i>counts toward FTE (hours worked)</i>	No
SHG	Shared Governance – <i>does not count toward hired FTE (hours worked)</i>	No
SHG-WK	Shared Governance - <i>counts toward hired FTE (hours worked)</i>	No
MIL	Military Duty	No
FMLA-UP	FMLA Unpaid time - <i>This can be used with approved FMLA once all benefited time has been used</i>	

You can see the time code description from the leave requests form:

Hover mouse over box next to type to see description



SEE THE DOCUMENT, *Leave Requests Overview*, from the User Help site, if you have questions, for example: How do I know who my request went to? or How do I add more rows?