# LEAVE REQUESTS FORM OVERVIEW

The form is available from the Employee Self Service within WFM – select Leave Requests from the navigation tabs across the top of the page and the form displays**:**

**TOP SECTION-<u>Employee Information</u>**

- Name, Hire Date, & Default Job (hired job)
- *Default shift (your schedule start/end times), Seniority Date, & Home Team
- Default Hours (number of work hours in your shift), Date/Time Submitted will display once form is submitted
- Approver Comments will display if entered by approver once a request is processed

**If the Default Shift field lists Change Me – Your leadership must enter your shift time in your WFM employee profile before you can submit a request for time off.*

**SECOND SECTION**- **<u>Enter Requests Details</u>**

- First is a checkbox, Enter Partial Dates (start/end times)? – **only** select this box if you are requesting off for **part of a shift**
- Next, is where you will enter the dates for your time off
  - *Aprv & Reject* – checkboxes will display after you submit a request
  - *Start Date* – the first date you are requesting to be off
  - *Start Time* – will <u>only</u> be entered when requesting off for part of a shift
  - *End Date* – once you enter a start date it will automatically populate as the end date; if you are requesting one day off you will not change the end date (this applies to all shifts)
    - if request is for more than one day, change the end date to the last date of your time off
    - the end date must be within the week of the start date – dates on different weeks must be entered on separate rows
  - *End Time* – will <u>only</u> be entered when requesting off for part of a shift
  - *Type* – defaults to None, dropdown option available for FMLA – more on FMLA below
  - *Comments* - are optional
  - *Bal Use* – Choose button that displays the balance choice options to the right (see below)
  - *Schd* – Button to view the team's schedule for three weeks; the week prior to the requested dates, the week of the requested dates, and the week after the requested dates
- Add Rows button - to add additional rows after the three existing rows are filled
- Submit Request button – Select Submit Request after saving your balance choices (see below)

**THIRD SECTION – <u>Existing Approved Days Off</u>**

- *Cancel* - checkbox to cancel an approved day off
- *Start & End Dates* – start date with start time and end date with end time are listed individually for approved days off; this allows you to cancel specific dates and not the entire request
  - The start & end dates will be listed more than once when more than one time code has been used to cover the balance for a date
- *Type* – the time code used for your time off
- *Comments* – Default LTA Comment displays
- NOTE: You may not cancel approve time off and submit new request for time off on the same form

**FOURTH SECTION** – **Choose how to use your balances** (located on the right-side of the screen)

- *Required Hours* –the total hours, per row, for your requested dates displays shaded yellow
- *Hours Left* - the total requested hours, per row
- *Type* – time codes to specify how you plan on being paid for your time off

- *Number of Hours* –you will enter the number of hours to be used per time code
    - Hours can be placed next to one time code or divided among two or more
    - As you enter hours, the hours left field above will be decreased, it must display zero hours to save the choices
    - You can hover the computer mouse over each field to view a description of the time code listed
    - Unpaid time codes are available and most used by employees that self-schedule and are planning to schedule work hours to meet their FTE (hired hours)
- Save Choice button – is selected to save the hours entered in this section
- Cancel Choice button – is selected to cancel the balance selections

## FREQUENTLY ASKED QUESTIONS (FAQs)

- **I work the night shift where my start time is one day and my end time is the next day, why does the form ask for hours totaling two days when I submit the start and date to match my start and end time?** Your shift start and end date are the scheduled date; the date the shift starts- even for night shift.
- **I work every Friday/Saturday/Sunday, the system will not let me put in the start date for Friday and end date for Sunday. How do I enter the dates for time off?** You can enter one week (Sun-Sat) per row. You will enter the dates for Friday and Saturday on the first row and the date for Sunday on the second row. The same applies any time the dates you are requesting extend over more than one week (Sun-Sat); enter the dates for the first week and then, on the next row enter the dates for the following week. You must select the choose button for each row.
- **What if I want to enter requests for more than three rows?** Use the Add Rows button – you must enter dates in the first three rows, choose balances, and save choices, then select Add Row and a window displays, asking *How many rows would you like total?* The box will list three, for the number of existing rows, if you want to add one more row change the number to four, two more rows would be five, etc.; maximum number of rows per form is ten rows
- **Why are some employees missing from the schedule that displays?** If your team self-schedules, employees with approved time off or a scheduled shift display – if your team is on set schedules, then an employee missing does not have a scheduled shift during the weeks displayed
- **How do I know who my requests went to for processing?** Refer to the document "Submitted Requests – Where and How to View" located in the Employee Toolbox Quick Links section.

**More information:**

- A balance check for paid time off is done upon submission to ensure you have paid time off available for the hours and dates of the request per time code chosen
- You cannot enter a request for time off and cancel a request on the same form. Cancel the date or dates to be removed and then submit a new request
- The leave requests form will allow you to request time off up to one calendar year in advance, however your department may have a policy with a timeline of when dates can be submitted
- If the request was entered when the balance chosen was available, but before the request was approved the balance was reduced and is no longer available to cover the hours requested, the form will be rejected with a status of Exception and the subject will state the request has been rejected due balance – any items checked have been rejected, not approved due to insufficient balance. No requests on this form are processed!