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## Creating an Absence Planned Schedule



A supervisor can create an absence planned schedule for an employee in their Time Card or Schedules page, or by approving their leave request.

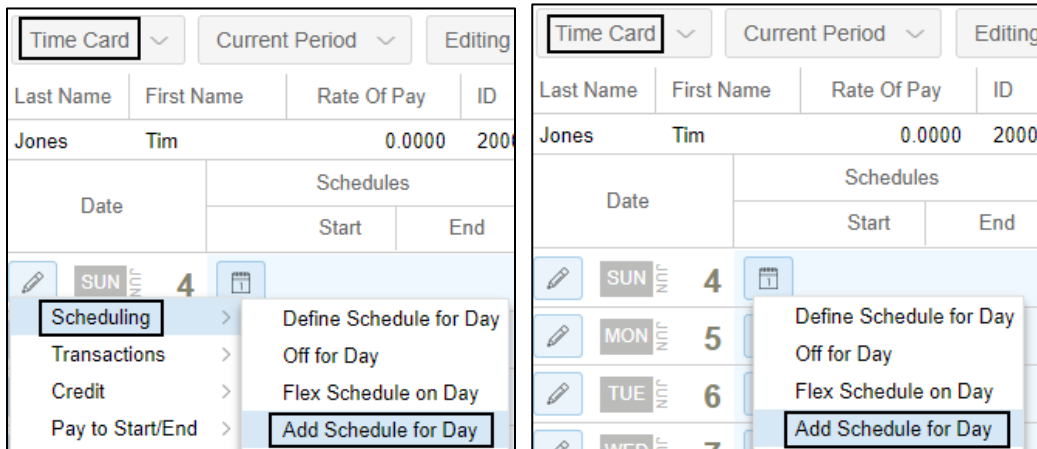
### Add an Absence Planned Schedule

Supervisor can create an absence planned schedule instead of work schedule for an employee in their Time Card or Schedules page.

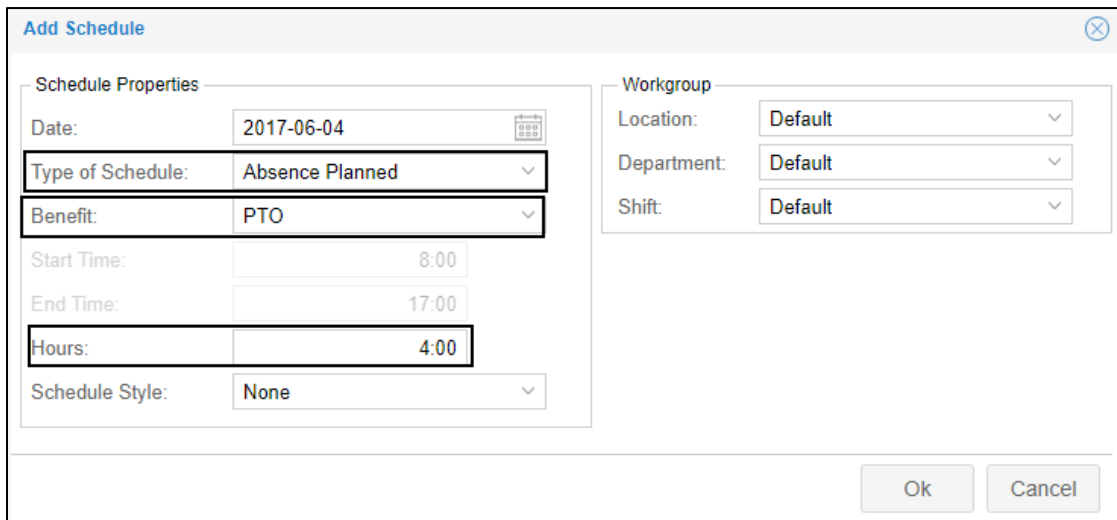
### In the Employee Time Card Page

To create an absence planned schedule in the employee's Time Card:

1. Click on the pencil icon () on the day you want to add the absence planned schedule and select **Scheduling**, then **Add Schedule for Day**. Or click on the calendar icon () on the day you want to add the absence planned schedule and select **Add Schedule for Day**. The **Add Schedule** dialog is displayed.



2. Select *Absence Planned* in the **Type of Schedule** field. Select a benefit in the **Benefit** field. Change the amount of time in the **Hours** field if needed. Click **Ok**.



The image shows the 'Add Schedule' dialog box. It has a title bar with 'Add Schedule' and a close button. The dialog is divided into two main sections: 'Schedule Properties' and 'Workgroup'. In the 'Schedule Properties' section, there are fields for 'Date' (2017-06-04), 'Type of Schedule' (Absence Planned), 'Benefit' (PTO), 'Start Time' (8:00), 'End Time' (17:00), 'Hours' (4:00), and 'Schedule Style' (None). In the 'Workgroup' section, there are dropdown menus for 'Location' (Default), 'Department' (Default), and 'Shift' (Default). At the bottom right, there are 'Ok' and 'Cancel' buttons.

- The absence planned schedule is added.

Time Card		Current Period	Editing Sheet	Adjustments	Approve	Print	
Last Name	First Name	Rate Of Pay	ID	Badge	Pay Class	Location	Department
Jones	Tim	0.0000	2000	2000	All Employees	Default	Default
Date	Schedules		Punches		Hours		
	Start	End	IN	OUT			
SUN	4	PTO	4:00		PTO	4:00	

## In the Employee Schedules Page

To create an absence planned schedule in the employee's schedules page:

- Navigate to the employee's **Schedules** page. Click on the month drop-down to choose the correct month if needed.

Schedules		June 2017 (This Month)	
Last Name	First Name	Rate Of Pay	ID
Jones	Tim	0.0000	2000
Thursday			
15			

- Click on the Plus icon (+) on the day you want to add the absence planned schedule and select **Add Work Schedule**. The **Add Schedule** dialog is displayed.

Schedules		June 2017 (This Month)	
Last Name	First Name	Rate Of Pay	ID
Jones	Tim	0.0000	2000
Thursday		Friday	
15	June	16	June
+		+	

Add Work Schedule

Make Flex on Day

Off This Day

3. Select *Absence Planned* in the **Type of Schedule** field. Select a benefit in the **Benefit** field. Change the amount of time in the **Hours** field if needed. Click **Ok**.

4. The absence planned schedule is added.

Schedules		June 2017 (This Month)	
Last Name	First Name	Rate Of Pay	ID
Jones	Tim	0.0000	2000
Thursday		Friday	
15	June	16	June
PTO 5h		+	
+			

## Replace an Existing Work Schedule with Absence Planned Schedule

Supervisor can replace an existing work schedule with an absence planned schedule for an employee in the employee's time card or schedules page.

### In the Employee Time Card Page

To replace an existing work schedule with an absence planned schedule in the employee's time card:

1. Click on the pencil icon (📎) on the date of an existing work schedule to be changed and select **Scheduling**, then **Define Schedule for Day**. Or click on the calendar icon (📅) on the start time of the schedule to be changed and select **Define Schedule for Day**. The **Add Schedule** dialog is displayed.

2. Select *Absence Planned* in the **Type of Schedule** field. Select a benefit in the **Benefit** field. Change the amount of time in the **Hours** field if needed. Click **Ok**.

3. The normal work schedule is changed to an absence planned schedule.

Time Card		Current Period	Editing Sheet	Adjustments	Approve	Print	
Last Name	First Name	Rate Of Pay	ID	Badge	Pay Class	Location	Department
Jones	Tim	0.0000	2000	2000	All Employees	Default	Default
Date	Schedules		Punches		Hours		
	Start	End	IN	OUT			
FRI MAY 9	Sick	8:00			SIC 8:00		

## In the Employee Schedules Page

To replace an existing work schedule with an absence planned schedule in the employee’s schedules page:

1. Navigate to the employee’s **Schedules** page. Click on month drop-down to choose the correct month if needed.

- Click an existing work schedule. The **Adjust Schedules** dialog is displayed.

Schedules		June 2017 (This Month)	
Last Name	First Name	Rate Of Pay	ID
Jones	Tim	0.0000	2000
Thursday		Friday	
15	June	16	June
8:17 8½ h		+	

- Select *Absence Planned* in the **Type of Schedule** field. Select a benefit in the **Benefit** field. Change the amount of time in the **Hours** field if needed. Click **Ok**.

**Adjust Schedule** ✕

---

**Schedule Properties**

Date:  📅

**Type of Schedule:**  ▼

**Benefit:**  ▼

Start Time:

End Time:

**Hours:**

Schedule Style:  ▼

Remove this Schedule:

**Workgroup**

Location:  ▼

Department:  ▼

Shift:  ▼

- The normal work schedule is changed to an absence planned schedule.



Schedules		June 2017 (This Month)	
Last Name	First Name	Rate Of Pay	ID
Jones	Tim	0.0000	2000
Thursday		Friday	
15	June	16	June
Sick 6 h		+	

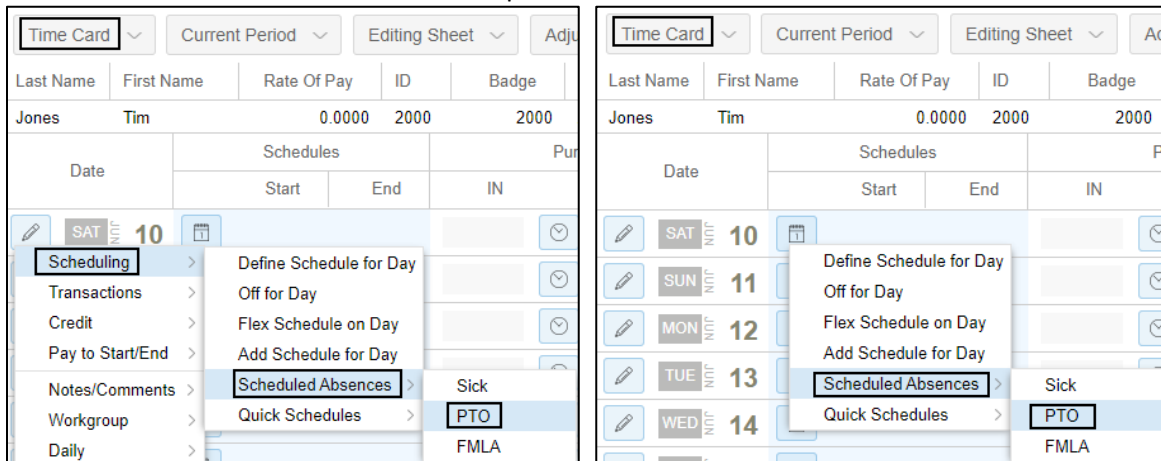
## Adding a New Schedule Using Predefined Scheduled Absences

Supervisor can add an absence planned schedule using predefined scheduled absences for an employee in the employee's time card or schedules page.

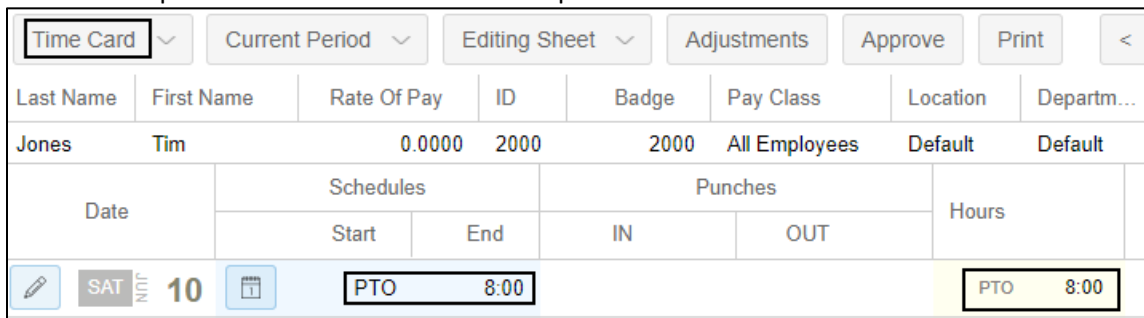
### In the Employee Time Card Page

To add a new schedule using scheduled absences in the employee's time card:

1. Click on the pencil icon (  ) on the day you want to add the absence planned schedule and select **Scheduling**, then **Scheduled Absences** to select an absence planned schedule. Or click on the calendar icon (  ) on the start time of the day you want to add the absence planned schedule and select **Scheduled Absences** to select an absence planned schedule.



2. The absence planned schedule is created with predefined amount of time.



## In the Employee Schedules Page

To add a new schedule using scheduled absences in the employee's Schedules page:

1. Navigate to the employee's **Schedules** page. Click on the month drop-down to choose the correct month if needed.

The screenshot shows the 'Schedules' page for an employee named Tim Jones. A dropdown menu is open, showing the current month 'June 2017 (This Month)' and other months: April 2017, May 2017 (Last Month), July 2017 (Next Month), August 2017, and September 2017. The employee's details are visible in the background: Last Name: Jones, First Name: Tim, Rate Of Pay: 0.0000, ID: 2000. The current day is Thursday, June 15.

2. Click on the Plus icon (+) on the day you want to add the absence planned schedule and select **Scheduled Absences**. Then select an absence planned schedule.

The screenshot shows the 'Schedules' page for Tim Jones. A context menu is open over the Thursday, June 15 cell. The menu options include: Add Work Schedule, Make Flex on Day, Off This Day, Add Note, Copy (This Day), Paste (To Replace This Day), Copy (This Week), Paste (To Replace This Week), Cut (Off This Week), Replicate Previous Week, **Scheduled Absences**, Quick Schedules, and Diagnostics. The 'Scheduled Absences' option is highlighted, and a sub-menu is open showing 'Sick', 'PTO', and 'FMLA'. The 'Sick' option is selected.

3. The absence planned schedule is created with predefined amount of time.

The screenshot shows the 'Schedules' page for Tim Jones. The context menu is closed, and a 'Sick 8h' schedule has been created for Thursday, June 15. The employee's details and the current day (Thursday, June 15) are visible in the background.



## Approve Employee's Leave Request

The supervisor can also approve the employee's leave request. An approved leave request creates an absence planned schedule.

### Request Time Off in ESS Mobile 3

The employee can request time off in ESS Mobile 3. Use the **Banked Time** drop-down to select a benefit. The benefit balance of the selected benefit is included in the parenthesis. Use the **Whole Day** slider to indicate whole day or partial day time off. Use the **From**, **To**, and **Portion of Shift** fields to specify the start time, end time, and the portion of shift if requesting partial day off. Use the **Hours** field to indicate the amount of hours to leave. Enter additional notes if needed. Click **Ok**.

The screenshot shows the 'Request Time Off' form in ESS Mobile 3. The 'Banked Time' dropdown is set to 'PTO (156:55 Available)'. The 'Whole Day' slider is turned on. The 'From' field is set to 10:00 and the 'To' field is set to 14:00. The 'Portion of Shift' dropdown is set to 'Beginning of Shift (Arrive Later)'. The 'Hours' field is set to 7:30. There is a 'SAVE' button at the bottom right.

*Request A Whole Day Off*

The screenshot shows the 'Request Time Off' form in ESS Mobile 3. The 'Banked Time' dropdown is set to 'PTO (156:55 Available)'. The 'Whole Day' slider is turned off. The 'From' field is set to 8:00 and the 'To' field is set to 11:00. The 'Portion of Shift' dropdown is set to 'Beginning of Shift (Arrive Later)'. The 'Hours' field is set to 3:00. There is a 'SAVE' button at the bottom right.

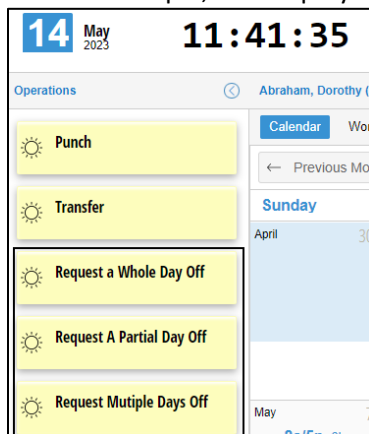
*Request A Partial Day Off*

The screenshot shows the 'Request Time Off' form in ESS Mobile 3. The 'Banked Time' dropdown is set to 'PTO (156:55 Available)'. The 'Hours' field is set to 16:00. There is a 'SAVE' button at the bottom right.

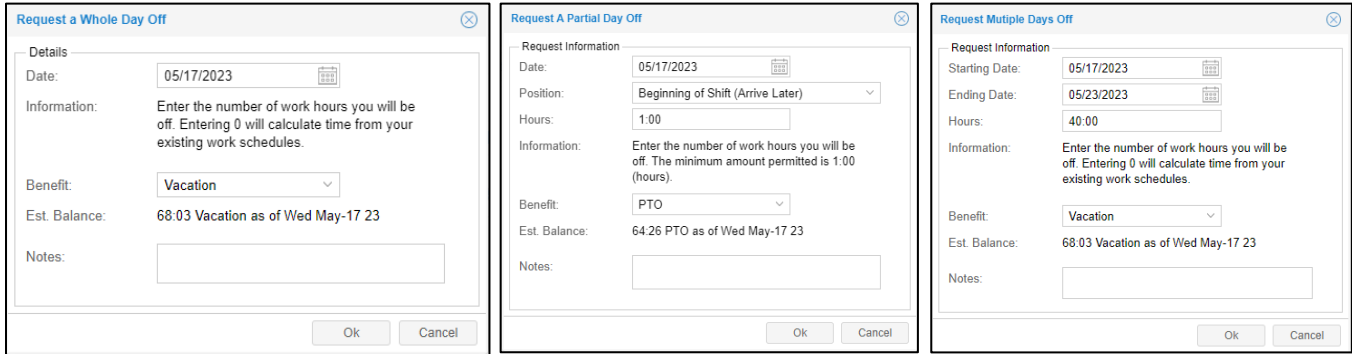
*Request Multiple Days Off*

### Request Time Off in ESS Desktop 3

In ESS Desktop 3, the employee can also request time off using the Request Time Off function keys.



Fill in the **Date** field, or **Starting Date** and **Ending Date** fields if requesting multiple days off, the **Hours** field, and the **Notes** field. Use the **Benefit** drop-down to select the correct type of time off. Click **Ok**.




*Request A Whole Day Off*

*Request A Partial Day Off*

*Request Multiple Days Off*

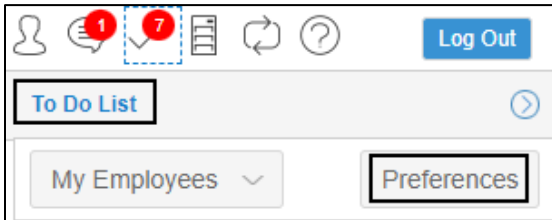
### Process Leave Requests in MSS3

Supervisor can process employees' leave requests in MSS3 as follows:

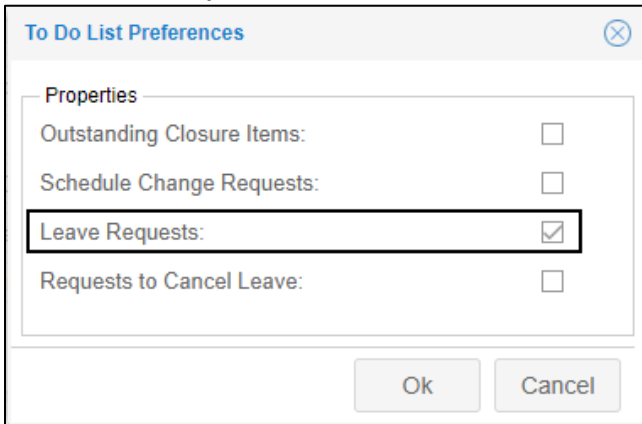
1. Click the check icon (  ) to access To Do List.



2. In the expanded **To Do List** panel, click **Preferences**. The **Do To List Preferences** dialog is displayed.




3. Enable **Leave Requests**. Click **Ok**.




- All leave requests are displayed. Click a request in the list.

**To Do List**

My Employees Preferences



**Tim Jones**  
Jun-15 | Leave Request



**Diane Anderson**  
Jun-15 | Leave Request

- The **Pending** page is displayed. Review the following information before making a decision. Click the **Approve**, **Deny**, or **Change** button based on your decision regarding the employee's leave request. To change a leave request due to an error in the original submission, click **Change**.

Last Name	First Name	Rate Of Pay	ID	Badge	Pay Class	Location	Department	Shift	Hired	Hourly Status
Jones	Tim	0.0000	15	15	ESS Mobile	Location 3	Dining	Afternoon	2017-06-08	Full Time

Approve Deny **Change** Properties

**Pending**

PTO 5:00

Beginning of Shift (Arrive Later) 8th request in last 1 Yr; 2 were previously approved

Sufficient Balance (156:55)

2017-06-13, 5 Days from now

16:2330 7h

8:17 8h

8:17 8h

16:2330 7h

8:17 8h

11:17 5h

8:16 7h

PTO 1h

8:17 4h

8:17 8h


8:17 8h


Accrual Balances

Time Off Request History


Click the upper arrow (↑) for the **Accrual Balances** panel, you can view employee benefit balances with credit and debit amount on each benefit tab.

Accrual Balances				
Date	Event	Credit	Debit	Balance
2017-01-01	Balance In			0:00
2017-04-04	155:00 PTO 2017-04-04			155:00
2017-04-04	1:55 PTO 2017-04-04	1:55		156:55
2017-06-12	Planned Absence		3:00	153:55
2017-06-13	Planned Absence		1:00	152:55
2017-06-14	Planned Absence		4:00	148:55
2018-01-01	Balance Out			148:55


Click the upper arrow (  ) for the **Time Off Request History** panel, the employee leave request history is recorded on benefit tabs. The leave requests are displayed with the request submitted date and time, the request leave date, benefit used and benefit hour, leave request status (Pending, Approved, Denied, or Cancel Request), and comments.


Time Off Request History 					
PTO		Sick			
Submitted	Requested	Type	Status	Commentary	
2017-06-08 08:40	2017-07-03	PTO 3:00	Submitted		
2017-06-08 15:04	2017-06-16	PTO 4:00	Approved		
2017-06-08 14:59	2017-06-15	PTO 4:00	Unapproved		
2017-06-08 13:23	2017-06-14	PTO 2:00	Approved		
2017-06-08 11:57	2017-06-14	PTO 4:00	Approved		
2017-06-08 20:54	2017-06-13	PTO 7:00	Submitted		
2017-06-08 10:19	2017-06-13	PTO 1:00	Approved		

6. In the **Modify Employee’s Vacation Request** dialog, supervisor can change a leave request if :
- Total number of hours needed for the vacation was not correctly entered by the employee.
  - Employee selected a benefit bank that had zero hours available in the balance.
  - Employee selected the incorrect date and let you know before the leave request was addressed.
- Update the various fields accordingly and then click **Ok**.


**Modify Employee’s Vacation Request** 

**Properties**

Take time off from...:  

...until:  

Hours:

Personal Time:  

Notes:

Email any changes made to employee:

Employee Email Address:

- Approve the changed leave request when ready.

Last Name	First Name	Rate Of Pay
Jones	Tim	0.0000

**Confirm Approval of Employee's Leave Request**

Properties

Notes:

Email acceptance of approval to employee:

Employee Email Address:

## Canceling an Absence Planned Schedule

After the employee's leave request is approved by supervisors, employees can submit a Cancel previously approved leave request from their ESS Desktop 3.0 or ESS Mobile 3.0. **Note:** Cancel Leave Request is an enhancement to the software that is offered free of charge. If your system does not have this feature and you do want it, contact Technical Support at <https://attendance.atlassian.net/servicedesk/customer/portal/2> to have it turned on.

Supervisor can also cancel approved leave request from the employee's Schedules page.

### Cancel Previously Approved Leave Request

The supervisor can also approve the employee's previously approved leave request.

### Request to Cancel Approved Leave Request in ESS Desktop 3.0

The employee can request to cancel previously approved leave request in ESS Desktop 3.0.

- On the Leave Req. tab, click the Undo icon (🔄) for a leave request with **Approved** status. The **Cancel Previously Approved Time Off** dialog is displayed.

Jones, Tim (Default-Default-Default)

Status	Description	When/From	/To	Comments	Timestamp
✓ Approved	PTO 16:00	Jun-15 17	Jun-16 17		Jun-8 17 11:14pm
☐ Supervisor Approved Leave Request					Jun-8 17 3:46pm
☐ Employee Submitted a Request for Leave	Jones, Tim				Jun-8 17 11:14pm

- Review the approved time off. Enter comments if needed. Enable **Please Confirm**. Click **Ok**.

**Cancel Previously Approved Time Off**

Cancel Previously Approved Time Off

Time Off:

Comments:

Please Confirm:

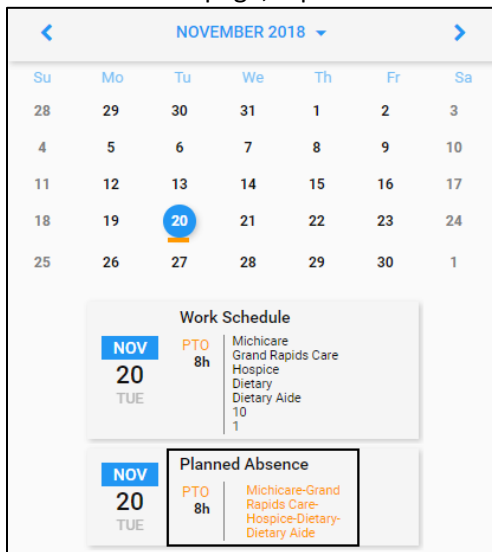
3. The status of the leave request changes from **Approved** to **Cancel Request**.

Calendar	Time Card	Leave Req.	Schedules	Personal	Benefits	Archives	Activity		
		Status			Description	When/From	/To	Comments	Timestamp
		Cancel Request			PTO 16:00	Jun-15 17	Jun-16 17		Jun-8 17 11:14pm
		Supervisor Approved Leave Request			AoD Technicians Account				Jun-8 17 3:46pm
		Employee Requests Cancellation of Previously Approved Leave			Jones, Tim				Jun-8 17 3:50pm
		Employee Submitted a Request for Leave			Jones, Tim				Jun-8 17 11:14pm

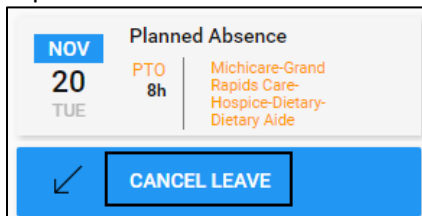
## Request to Cancel Approved Leave Request in ESS Mobile 3.0

The employee can request to cancel previously approved leave request in ESS Mobile 3.0.

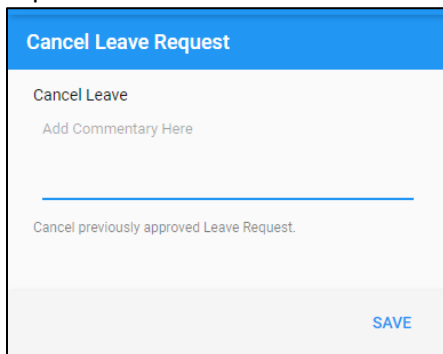
1. On the Calendar page, tap the **Planned Absence** tile of a day.



2. Tap **CANCEL LEAVE**.



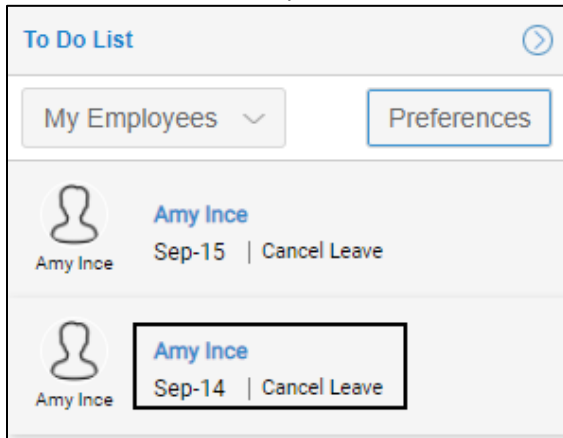
3. Tap **SAVE**.



## Cancel Previously Approved Leave Request in MSS3

When an employee requests to cancel a previously approved leave request, a notification is added in the To Do List so that supervisor can process employees' cancel leave request.

1. Click a Cancel Leave Request in the list.



2. The **Request to Cancel** page is displayed. Review the following information before making a decision. Click the **Revoke Approved Leave** button to cancel previously approved leave request.

The screenshot displays the 'Request to Cancel' page for Amy Ince. At the top, there is a header with the employee's name and ID (841). Below this is a table with columns for Last Name, First Name, MI, ID, Badge, Location, Unit, Floor, Position, Shift, Care Type, and Hired. The table contains the following data:

Last Name	First Name	MI	ID	Badge	Location	Unit	Floor	Position	Shift	Care Type	Hired
Ince	Amy	T	841	841	Evergreen Acres	Skilled Nursing	1st Floor	Cook	Evening	Non Direct Care	05/22/16

Below the table are two buttons: 'Revoke Approved Leave' (highlighted with a red box) and 'Deny Request'. There is also a 'Properties' button on the right. The main section is titled 'Request to Cancel' and contains the following information:

- PTO 8:00
- 1st request in last 1 Yr
- Sufficient Balance (16:00)
- Submitted on 07/20/17 16:17 Today
- 09/14/17, 1 Mon 25 Days from now
- Comment: "St. Patty's Day"

Below this information is a calendar view for September 2017. The calendar shows the following schedule for Amy Ince:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 3	Sep 4 7:15 8h	Sep 5 15:23 8h	Sep 6 23:7 8h	Sep 7 Flex 8h	Sep 8 7:15 8h	Sep 9 23:7 8h
Sep 10 8:17 8½h	Sep 11 8:17 8½h	Sep 12 8:17 8½h	Sep 13 8:17 8½h	Sep 14 8:17 8½h Aston, Xavier U 16:00 Van Hoorn, Seth D 16:00	Sep 15 8:17 8½h	Sep 16 8:17 8½h

At the bottom of the page, there are two tabs: 'Accrual Balances' and 'Time Off Request History'.

From the top of the page, you can know more information about this leave request. In this example, the employee submitted request on 07/20/17 to take 8:00 off on 09/14/17 using PTO. This request is one month and 25 days from 07/20/17 and is the 1<sup>st</sup> request in last one year. This employee has sufficient PTO balance (16:00) to deduct 8:00. The comment of this request is "St. Patty's Day".

In the calendar cell, you can view the employee's schedules. Other employees who also request leave in the same day are highlighted in red.

Click the upper arrow (↑) for the **Accrual Balances** panel, you can view employee benefit balances with credit and debit amount on each benefit tab.

Accrual Balances						
Sick	Vacation	PTO	FMLA	Bereavement	Jury Duty	Unpaid
Date	Event	Credit	Debit	Balance		
1/1/17	Balance In			0:00		
6/30/17	16:00 PTO 06/30/17			16:00		
1/1/18	Balance Out			16:00		

Click the upper arrow (↑) for the **Time Off Request History** panel, the employee leave request history is recorded on benefit tabs. The leave requests are displayed with the request submitted date and time, the request leave date, benefit used and benefit hour, leave request status (Pending, Approved, Denied, or Cancel Request), and comments.

Time Off Request History						
Sick	Vacation	PTO	FMLA	Bereavement	Jury Duty	Unpaid
Submitted	Requested	Type	Status	Commentary		
7/20/17 16:18	09/15/17	PTO 8:00	Cancel Request	Day After St. Patty's Day...		
7/20/17 16:17	09/14/17	PTO 8:00	Cancel Request	St. Patty's Day		

3. Enter notes and/or email address to send an email notification.

Confirm Approval of Employee's Request to Cancel Le... (X)

Properties

Notes:

Email any changes made to employee:

Employee Email Address:

Ok Cancel

4. On the **Leave Request Revoked** page, the leave request is in **Not Approved** status.

Ince, Amy T

Last Name	First Name	MI	ID	Badge	Location	Unit
Ince	Amy	T	841	841	Evergreen Acres	Skilled Nursing

**Leave Request Revoked**

**Not Approved**

PTO 8:00 1st request in last 1 Yr "St. Patty's Day"

Submitted on 07/20/17 16:17 Today

09/14/17, 1 Mon 25 Days from now



- On the employee's Schedules page, the original schedule is restored and leave request returns to its Submitted status. There is an indicator in red showing revoked leave.

Schedules		September 2017		Assign to a Pattern			
Last Name	First Name	MI	ID	Badge	Location	Unit	Floor
Ince	Amy	T	841	841	Evergreen Acres	Skilled Nursing	1st Floor
Monday		Tuesday		Wednesday		Thursday	
11	September	12	September	13	September	14	September
8 17	8½ h	8 17	8½ h	8 17	8½ h	8 17	8½ h
+		+		+		PTO	8:00

**Note:** If the schedule is part of a schedule pattern, those days are filled in by the schedule pattern.

28		29		30	
October		October		October	
11p 8a	8½ h	11p 8a	8½ h	11p 8a	8½ h
+		+		PTO	8:00

## In the Employee Schedules Page

If the employee is scheduled absence, supervisor can locate and remove the absence planned schedule in the employee's Schedules page. **Note:** This method does not result in the employee's work schedule automatically being placed back on the date of the leave request, whether or not you are using schedule patterns. You need to manually replace the schedule after removing the absence schedule.

On the **Schedules** page, select the Months drop-down to locate the month and date of the absence planned schedule.

Schedules		December 2018		Assigned (11p-8a FRI - Tues)		Reapply Pattern	
Last Name	First Name	MI	ID	Badge	Pay Class	Division	Facility
Garnet	Jenna	P	5533	5533	HRL	Michicare	Grand Rapids Care
Sunday		Monday		Tuesday		Wednesday	
16	December	17	December	18	December	19	December
PTO	8½ h	11p 8a	8½ h	11p 8a	8½ h	8a 5p	8 h
+		+		+		+	

- If the employee is no longer taking time off on that day and not working, click on the Plus (+) icon below the absence planned schedule and select **Off This Day**.

Schedules		December 2018	
Last Name	First Name	MI	
Garnet	Jenna	P	
Sunday			
16	December	17	
PTO	8½ h		
+			

Schedules		Decer	
Last Name	First Name		
Garnet	Jenna		
Sunday			
16	December		
+			

- If the employee works on the day, click on the absence planned schedule itself. The **Adjust Schedule** dialog is displayed.

Schedules		December
Last Name	First Name	
Garnet	Jenna	
Sunday		
16	December	
PTO 8½ h		

Select *Normal Work Schedule* or *Flex Schedule*, whichever is appropriate in the **Type of Schedule** drop-down.

**Adjust Schedule**

Schedule Properties

Date: 12/16/18

Type of Schedule: Absence Planned

Benefit: Normal Work Schedule

Start Time: 5:00p

End Time: 5:00p

Hours: 8:30

Schedule Style: None

Remove this Schedule:

Workgroup

Division: Michicare

Facility: Grand Rapids Care

Wing: Hospice

Department: Dietary

Position: Dietary Aide

Ok Cancel

Adjust start and end times, scheduled number of hours, schedule style, and workgroup choices as appropriate. Click OK.

**Adjust Schedule**

Schedule Properties

Date: 12/16/18

Type of Schedule: Normal Work Schedule

Benefit: PTO

Start Time: 10:00a

End Time: 7:00p

Hours: 8:30

Schedule Style: None

Remove this Schedule:

Workgroup

Division: Michicare

Facility: Grand Rapids Care

Wing: Hospice

Department: Dietary

Position: Dietary Aide

Ok Cancel

The work schedule is added.

Schedules ▾		Decem
Last Name	First Name	
Garnet	Jenna	
Sunday		
16	December	
10a/7p 8½h		
+		

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