MSS3: Managing Leave Requests

Job Aid

Employees who request time off work through ESS3 desktop or ESS mobile create a leave request notification in your Manager Self Service 3 (MSS3) To Do List. To view and address a leave request, open your To Do List panel by clicking the Quick Access Menu icon.



The To Do List is a list of employee scheduling and time card issues that a manager needs to address as part of schedule maintenance and preparation for payroll processing. Leave requests are listed in the To Do List panel. To locate the time off requests more easily, you can filter the list using the To Do List **Preferences** button.

	To Do List Preferences	\otimes
To Do List My Employees Preferences	Properties Outstanding Closure Items: Schedule Change Requests: Leave Requests: Requests to Cancel Leave:	
Amber Bingham Aug-10 Missing Punch	Ok	Cancel

In the To Do List Preferences window, enable only the Leave Requests check box. This presents only time off requests in the To Do List panel.

Another method for managing the To Do List panel is to use the filter drop-down list. Filters can be created to view employees for a specific workgroup or employees that you manage.

To Do List	\odot
My Employees 🗸	Preferences
My Employees Night Shift Sham A Customize Missing Pur	nch
Julia Eastcote Aug-10 Missing Pur	nch

Reviewing a Leave Request

To review a leave request, click a Leave Request tile in the To Do List to view the Leave Request page for that employee.

lov-20 S	s 🕽 🗐 🕻) Log Out
To Do List		\odot
My Emp	loyees 🗸	Preferences
Alex Beverly	Alex Beverly Nov-30 Leave Req	uest
A Makayla Ack	Makayla Ackman Nov-30 Leave Req	uest
Jake Scudm	Jake Scudmore Nov-22 Leave Req	uest

The Leave Request page has features for reviewing information about how much time off the employee has taken and how much benefit time the employee has accrued.

Ackman, Makayla R									1	90	06 🤇
Last Name	First Name	MI	ID	Badge	Pay Clas	s	Division		Facility	Po	sition
Ackman	Makayla	R	9006	9006	HRL		Michicare		Kentwood Care	Reg	jistere
Approve Der	ly Change									Prope	erties
Pending	1st rec	quest in las	st 1 Yr								
PTO 8:00	Submitt	ted on 11/20	/18 17:24 Today								
Insufficient Balance	ce (0:00)										
11/30/18, 10 Days	from now										
Sunday	Monday		Tuesday	Wednes	sday	T	nursday	Frida	y :	Saturda	y
Nov 18	Nov	19	Nov	20	Nov	21	Nov	22	Nov	23	
							Broughton, Patrie Scudmore, Jake	ck J 8:00 M 8:00			
Nov 25	Nov	26	Nov	27	Nov	28	Nov	29	Nov	30	
									Ackerman, Bailey I Beverly, Alex Z Gollah, Natalie B Beverly, Alex Z	- 80 80 80 80	00 00 00 00
Dec 2	Dec	3	Dec	4	Dec	5	Dec	6	Dec	7	
Dec 9	Dec	10	Dec	11	Dec	12	Dec	[13]	Dec	14	
Dec 16	Dec	17	Dec	18	Dec	19	Dec	20	Dec	21	
											•
Accrual Balances											0
Time Off Request His	story										e

The Leave Request page offers detailed information about the employee's benefit balance status and previous leave requests made by the employee. You can use this information to evaluate the request to help you decide how to respond to the request.

	Approve Deny Cha	nge	Employee's
Employee's			history
leave request	Pending	1st request in last 1 Yr 🛛 🗡	history
Employee's current	PTO 8:00	Submitted on 11/20/18 17:24 Today	Date employee
balance for benefit	Insufficient Balance (0:00)		submitted leave
requested	11/30/18, 10 Days from now		request
Date of employee's	[
leave request			

MSS3: Managing Leave Requests, Rev 2

The calendar in the Leave Request page displays the employee leave requests, pending and approved, for the pay period.



Benefit accruals can be viewed in detail in the Accrual Balances panel. Expand the panel by clicking the arrow button.

Amnerst, Luke E								504 🔿
Last Name	First Name	MI	ID	Badge	Location	Unit	Flo	or
Amherst	Luke	E	504	504	Glenwood Gardens	Skilled Nursing	2nc	d Floor
(Þ
Approve Deny	Change	Remove					Pro	operties
Danding				in least 4 May 0 -				
Fending			Sintequesi		were previously approv	eu		
Vacation 8:00			Submitted on	Thu Aug-09 18 3	:59p Today			
Insufficient Balance	(0:00)							
Tue Aug-14 18 to Tu	ie Aug-14 18, 5 D	ays from	now					
Tue Aug-14 18 to Tu Sunday	ue Aug-14 18, 5 D Monday	ays from	now Tuesday	Wednesda	ay Thursday	Friday	Satu	rday
Tue Aug-14 18 to Tu Sunday Aug 5	Je Aug-14 18, 5 C Monday Aug	ays from	Tuesday Aug	Wednesda	Aug 8	Friday Aug 9	Satu Aug	rday
Tue Aug-14 18 to Tu Sunday Aug 5	Je Aug-14 18, 5 D Monday Aug 8/1630	6 8h	now Tuesday Aug Vacation	Wednesda 7 8h ^{Clea}	Aug 8 Nug 8 Nug 8:00	Friday Aug 9 Unpaid 8h	Satu Aug 8/1630	rday 10 8 h
Tue Aug-14 18 to Tu Sunday Aug 5 Aug 12	ie Aug-14 18, 5 C Monday Aug 8/1630 Aug	ays from 6 8h 13	Tuesday Aug Vacation Aug	Wednesda 7 8 h Clea 14	Aug 8 Aug 8 Aug 8 Aug 15	Friday Aug 9 Unpaid 8h Aug 16	Satu Aug 8/1630 Aug	rday 10 8h 17
Tue Aug-14 18 to Tu Sunday Aug 5 Aug 12 15/23 7½h	Ie Aug-14 18, 5 E Monday Aug 8/1630 Aug 730/16	6 8h 13 8h	Tuesday Aug Vacation Aug	Wednesda 7 8 h Clea 14	Aug 8 Aug 8 wer, Anthony U 8:00 Aug 15 15/23 7½h	Friday Aug 9 Unpaid 8 h Aug 16	Satu Aug 8/1630 Aug	rday 10 8h 17
Aug-14 18 to Tu Sunday Aug 5 Aug 12 15/23 7½ h ston, Xavier U 7	ie Aug-14 18, 5 E Monday Aug 8/1630 Aug 730/16 30	ays from 6 8h 13 8h	Tuesday Aug Vacation Aug	Wednesda 7 8 h Clea 14	Aug 8 Aug 8 wer, Anthony U 8:00 Aug 15 15/23 7½h	Friday Aug 9 Unpaid 8h Aug 16	Satu Aug 8/1630 Aug	rday 10 8h 17
Tue Aug-14 18 to Tu Sunday Aug 5 Aug 12 15/23 7½h Iston, Xavier U 7;	e Aug-14 18, 5 E Monday Aug 8/1630 Aug 730/16 30	6 8h 13 8h	Tuesday Aug Vacation Aug	Wednesda 7 8 h Clea 14	Aug 8 Aug 8 wer, Anthony U 8:00 Aug 15 15/23 7½h	Friday Aug 9 Unpaid 8h Aug 16	Satu Aug 8/1630 Aug	rday 10 8h 17
Tue Aug-14 18 to Tu Sunday Aug 5 Aug 12 15/23 7½h Iston, Xavier U 7:	e Aug-14 18, 5 E Monday Aug 8/1630 Aug 730/16 30	6 8h 13 8h	Tuesday Aug Vacation Aug	Wednesda 7 8h Clea 14	Aug 8 ver, Anthony U 8:00 Aug 15 15/23 7½h	Friday Aug 9 Unpaid 8h Aug 16	Satu Aug 8/1630 Aug	rday 10 8h 17 ~

View the benefit balance and historical activity by clicking the individual benefit tabs.

Aug	12		Aug	13	Aug	14	Aug	15
15/23	7½h		730/16	8 h			15/23	7½h
Aston, Xavier U		7:30						
Aug	19		Aug	20	Aug	21	Aug	22
Accrual Balan	ices							
Sick Va	cation	PTO	FMLA	Bereave	Jury Duty	Unpaid		
Date		Event				Credit	Debit	Balance
01/01/20	18	Balance	e In					0:00
01/01/20	18	40:00 5	Sick Mon J	an-01 18		40:00		40:00
01/01/20)19	Balance	e Out					40:00

The Time Off Request History panel lists the employee's time off request history, including the date of the request, the time off requested, the benefit type and the status of the request.

Time Off Request History					
Sick Vacation	PTO FMLA Bereave Jury Duty	Unpaid			
Submitted	Requested	Туре	Status	Commentary	
08/09/2018 12:55pm	Wed Nov-21 18 to Wed Nov-21 18	Vacation 8:00	Approved		
08/09/2018 03:59pm	Tue Aug-14 18 to Tue Aug-14 18	Vacation 8:00	Submitted		

Approving a Leave Request

To approve an employee leave request:

1. Click the employee tile with a leave request in the To Do List panel to view the employee's leave request page.



2. Click the **Approve** button in the employee's leave request page.



3. In the *Confirm Approval of Employee's Leave Request* window, add a note to the approval email by typing in the Notes field.

	Confirm Approval of Emplo	oyee's Leave Request	\otimes	
	Properties			Type in field to add note to
	Notes:	Enjoy your day off.		confirmation email
				Enable check box to send
	Email acceptance of app	roval to employee:		employee confirmation
	Employee Email Address:	employee@example.com		email
				-
_		Ok	Cancel	

- 4. To send an email to employee confirming approval of the leave request, enable the Email acceptance of approval to employee check box.
- 5. Click the **OK** button.

Changing a Leave Request

To adjust a leave request submitted by an employee, such as adding or subtracting to the amount of time or changing the date of the leave request:

1. Click the employee tile with a leave request in the To Do List panel to view the employee's leave request page.



2. Click the **Change** button in the employee's leave request page.

Adams, Kathy K.						
Last Name	First N	lame	ID	Badg	е	Location
Adams	Kathy		101	1	001	L1
Approve I	Deny Cha	ange 🚽		_		
Pending						
Personal 8:00		1st req	uest in last 1 Y	r		
Sufficient Bala 06/27/22, 24 D	nce (16:00) ays from now	Submitte	ed on 06/03/22 11	:27 Today		
Monday	Tues	day	Wednesday	/ 1	Thurs	day
Jun	20	Jun	21	Jun	22	
830/17 8	h	8 30/ 17	8 h	8 30/ 17	8 h	
830/17 8	h	830/17	8h Ha	830/17 II, Diane E.	8 h	8:00
830/17 8 Jun	h 27	830/17 Jun	8h Ha 28	830/17 II, Diane E. Jun	8h 29	8:00

3. In the *Modify Day Off Request* window, change the day, amount of hours or type of benefit (vacation, PTO or sick day).

Modify Day Off Request		\otimes
Properties		
Absence Date:	6/29/22	
Hours:	8:00	
Personal Time:	Personal	\sim
Notes:	Could you take your person day on Wednesday, 6/29? are short employees for the your requested day off.	nal 🔺 We e 🗸
Email any changes mad	e to employee:	
Employee Email Address:	employee@example.com	
Ask employee to respon	d to this change:	
	Ok	Cancel

- 4. Add a note to the email, if needed, by typing in the Notes field.
- 5. Enable the email check box to send a message to the employee about the change.
- 6. If you would like the employee to respond to your email, enable the Ask employee to respond to this change check box.
- 7. Click the **OK** button.

The employee will receive an email with the following message:

The following changes were made:
Requested date changed from Jun-27 22 to Jun-29 22
Comments changed from to Could you take your personal day on Wednesday, 6/29? We are short employees for the your requested day off.
Request for time off was made on 06/03/22.
8:00 hour(s) are requested on 06/29/22.
Using banked Personal time. Balance is currently 0:00.
Please reply to this eMail with your acknowledgement of requested change or any comments you may have. Thank You.

Denying a Leave Request

To deny an employee leave request:

1. Click the employee tile with a leave request in the To Do List panel to view the employee's leave request page.



2. Click the Deny button in the employee's leave request page.

Hall, Diane E.								
Last Name	First Name	ID	Badge	Location		Department		Shi
Hall	Diane	110	1010	L1		004015		S2
Approve De	eny Change						F	Propert
Pending								
Vacation 8:00	1st ree	quest in last 1 Yr						
Vacation 8:00	1st ree nce (0:00) Submit	quest in last 1 Yr ted on 06/03/22 11:2	3 Today					
Vacation 8:00 Insufficient Balar 06/22/22, 19 Day	1st rei nce (0:00) Submit ys from now	quest in last 1 Yr ted on 06/03/22 11:2	23 Today					
Vacation 8:00 Insufficient Balar 06/22/22, 19 Day Monday	1st ren nce (0:00) Submit ys from now Tuesday	quest in last 1 Yr ted on 06/03/22 11:2 Wednesday	23 Today Thurs	sday	Friday	Saturday	S	Sunday
Vacation 8:00 Insufficient Balar 06/22/22, 19 Day Monday Jun 13	1st reaction for the second se	quest in last 1 Yr ted on 06/03/22 11:2 Wednesday 14	23 Today Thur Jun 18	sday	Friday Jun 1	Saturday 16 Jun	17	Sunday
Vacation 8:00 Insufficient Balar 06/22/22, 19 Day Monday Jun 13 830/17 8h	1st rec (0:00) Submit /s from now Tuesday Jun 830/17	quest in last 1 Yr ted on 06/03/22 11:2 Wednesday 14 7 8h	23 Today Thur Jun [1 830/17 8h	sday	Friday Jun 830/17 81	Saturday 16 Jun 10 830/17	5 17 7 8h	Sunday
Vacation 8:00 Insufficient Balar 06/22/22, 19 Day Monday Jun 13 830/17 8h Jun 20	1st rec (0:00) Submit ys from now Tuesday Jun 830/17 Jun	uest in last 1 Yr ted on 06/03/22 11:2 Wednesday 14 7 8h 21	23 Today Jun 11 830/17 8h Jun 22	sday	Friday Jun 1 830/17 81 Jun 2	Saturday 16 Jun 5 830/17 23 Jun	5 17 7 8h 24	Sunday

3. In the *Confirm Denial of Employee's Leave Request* window, add a note to the denial email by typing in the Notes field.

Confirm Denial of Employe	ee's Leave Request	\otimes	
Properties			
Notes:	Your time off request has been depied due to an insufficient vacation balance.		
Email unable to accomm employee:	odate notification to		
Employee Email Address:	employee@example.com		
	Ok Cance	el	

- 4. Enable the Email unable to accommodate notification to employee check box.
- 5. Click the **OK** button.

The employee will receive an email with the following message:



Canceling an Approved Leave Request

After a leave request has been approved, the cancel leave tile will appear in your To Do List. If you need to cancel an approved leave request:

1. Click the Cancel Leave tile in the To Do List.



If you do not see cancel leave tiles in the To Do List, check your To Do List preferences to see if Requests to Cancel Leave has been enabled.



2. In the Request to Cancel page, select the **Revoke Approved Leave** or **Deny Request** button.

Ince, Amy T				
Last Name	First Name	MI	ID	Badge
Ince	Amy	т	841	841
Revoke Approved Request to C PTO 8:00 Insufficient Balance	I Leave Deny ancel ce (0:00)	Request 1st	request in la	st 1 Yr Aug-09 18 4:17p Today
Sunday	Mor	nday	Т	uesday
Sep 23	Sep	24	Sep	25

3. Send an email notice to the employee with a note added to notify the employee that you have approved or denied the cancel leave request.

Confirm Approval of Emplo	oyee's Request to Cancel Leave	\otimes
Properties		
Notes:		
	I	
eMail any changes made	e to employee:	
Employee's eMail Address:	AInce@example.com	
	Ok Ca	ncel

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