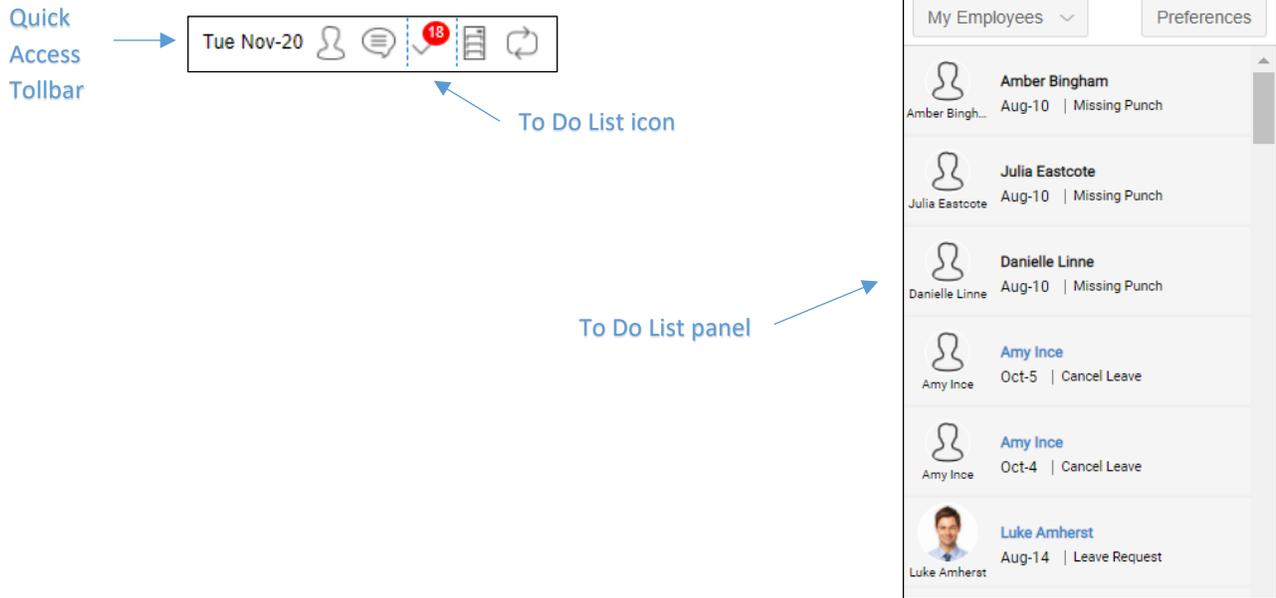
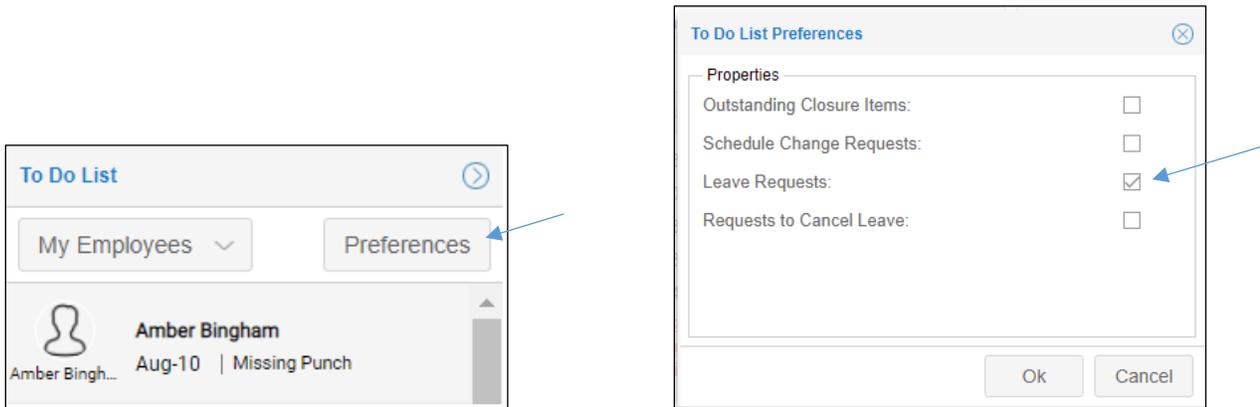


MSS3: Managing Leave Requests

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.

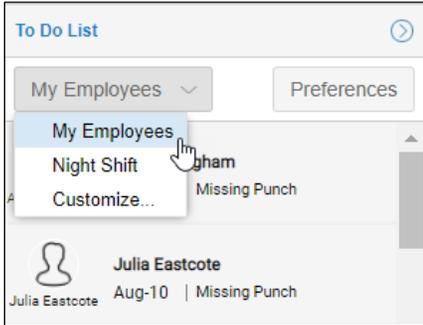


The To Do List is a list of employee scheduling and time card issues that a manager needs to address as part of schedule maintenance and preparation for payroll processing. Leave requests are listed in the To Do List panel. To locate the time off requests more easily, you can filter the list using the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



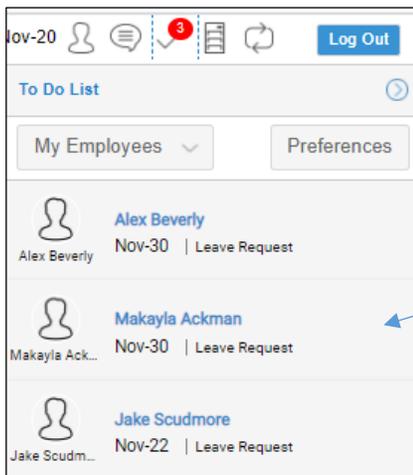
In the To Do List Preferences window, enable only the Leave Requests check box. This presents only time off requests in the To Do List panel.

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.



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.



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 9006

| Last Name | First Name | MI | ID | Badge | Pay Class | Division | Facility | Position |
|-----------|------------|----|------|-------|-----------|-----------|---------------|------------|
| Ackman | Makayla | R | 9006 | 9006 | HRL | Michicare | Kentwood Care | Registered |

Approve Deny Change Properties

Pending 1st request in last 1 Yr

PTO 8:00 Submitted on 11/20/18 17:24 Today

Insufficient Balance (0:00)
11/30/18, 10 Days from now

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|--|---|----------|
| Nov 18 | Nov 19 | Nov 20 | Nov 21 | Nov 22 | Nov 23 | |
| | | | | Broughton, Patrick J 8:00 Scudmore, Jake M 8:00 | | |
| Nov 25 | Nov 26 | Nov 27 | Nov 28 | Nov 29 | Nov 30 | |
| | | | | | Ackerman, Bailey L 8:00 Beverly, Alex Z 8:00 Gollah, Natalie B 8:00 Beverly, Alex Z 8:00 | |
| 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 Time Off Request History

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 Change

Pending 1st request in last 1 Yr

PTO 8:00 Submitted on 11/20/18 17:24 Today

Insufficient Balance (0:00)
11/30/18, 10 Days from now

Employee's leave request

Employee's current balance for benefit requested

Date of employee's leave request

Employee's leave request history

Date employee submitted leave request

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

| Thursday | Friday | Saturday |
|-----------|---|-----------|
| 21 Nov | 22 Nov | 23 Nov |
| | Broughton, Patrick J 8:00 Scudmore, Jake M 8:00 | |
| 28 Nov | 29 Nov | 30 Nov |
| | Ackerman, Bailey L 8:00 Beverly, Alex Z 8:00 Gollah, Natalie B 8:00 Beverly, Alex Z 8:00 | |

Annotations:

- Date of employee's leave request (points to Nov 23)
- Approved leave requests (points to Nov 23)
- Other employee's pending leave request (points to Nov 30)

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

Amherst, Luke E 504

| Last Name | First Name | MI | ID | Badge | Location | Unit | Floor |
|-----------|------------|----|-----|-------|------------------|-----------------|-----------|
| Amherst | Luke | E | 504 | 504 | Glenwood Gardens | Skilled Nursing | 2nd Floor |

Buttons: Approve, Deny, Change, Remove, Properties

Pending 5th request in last 1 Yr; 2 were previously approved
 Submitted on Thu Aug-09 18 3:59p Today

Vacation 8:00
 Insufficient Balance (0:00)
 Tue Aug-14 18 to Tue Aug-14 18, 5 Days from now

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------|---------------------|----------------------|----------------------------------|--------------------|---------------------|----------|
| Aug 5 | Aug 6 8:1630 8h | Aug 7 Vacation 8h | Aug 8 Cleaver, Anthony U 8:00 | Aug 9 Unpaid 8h | Aug 10 8:1630 8h | Aug 11 |
| Aug 12 15:23 7½h | Aug 13 730/16 8h | Aug 14 | Aug 15 15:23 7½h | Aug 16 | Aug 17 | Aug 18 |

Accrual Balances (with expand/collapse arrow)

Time Off Request History (with expand/collapse arrow)

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

| Aug 12 | Aug 13 | Aug 14 | Aug 15 | | | |
|-------------------------|--------------------------|--------|-----------|---------|-----------|--------|
| 15:23 7½h | 7:30/16 8h | | 15:23 7½h | | | |
| Aston, Xavier U 7:30 | | | | | | |
| Aug 19 | Aug 20 | Aug 21 | Aug 22 | | | |
| Accrual Balances | | | | | | |
| Sick | Vacation | PTO | FMLA | Bereave | Jury Duty | Unpaid |
| Date | Event | Credit | Debit | Balance | | |
| 01/01/2018 | Balance In | | | 0:00 | | |
| 01/01/2018 | 40:00 Sick Mon Jan-01 18 | 40:00 | | 40:00 | | |
| 01/01/2019 | Balance 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 | Type | 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.

| Last Name | First Name | ID | Badge | Location |
|-----------|------------|-----|-------|----------|
| Adams | Kathy | 101 | 1001 | L1 |

Pending

Personal 8:00 1st request in last 1 Yr

Sufficient Balance (16:00) Submitted on 06/03/22 11:27 Today

06/27/22, 24 Days from now

| Monday | Tuesday | Wednesday | Thursday |
|----------------------|----------------------|----------------------|----------------------|
| Jun 20 8:30:17 8h | Jun 21 8:30:17 8h | Jun 22 8:30:17 8h | Jun 23 8:30:17 8h |
| Jun 27 8:30:17 8h | Jun 28 8:30:17 8h | Jun 29 8:30:17 8h | Jun 30 8:30:17 8h |

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 Employee's Leave Request ✕

Properties

Notes:

Email acceptance of approval to employee:

Employee Email Address:

Type in field to add note to confirmation email

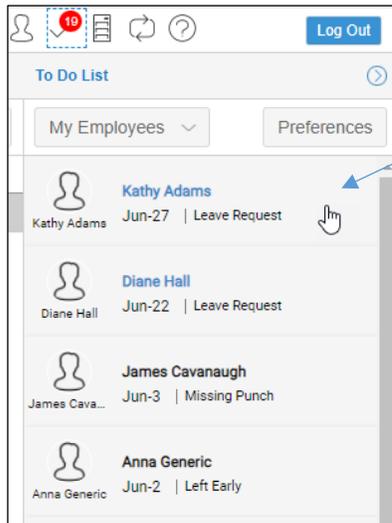
Enable check box to send employee confirmation email

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.

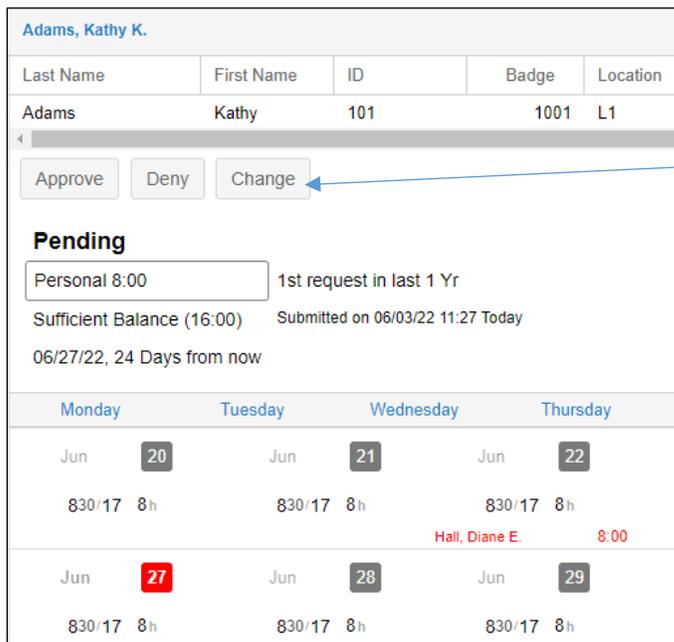
Changing a Leave Request

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.



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

Properties

Absence Date: 6/29/22

Hours: 8.00

Personal Time: Personal

Notes: Could you take your personal day on Wednesday, 6/29? We are short employees for the your requested day off.

Email any changes made to employee:

Employee Email Address: employee@example.com

Ask employee to respond 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.

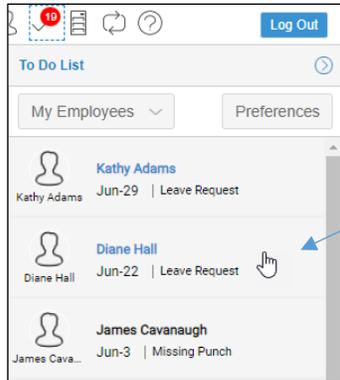
Using banked Personal time. Balance is currently 0:00.

Please reply to this eMail with your acknowledgement of requested change or any comments you may have. Thank You.

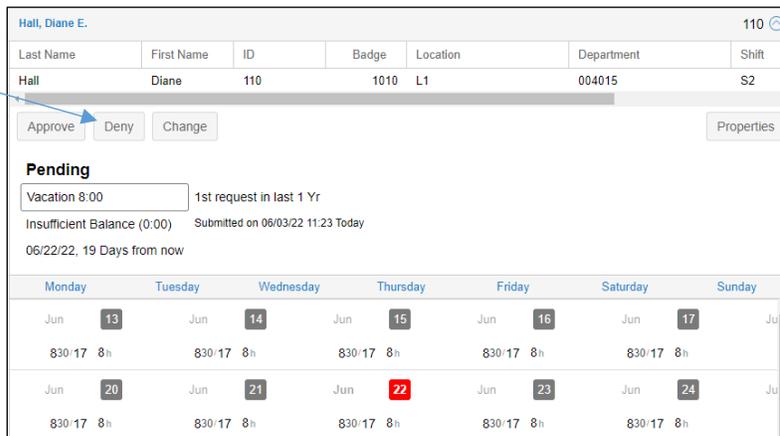
Denying a Leave Request

To deny an employee leave request:

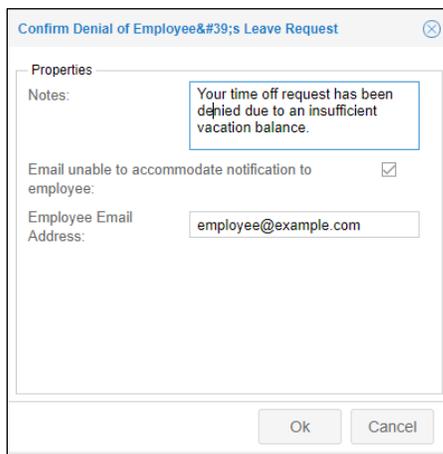
1. Click the employee tile with a leave request in the To Do List panel to view the employee's leave request page.



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



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



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:

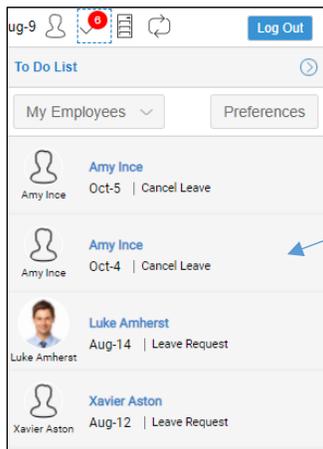
Your time off request has been denied due to an insufficient vacation balance.

Request for time off was made on Jun-3 22.
Hall, Diane E. Request 8:00 Vacation Time Off on Jun-22 22 Using banked Vacation time. Balance is currently 0:00.

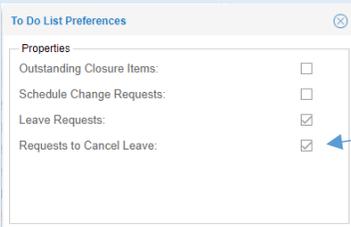
Canceling an Approved Leave Request

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 | T | 841 | 841 |
| Revoke Approved Leave | | Deny Request | | |
| Request to Cancel | | 1st request in last 1 Yr | | |
| PTO 8:00 | | Submitted on Thu Aug-09 18 4:17p Today | | |
| Insufficient Balance (0:00) | | | | |
| Thu Oct-04 18, 1 Mon 25 Days from now | | | | |
| Sunday | | Monday | | Tuesday |
| Sep | 23 | Sep | 24 | Sep 25 |

- 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 Employee's Request to Cancel Leave ✕

Properties

Notes:

eMail any changes made to employee:

Employee's eMail Address: