

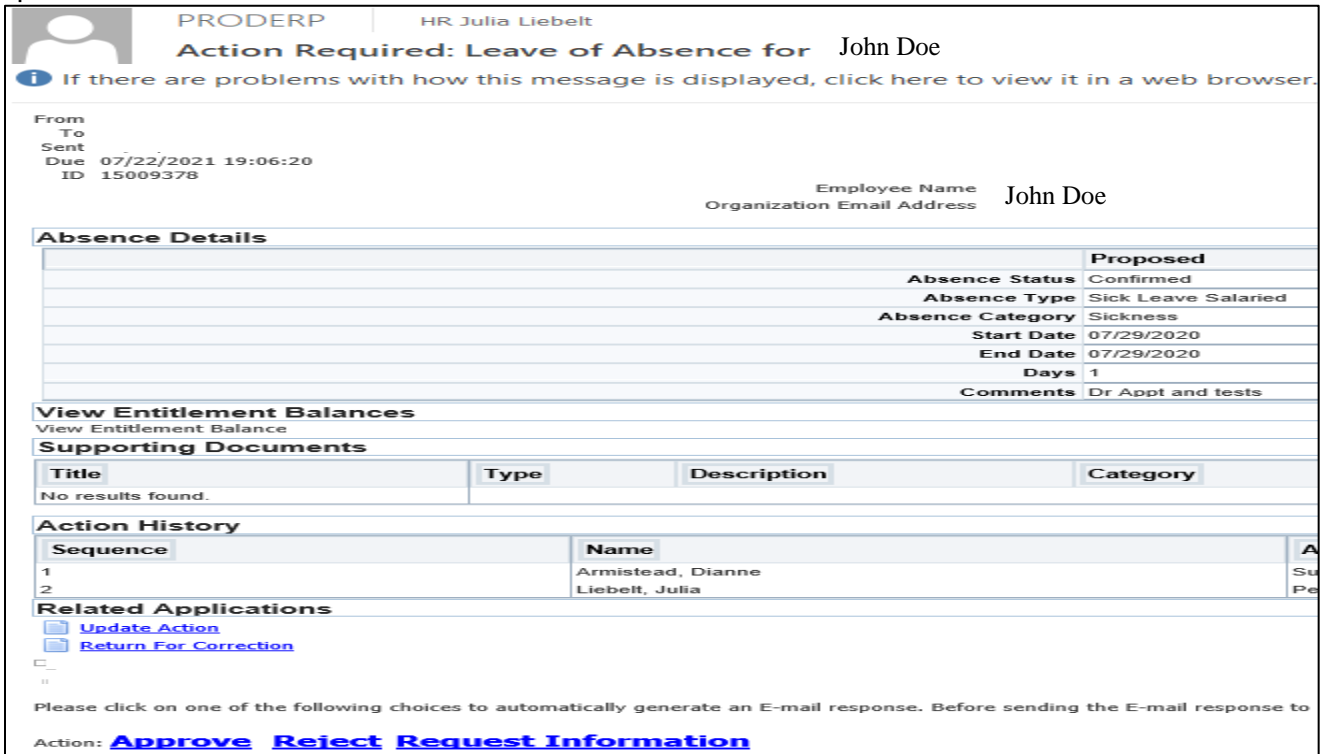
MANAGING ORACLE EMPLOYEE SELF SERVICE (ESS) TIME OFF REQUESTS

Employees who request time off via Oracle's Employee Self Service (ESS) will have their request electronically routed to their supervisor for approval. As an Approver, you have the option of redirecting employees' requests to a designee of your choice so that they may take action on your behalf in the event you will be out of the office.

If you are responsible for approving employees' time off requests, you may review and respond to requests via email notifications or by accessing directly in Oracle. **You must verify that each employee has the requested time available before approving their request.**

E-Mail Notifications

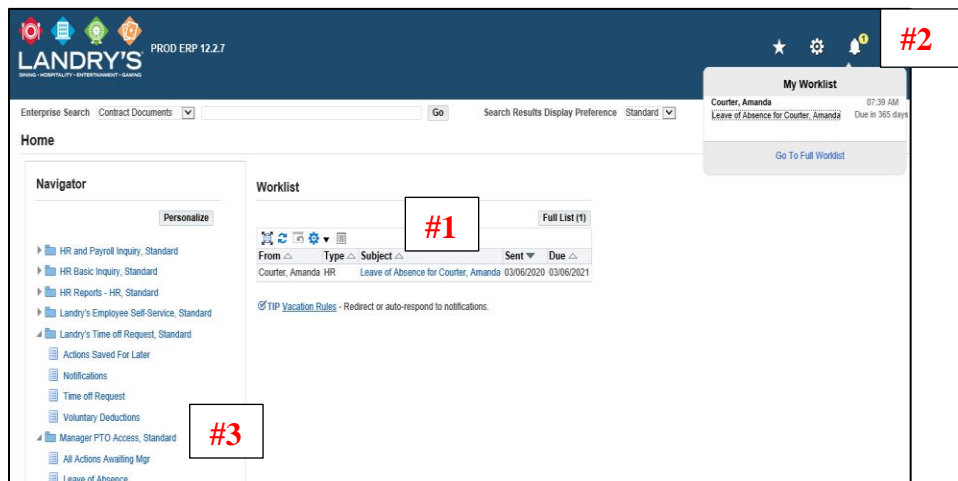
The Subject line of email notifications will read: "Action Required: Leave of Absence for (employees' name)". After reviewing, you can **Approve**, **Reject**, **Request Information**, or **Return for Correction** by selecting the appropriate button in the email.



View Notifications in Oracle

You can view and respond to time off requests in Oracle multiple ways:

1. On your home page worklist, which will list any pending time off requests submitted by your direct reports.
2. By clicking on the Notifications icon in the upper right corner of the screen.
3. Under Manager PTO Access Responsibility, select All Actions Awaiting Mgr link.



Responding to a Request

Step 1. Review the **Absence Details** section:

- Ensure the employee has time available by clicking on **View Entitlement Balances**.
- The Start Date and End Date of the request should not overlap into a different work week.**
Example: If an employee plans to take vacation on Friday and the following Monday, the time off request must be submitted on two separate requests.
- Non-Exempt employees' time off is reflected in hours and Exempt employees' time off is reflected in days (except employees working in California).
- No more than 40 hours/5 days should be submitted on a single request.
- Oracle ESS does not recognize regularly scheduled days off work, therefore, if a request spans a day that is not regularly worked (i.e. Saturday and Sunday), Oracle will count it as a requested day off.

Leave of Absence for Bentley, Ashley

From: Bentley, Ashley
To: Jasso, Laura
Sent: 04/01/2015 13:50:16
Due: 03/31/2016 13:50:16
ID: 10818278

Attachments

Employee Name: Bentley, Ashley
Organization Email Address: abentley@city.com

Employee Number: 110795
Business Group: Landry's Business Group

Absence Details

Proposed
Absence Status: Confirmed
Absence Type: Vacation Hourly
Absence Category: Vacation
Start Date: 07/01/2015
End Date: 07/03/2015
Hours: 24

View Entitlement Balances

View Entitlement Balance

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Action History

Sequence	Name	Action	Date	Notes
1	Bentley, Ashley	Submit	04/01/2015 13:50:14	
2	Jasso, Laura	Pending		

Related Applications

- Update Action
- Return For Correction

Step 2. Select one of the following options: **Approve**, **Reject**, **Request Information**, **Update Action** (to correct errors yourself), or **Return for Correction**.

Step 3. Ensure that you notify the employee whether their request has been approved or denied, as not all employees have a Company email account.

View Available Time Off and History of Time Off Taken

Under the **Manager PTO Access** responsibility, you can view each of your employees' available balances, as well as the history of all prior absences.

Step 1. Click on the **Leave of Absence** link, which will show you all employees that immediately report to you. Click on the "bull's eye" symbol to the left of your direct report's name to expand the view to your indirect reports.

Step 2. Click on the **Action** link to view the employee's absence history and paid time off balances.

Leave of Absence: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action
Jasso, Laura				
Bentley, Ashley	110795-5	100009.Administrative Assistant.Non-Exempt	Human Resources	
Fritts, Camille	21126	100039.Corporate Receptionist.Non-Exempt	Human Resources	
Nathanson, Lindsey	277879	100040.Corporate Recruiter.Exempt	Human Resources	
O'Neill, Noreen	22034-2	200059.Human Resources Manager.Exempt	Human Resources	
Price, Patrick	212987	100096.Mailroom Assistant.Non-Exempt	Human Resources	
Robinson, Kaitlyn	73168-8	100009.Administrative Assistant.Non-Exempt	Human Resources	
Schrader, Andrea	300709	200055.Regional Human Resources Manager.Exempt	Human Resources	
Zuniga, Leo	387	200029.Manager of Mail Operations.Exempt	Human Resources	

Step 3. To view a more detailed breakdown of pending requests and time previously taken, you can click on the **Details** link.

Leave of Absence: Summary

Employee Name: Bentley, Ashley
Organization Email Address: abentley@dnv.com
Employee Number: 110795
Business Group: Landrys Business Group

Absence Management

Absence Summary | **Entitlement Balances**

Search

Note that the search is case insensitive

Absence Type: [Dropdown]
Approval Status: [Dropdown]
Start Date: [Date Picker] (example: 03/17/2015)
Absence Category: [Dropdown]
Absence Status: [Dropdown]
End Date: [Date Picker]

Go Clear

Create Absence | Refresh | Settings | Previous 1-10 Next 10

Start Date	End Date	Absence Type	Absence Category	Duration Days	Hours	Approval Status	Absence Status	Details	Update	Delete
12/21/2015	12/25/2015	Vacation Hourly	Vacation	32		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
12/01/2015	12/02/2015	PTO Hourly	Personal Leave	16		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
07/01/2015	07/03/2015	Vacation Hourly	Vacation	24		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
06/01/2015	06/05/2015	Jury Duty Salaried	Jury Duty	5		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
05/25/2015	05/29/2015	Vacation Hourly	Vacation	40		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
05/18/2015	05/22/2015	Vacation Hourly	Vacation	40		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
05/11/2015	05/15/2015	Vacation Hourly	Vacation	40		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
05/04/2015	05/08/2015	Vacation Hourly	Vacation	40		Pending Approval	Confirmed	[Link]	[Icon]	[Icon]
04/27/2015	04/27/2015	Vacation Hourly	Vacation	8		Approved	Confirmed	[Link]	[Icon]	[Icon]
04/24/2015	04/24/2015	Vacation Hourly	Vacation	8		Approved	Confirmed	[Link]	[Icon]	[Icon]

Create Absence | Previous 1-10 Next 10

Step 4. To view an employee's paid time off balances, select the **Entitlement Balances** tab. Click on **Show Accrual Balances** to see balances as of the current date. Any planned and approved time off requests will not be subtracted from the current balance until the employee actually takes the time off. If you want to see the paid time off balance as of a future date, adjust the **Effective Date** and select **Go**.