# 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.
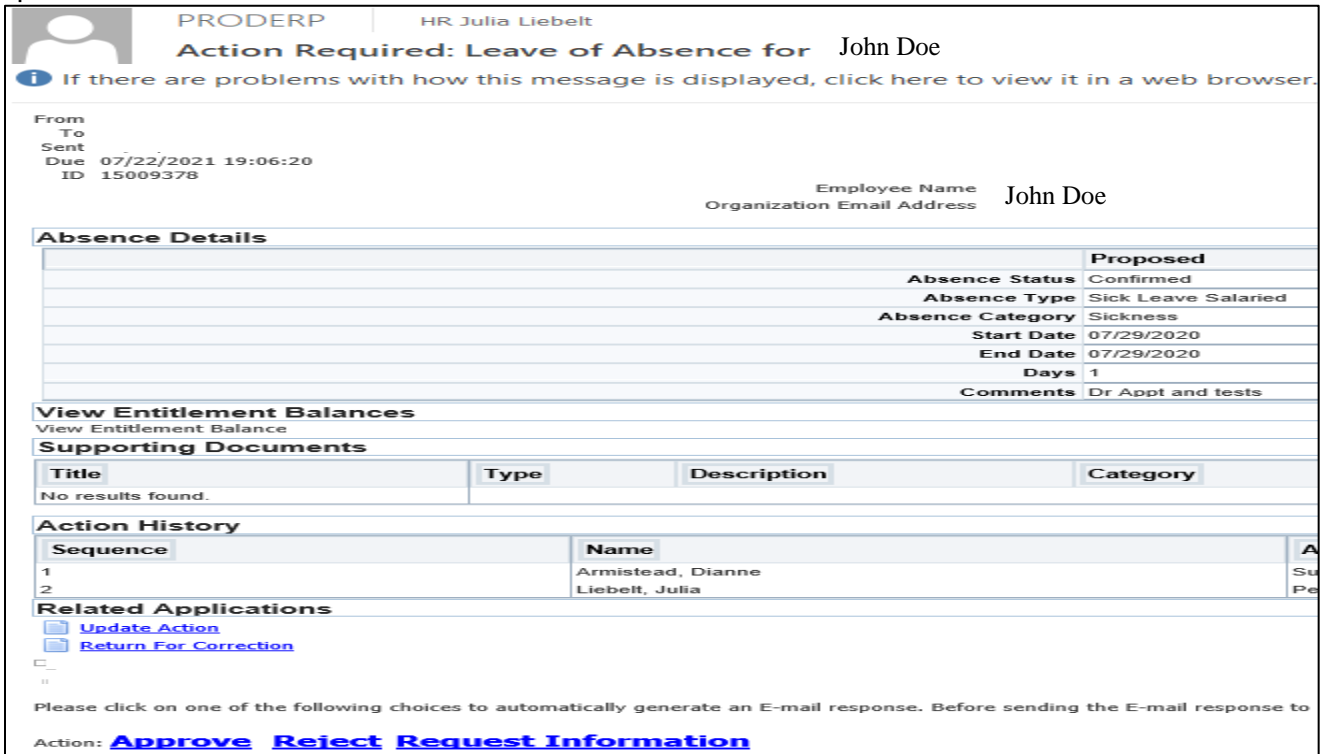
View Notifications in Oracle
You can view and respond to time off requests in Oracle multiple ways:
1. On your home page worklist, which will list any pending time off requests submitted by your direct reports.
2. By clicking on the Notifications icon in the upper right corner of the screen.
3. Under Manager PTO Access Responsibility, select All Actions Awaiting Mgr link.
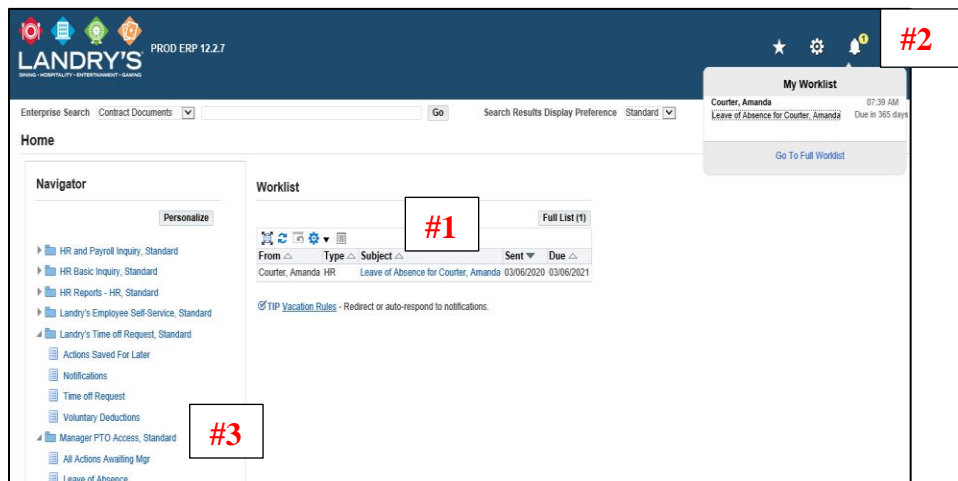
Responding to a Request

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

    a. Ensure the employee has time available by clicking on **View Entitlement Balances**.

    b. **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.

    c. Non-Exempt employees' time off is reflected in hours and Exempt employees' time off is reflected in days (except employees working in California).

    d. No more than 40 hours/5 days should be submitted on a single request.

    e. 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.

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.

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

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**.