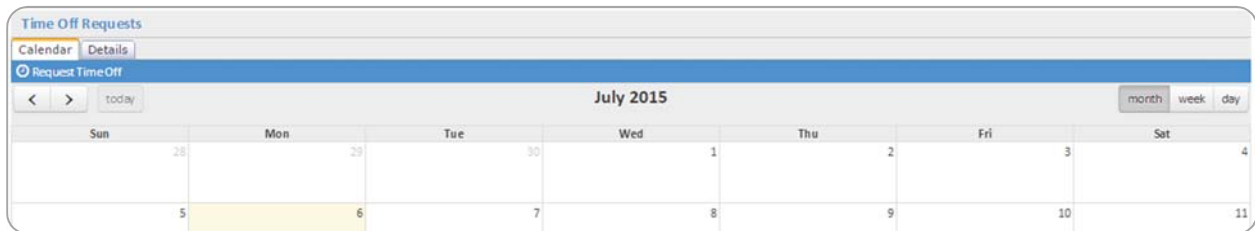


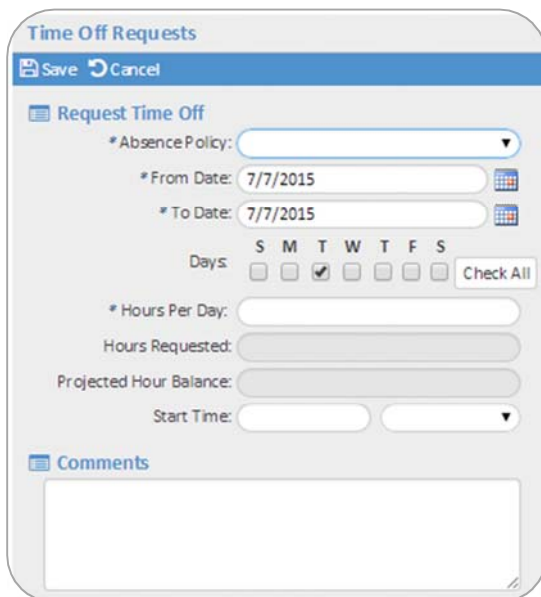
Time Off Requests

The **Time Off Requests** area is used by an employee to enter a request for time off into iSolved, or alternately a manger or supervisor can create one on behalf of the employee. When a manager or supervisor enters the time off request, it is automatically approved within iSolved. If the employee enters the request, the manager or supervisor will then approve or deny the request as appropriate within iSolved using the **Time Off Requests – Admin** area. To create a Time Off Request, please follow the steps below:

1. Go to the **Time Off Requests** area.



2. Click on the [Request Time Off] button at the top left of the calendar to create a time off request.



3. Enter the absence type by using the **Absence Policy** field.
4. Enter the date range for the absence by using the **From Date** and **To Date** fields.
5. If necessary, uncheck any days of the week that you do not wish the request to be created. iSolved will automatically select all days of the week between the **To Date** and **From Date**.
6. Enter the number of absence hours for the request, in the **Hours Per Day** field.
7. Enter the **Start Time** and any **Comments** for the request.
8. Click on the [Save] button when finished.

Viewing Time Off Requests

Once the time off request is created, it can be viewed in the Time Off Request Calendar Area, as shown below:

As you can see in the example, the absence name, approval status, number of hours per day, and the employee remaining balance are all displayed on the calendar for the employee.

The **Details** tab shows the absences in a list format and can be used to filter the list down to only absences within a specific window, absence type, or status. To use the absence detail search, please follow the steps below:

1. Go to Employee Self Service > iSolved Time > Time Off Requests.
2. Click on the **Details** tab.

3. Enter the date range in which you want to search for the absence using the **To** and **From** fields.
4. Select the absence policy type to use for the search, if any, using the **Absence Policy** field.
5. Select the status type to use for the search, if any, using the **Status** field.
6. Click on the [Filter] button.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
7/7/2015	Vacation	Approved	8.00	492.0000	
7/8/2015	Vacation	Approved	8.00	484.0000	