

Time Off Requests

Employee Guide

April 2021

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Time Off Requests

Employees

Using a simple calendar format, Powerpay’s Time Off Request functionality allows you to submit your time off requests by choosing the date range or hours you need off, add comments or details about your requests, and view all your past requests in a single glance. It tracks the time you can take off from work based on company entitlements. Time requested is sent to your reporting manager for review and approval.

Note: Only Active employees can submit a time off request. The Time Off Request tab does not display in Self Service for employees with a New Hire status in Powerpay.

Note: Employees with an On Leave or Terminated status cannot make a new time off request or delete an existing request.

Request time off

Note: Time off requests can be made up to two years in the future from the current date.

1. Go to Time-Off Requests (Time > Time Off Requests).
2. Select the My Requests tab.

Calendar My Requests My Team's Requests

[Request New Time Off](#)

Time Off Start Date	Duration	Reason	Manager	Status	Requested On	Action
19/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	 
22/02/2021	1 Day	Bereavements	Payroll Admin	Pending	19/02/2021	 
26/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	 

3. Click **Request New Time Off**.

New Time Off Request ✕

Time Requested (Hours)
6

* Reason: Vacation Pay * Start Date: 19/02/2021 * End Date: 19/02/2021

* Type of Request
 Full Day Partial Day

Comments

Entitlement	Unit	Balance
Vacation Pay	Hour ▼	-5.95
Bereavements	Hour ▼	0
JuryDuty	Hour ▼	0

Save
Cancel

4. Select a Reason for the request.
Your current entitlement balances are available on the right side of the page based on units of *Hours* or *Days*.
5. Enter the Start Date and End Date for your request.
Requests can span multiple dates.
6. Select Type of Request. If Partial Day is selected, enter the Start Time and End Time.
Your balance is reduced by the duration of the request.
7. Enter any Comments.
8. Click **Submit**.

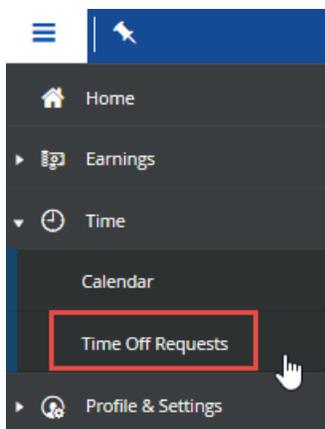
Your request:

- is sent automatically to your reporting manager for review and approval.
- displays in the company calendar as a pending request until your manager reviews and approves or denies the request. If the request is denied, you can complete a new request.
- displays on your My Requests tab, your manager's To-Do list, your manager's My Team Requests tab and your payroll administrators Pending Request tab.

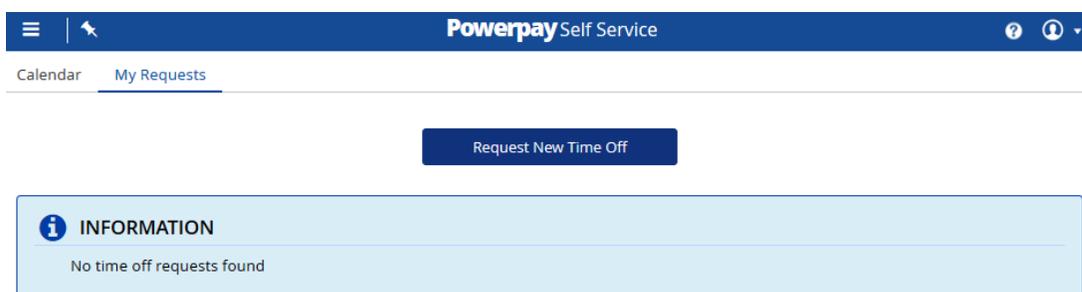
You will receive an email when your request is approved or denied.

Check my entitlement balances

1. Go to Time Off Requests (**Time > Time Off Requests**)



2. Click **Request New Time Off**.



3. Your current entitlement balances display in the Balance column on the New Time Off Request page. The balance includes all future and pending requests.

New Time Off Request
✕

Time Requested (Hours)
8

* Reason * Start Date * End Date

* Type of Request
 Full Day Partial Day

Comments

Entitlement	Unit	Balance
Vacation Pay	Hour	64.00
Additional Vac	Hour	32.00
Bereavement	Hour	40.00
Jury Duty	Hour	16.00
Paid Day Off	Hour	0.00
Unpaid Day ...	Hour	Unlimited

Check if my request is approved

Pending and approved requests display on your calendar and the My Requests tab.

Denied requests do not display on your calendar.

You will also receive an approved or denied email notification along with any comments.

Time Off Request status - Approved / Statut de la requête de congé - Approuvée

 Ceridian <NoReplySelfService@Powerpay.com>
To
Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been approved.

Reason: Personal

Start Date: 19/03/2021 12:00 AM

End Date: 19/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été approuvée.

Raison : sdfg

Date du début : 19/03/2021 00:00

Date de fin : 19/03/2021 23:59

Heures nettes : 8.0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Time Off Request status - Denied / Statut de la requête de congé - Refusée

 Ceridian <NoReplySelfService@Powerpay.com>
To
Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

Expires 3/17/2024

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been denied.

Reason: TAFW

Start Date: 09/03/2021 12:00 AM

End Date: 09/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été refusée.

Raison : TAFW FRENCH

Date du début : 09/03/2021 00:00

Date de fin : 09/03/2021 23:59

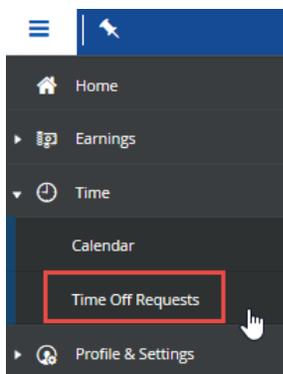
Heures nettes : 8.0

Remarques du gestionnaire :

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► **View your pending and approved requests.**

1. **Go to Time Off Requests (Time > Time Off Requests)**



- Your requests display in the table with their current status.

Calendar My Requests

[Request New Time Off](#)

Time Off Start Date	Time Off End Date	Reason	Manager	Status	Requested On	Action
19/03/2021	19/03/2021	Bereavement	Bradley H	Pending	19/03/2021	
22/03/2021	22/03/2021	Unpaid Day Off	Bradley H	Cancelled	09/03/2021	
22/03/2021	22/03/2021	Vacation Pay	Bradley H	Cancelled	09/03/2021	
23/03/2021	30/03/2021	Unpaid Day Off	Bradley H	Cancelled	09/03/2021	
24/03/2021	24/03/2021	Vacation Pay	Bradley H	Denied	09/03/2021	
25/03/2021	25/03/2021	Unpaid Day Off	Bradley H	Cancelled	08/03/2021	
31/03/2021	31/03/2021	Vacation Pay	Bradley H	Denied	09/03/2021	

Modify my time off request

Time off requests cannot be modified. If you need to make changes to a pending or approved request, delete the request and enter a new request with your changes. See “Delete my time off request,” page 7 for more information.

Delete my time off request

- Go to Time-Off Requests.
- Select the My Requests tab.

Calendar My Requests My Team's Requests

[Request New Time Off](#)

Time Off Start Date	Duration	Reason	Manager	Status	Requested On	Action
19/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	
22/02/2021	1 Day	Bereavements	Payroll Admin	Pending	19/02/2021	
26/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	

- In the Action column, click the trash can icon for the specific request to delete.

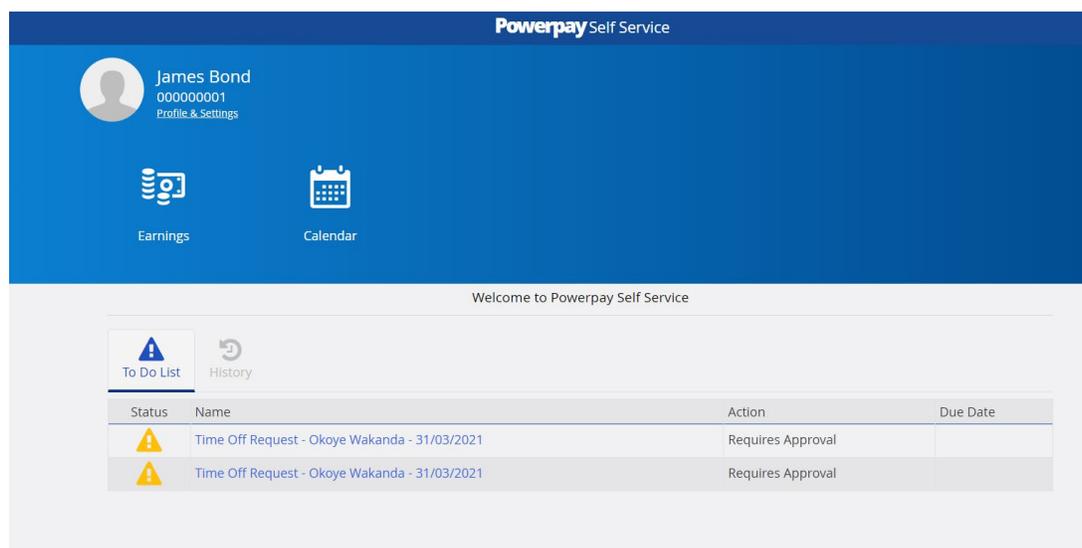
A confirmation message displays.

4. Click **Cancel Request**.

Managers

When employees request time off, the request is sent to their manager for review and approval. As a manager your options are to approve or deny the request. If the request is denied, employees can submit a new request.

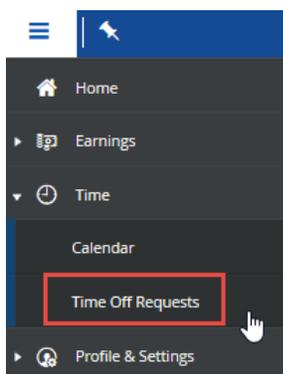
When you first log into Self Service, the To Do List displays any pending time off requests from managed employees. The History Tab displays all approved time off requests.



Approve or deny time off requests

Note: Time off requests cannot be approved for terminated or on leave employees.

1. Go to Time-Off Requests (**Time > Time Off Requests**).



2. Select the My Team's Requests tab.

Time Off Start Date	Duration	Reason	Employee	Status	Requested On	Action
19/02/2021	6 Days	Vacation Pay	Sam Montgomery	Pending	19/02/2021	
19/01/2021	3 Days	JuryDuty	Sam Montgomery	Denied	19/01/2021	

- In the Action column, click the gear icon for the specific request to review. The Time Off Request Details page displays the employee request details.

Time Off Request Details
✕

Time Requested (Hours) 8	Status Pending		
* Reason Jury Duty	* Start Date 08/04/2021	* End Date 08/04/2021	
* Type of Request <input checked="" type="radio"/> Full Day <input type="radio"/> Partial Day			
Employee Comments			
Approver's Comments			

Entitlement	Unit	Balance
Vacation Pay	Hour	-8.00
Jury Duty	Hour	8.00

Approve
Deny
Close

- Review details of employee request. This includes: Reason, Start Date, End Date, Type of Request, Start Time (if partial day), End Time (if partial day), and Employee Comments.
- Add any approver comments.
- Click **Approve** or **Deny**.

The employee receives an approved or denied notification along with any comments.

Time Off Request status - Approved / Statut de la requête de congé - Approuvée

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Time Off Request status - Denied / Statut de la requête de congé - Refusée

 Ceridian <NoReplySelfService@Powerpay.com>
To
Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years) Expires 3/17/2024

Ceridian

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Your Time Away From Work request has been denied.

Reason: TAFW

Start Date: 09/03/2021 12:00 AM

End Date: 09/03/2021 11:59 PM

Net Hours: 8.0

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Date de fin : 09/03/2021 23:59

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Remarques du gestionnaire :

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Approved requests display:

- on the company calendar

- on your My Team Requests tab (manager)
- on your History list (manager)
- on the employee's My Requests tab.

Denied requests display:

- on your My Team Requests tab (manager)
- your History list (manager)
- the employee's My Requests tab.