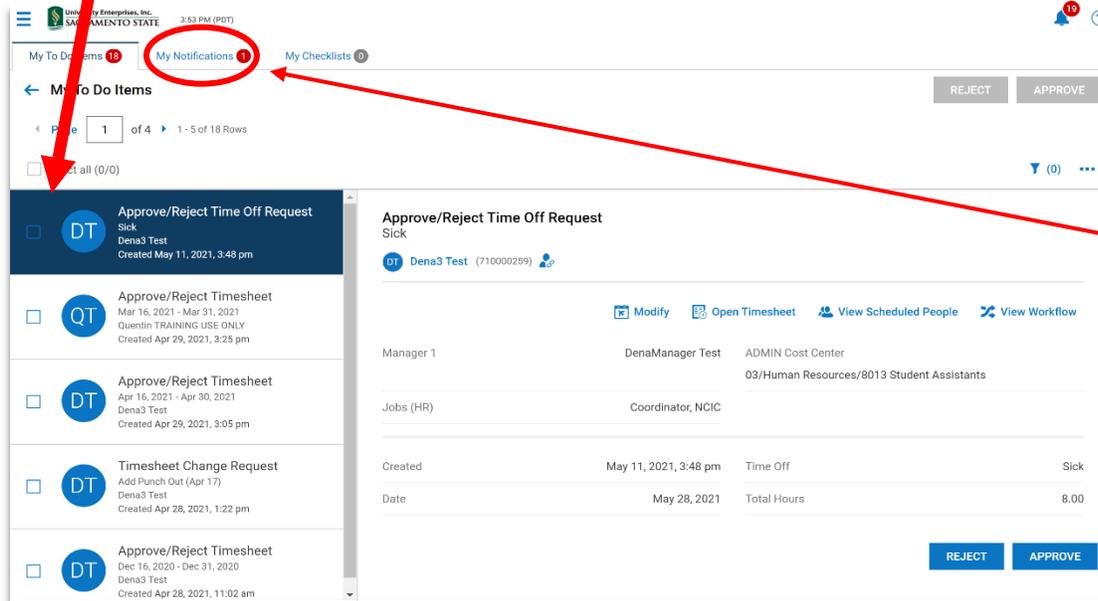
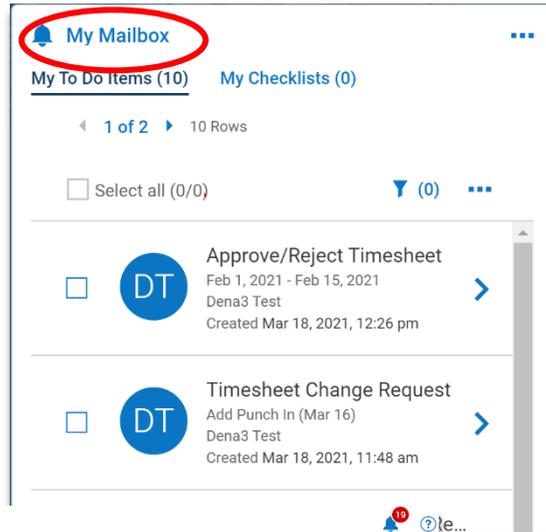


Approving Time Off Requests

When employees submit time off requests, it is required that they be resolved (approved or rejected) before the close of each pay period.

1. From the dashboard, go to **My Mailbox** and expand the mailbox view by selecting **My Mailbox**.
2. Employee's pending requests are listed under **My To Do Items**.
3. From the options on the left, select the request needing review.



4. To view employee notes in **Time Off Requests**, select **My Notifications**, which can only be viewed when the mailbox is fully expanded.

5. Once in **My Notifications**, you can select the notification associated with the employee's request and view their note.

University Enterprises, Inc.
SACRAMENTO STATE 3:48 PM (PDT)

My To Do Items 18 My Notifications 1 My Checklists 0

← My Notifications DELETE MARK AS READ

Select all (0/1)

Time Off Requested
noreply@kronos.com
May 11, 2021, 3:47 pm

Time Off Requested

May 11, 2021, 3:47 pm
noreply@kronos.com

Hi DenaManager,

Dena3 Test has requested Sick on 05/28/2021 for 8.00 hour(s) with the following comment:

My daughter has the flu.

Please [Login](#) to process this request.

Thanks!

Note: As per UEI policy, employees may only use their accrued paid sick time for themselves or for the care of a family member for the **following reasons**:

- Preventative care or diagnosis of an illness
- Care or treatment for an existing health condition
- Recovery from domestic violence, sexual assault, or stalking

6. **Approve** or **Reject** Time Off Requests using the buttons at the bottom of each request.

Approve/Reject Time Off Request
Sick

DT Dena3 Test (710000259)

Modify Open Timesheet View Scheduled People View Workflow

Manager 1 DenaManager Test CAIN Cost Center
12/120014/CEG-City Manager(635341)/8013 Student Assistants

Jobs (HR) Coordinator, NCIC

Created Mar 19, 2021, 10:48 am Time Off Sick

Date Mar 17, 2021 Total Hours 8.00

REJECT APPROVE

Are you sure you want to approve this Time Off?

DT **Dena3 Test**

Date	Amount	Time Off
Mar 25, 2021	8.00 hrs	Sick

Comment

Approved. I hope your daughter feels better. :)|

CANCEL APPROVE

7. A note can be added in the pop-up box. Select **APPROVE** to approve the request. The employee will receive an approval note via email.

Once approved, the time off is automatically applied to the employee's timesheet.

Note: If the employee requested time off on a day for which they already have recorded work hours entered, which overlap with the time off request, the pop up box referenced in step 7 will look like the one below, which includes an option to remove the regular hours applied to that day to ensure that only the sick hours are applied.

Are you sure you want to approve this Time Off?

DT **Dena3 Test**

Date	Amount	Time Off
Jul 30, 2021	8.00 hrs	Sick

⚠ 07/30/2021

- The total for this day will exceed 8.00 hours.

Remove 8.50 (All) regular hours from 07/30/2021.

Comment

CANCEL APPROVE

In this case, the employee mistakenly has 8.5 regular hours applied to their timesheet for 7/30 and concurrently requested a full sick day. Further investigation may be required before approving this time off request.

If the employee did *not* work on this day but took 8 hours of sick time instead, **check the box to remove** the regular hours from the timesheet before approving the request.

Pro Tip - Check *My To Do Items* throughout the pay period and resolve requests before timesheets need approval.

Important Note - University Enterprises, Inc. does not recommend timesheet approvers make manual edits to employee timesheets on their behalf. However, we understand this can occasionally occur. If a timesheet edit is required or if it is necessary to submit a timesheet on behalf of an employee, please notify the employee via email to document the edits made and to ensure accuracy.

Questions? Contact UEIPayroll@csus.edu or call (916) 278-7427.