



My Time

Quick Reference Guide > How to Approve Time Off Requests

Time Approvers

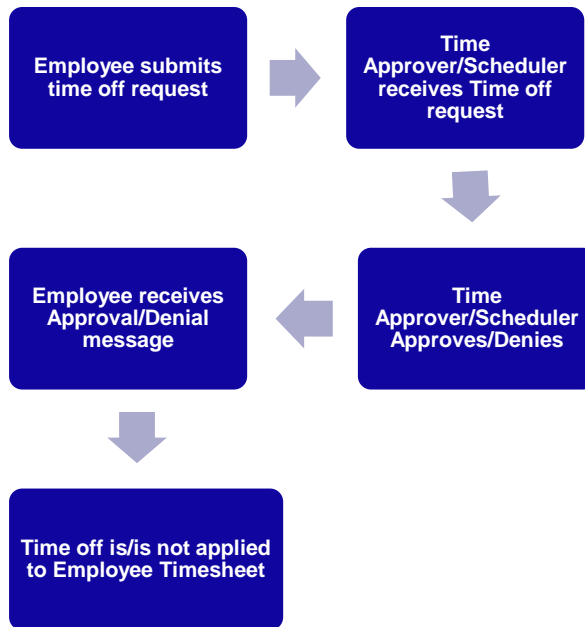
Document Purpose

This document is intended for use by K-C Time Approvers and Schedulers. It explains how to view time off requests, how to approve time off requests, and how to deny time off requests in the Ultimate Time and Attendance System (UTA). Additional QRGs are available for other user functions.

Overview:

- Time Off Requests will come to you via your Messages folder and will also appear in your To Dos section of the Home Page.
- To review Time Off for your team, use the Time Off Approval page. This is where you can view pending, approved, cancelled, and denied time off requests.
- In addition to reviewing Time Off Requests via the Time Off Approval page, you can also access the Time Off Approval page by clicking the link in the Time Off Request from the To Do's section, or by clicking the link from the Time Off Request in your Messages folder.
- **Note:** If your team has a Scheduler, then the messages will be routed to the Scheduler and not the Time Approver. However, as a Time Approver you can still approve or deny Time Off Requests for your team via the Time Off Approval tab from the main menu. If there is no Scheduler on the team, then the messages will be routed to you as the Time Approver.

- Below, for your reference, is the Time Off Request workflow.



Note: The following process for approving Time Off Requests applies to Time Approvers/Schedulers who have employees on their team that submit Time Off Requests via the Time Off tab in UTA. Time Approvers of salaried employees will not have to approve Time Off Requests as those employees are responsible for adding their absences to their Timesheet by performing an LTA override.

To View Time Off Requests, you may use any of the 3 options listed below:

- From the main menu, click on **Time Off Approval**.
 - This will take you to the Time Off Approval page where you can see Time Off for all employees on your team.



- From the **To Dos** section on the Home Page, click on the **link** for the Time Off Request.
 - This will open the Time Off Request in your Messages, click the **link** in the message.
 - This will take you to the Time Off Approval page for the month of the submitted Time Off Request.

To Dos

To Dos		
Del	Subject	Date
<input type="checkbox"/>	A cancellation of approved time off is submitted for your approval.	May 13, 2:27 PM
<input type="checkbox"/>	A Time Off Request is submitted for your approval.	May 13, 2:26 PM

Read Message

From: CTRAIN Date: May 13, 2:26 PM

To: ETRAIN

Cc:

Subject: A Time Off Request is submitted for your approval.

[Prev](#) [Next](#) [Delete](#) [Close](#)

[A time off request is pending your approval.](#)

Employee: Training, Clark

Dates
Tue Sep 22, 2020 - BEREAVEMENT LEAVE - Full day

[Prev](#) [Next](#) [Delete](#) [Close](#)

3. From the main menu, click on **Messages**.

- Click on the **Time Off Request** you want to view.
- Click on the **link** in the Time Off Request message.
- This will take you to the Time Off Approval page for the month of the submitted Time Off Request.



INBOX

Inbox-1 Unread Messages

Move Checked Items To [Folder] [Go] Browse Folder INBOX

Del	All	From	Subject	Date	Type
<input type="checkbox"/>		CTRAIN	A cancellation of approved time off is submitted for your approval.	May 13, 2:27 PM	Todo
<input type="checkbox"/>		CTRAIN	A Time Off Request is submitted for your approval.	May 13, 2:26 PM	Todo

Read Message

From: CTRAIN Date: May 13, 2:26 PM
To: ETRAIN
Cc:
Subject: A Time Off Request is submitted for your approval.

Prev Next Delete Close

[A time off request is pending your approval.](#)

Employee: Training, Clark
Dates
Tue Sep 22, 2020 - BEREAVEMENT LEAVE - Full day

Prev Next Delete Close

All 3 options listed above will take you to the Time Off Approval page. Examples shown on the next page.

Time Off Approval page:

If you access the Time Off Approval page by clicking the **Time Off Approval** tab from the **main menu**, by default, the system will display the **current month**. Shown below.

Time Off Approval

◀ May 2020 ▶

Team/Employee 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Approve Deny

Related Links

- Time Off Planner Audit

If you access the **Time Off Approval** page by clicking the Time Off Request link in the **To Do's** section or in the **Messages** folder, the system will display the **month** of the **Time Off Request**. Shown below.

Time Off Approval

◀ September 2020 ▶

Team/Employee 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

9999 - MY TEAM

Training, Bart

Training, Clark

Training, Kim

Approve Deny

Related Links

- Time Off Planner Audit

Below, for your convenience, is a legend describing what the different colors on the Time Off Request page mean.

Green: Approved Request

Red: Cancellation Request

Blue: Pending Request

Grey: Denied Request/Approved Cancellation

Pink: Public Holiday

How to Navigate the Time Off Request Page:

Click on the **blue** text to select a month and year from the pop-up window.

Alternatively, click the **arrows** beside the month to move forward or backward by month.

The screenshot shows the 'Time Off Approval' page. At the top left, there is a dropdown menu showing 'September 2020' with left and right arrows. A red box highlights this dropdown, and a red arrow points to it from the text above. Below the dropdown is a list of team/employees: '9999 - MY TEAM', 'Training, Bart', 'Training, Clark', and 'Training, Kim'. There are 'Approve' and 'Deny' buttons. Below that is a 'Related Links' section with a link to 'Time Off Planner Audit'. On the right side, there is a calendar grid for the month of September 2020, with days 10 through 30 visible. A 'Select Month/Year' pop-up window is open in the center, showing a grid of months (Jan-Dec) and years (2018-2020). 'Jun' and '2019' are selected. There are 'OK' and 'Cancel' buttons at the bottom of the pop-up. At the top right of the calendar, there are icons for filter, refresh, and settings.

Use the **Sort** and **Filter** tools at the top right-hand side of the Time Off Approval Page.

This screenshot is similar to the previous one, but with a red box highlighting the filter, refresh, and settings icons at the top right of the calendar. A red arrow points from the text above to this box. The calendar grid shows days 01 through 30. The team/employee list and buttons are the same as in the previous screenshot.

Three detailed views of the tool menus are shown below, each with a red box around its icon:

- Filter (Funnel icon):**
 - Pending Approval
 - Pending Cancellation
 - Approved
 - Cancelled or Denied
 - No Requests
- Sort (Refresh icon):**
 - First Name
 - Last Name
 - Full Name
 - Employee Name
 - Seniority Date
 - Submitted On
 - Starts On
- Settings (Gear icon):**
 - Direct Reports
 - All

To Approve or Deny Time Off Requests, follow these steps:

1. Click on the **block** to view the Time Off Request details.
 - A Time Off Approval screen displays.
2. Use the **drop-down** menu to **approve** or **deny** the Time Off Request, then click **Submit**.

Time Off Approval

September 2020

Team/Employee	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<input type="checkbox"/> 9999 - MY TEAM																														
<input type="checkbox"/> Training, Bart																														
<input type="checkbox"/> Training, Clark																														
<input type="checkbox"/> Training, Kim																														

Related Links

1. [Time Off Planner Audit](#)

Time Off Approval ✕

Approve ▼	Status Requested	Type VACATION	Date 09/21/2020	Time All Day	Submitted 05/13/2020 14:21
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3. Alternatively, you can approve or deny **all** Time Off Requests by employee or team.
 - Select the **checkboxes** next to the employee(s) or team, then click **approve** or **deny**.

Time Off Approval

September 2020

Team/Employee	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<input checked="" type="checkbox"/> 9999 - MY TEAM																														
<input type="checkbox"/> Training, Bart																														
<input checked="" type="checkbox"/> Training, Clark																														
<input type="checkbox"/> Training, Kim																														

Related Links

1. [Time Off Planner Audit](#)

4. If the Time Off Request is **approved**, the **blue** block will change to **green**.

- If the Time Off Request is **denied**, the **blue** block will change to **grey**.
- Below, is an example of an approved Time Off Request.

Time Off Approval

September 2020

Team/Employee	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
9999 - MY TEAM																														
Training, Bart																														
Training, Clark																														
Training, Kim																														

Approve Deny

Related Links

1. [Time Off Planner Audit](#)

Note: You can view a consolidated list of **all** your team members Time Off Requests by **clicking** the **Time Off Planner Audit** link at the bottom **left-hand** side of the Time Off Approval page. Shown below.

Time Off Approval

September 2020

Team/Employee	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
9999 - MY TEAM																														
Training, Bart																														
Training, Clark																														
Training, Kim																														

Approve Deny

Related Links

1. [Time Off Planner Audit](#)

Time Off Planner Audit

Employee	Full Name	Requester	Create Date	Status	Action Required	Date Requested	Partial Request Start	Partial Request End	Reason	Request Comment	Approver	Date Approved	Is Approved
TRAIN1	Training, Bart	BTRAIN	04/27/2020	CANCELLED	N	09/07/2020					ETRAIN	04/27/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	04/30/2020	CANCELLED	N	09/08/2020					ETRAIN	04/30/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/04/2020	CANCELLED	N	09/24/2020					ETRAIN	05/04/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/04/2020	CANCELLED	N	09/25/2020					ETRAIN	05/04/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/05/2020	CANCELLED	N	09/29/2020					ETRAIN	05/05/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/05/2020	CANCELLED	N	09/28/2020	18:30	02:30			ETRAIN	05/05/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/05/2020	CANCELLED	N	09/27/2020					ETRAIN	05/05/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/05/2020	CANCELLED	N	09/28/2020					ETRAIN	05/05/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/05/2020	CANCELLED	N	09/22/2020					ETRAIN	05/05/2020	<input checked="" type="checkbox"/>
TRAIN2	Training, Clark	CTRAIN	05/13/2020	PENDING CANCEL	Y	09/22/2020					ETRAIN	05/13/2020	<input checked="" type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	04/30/2020	DENIED	N	09/08/2020					ETRAIN	04/30/2020	<input type="checkbox"/>
TRAIN1	Training, Bart	BTRAIN	05/05/2020	APPROVED	N	09/22/2020					ETRAIN	05/05/2020	<input checked="" type="checkbox"/>
TRAIN2	Training, Clark	CTRAIN	05/13/2020	PENDING	Y	09/21/2020							<input type="checkbox"/>

Related Links

[Time Off Approval](#)

To **return** back to the Time Off Approval page, **click** the Time Off Approval **link** at the bottom **left-hand** side of the Time Off Planner Audit page.