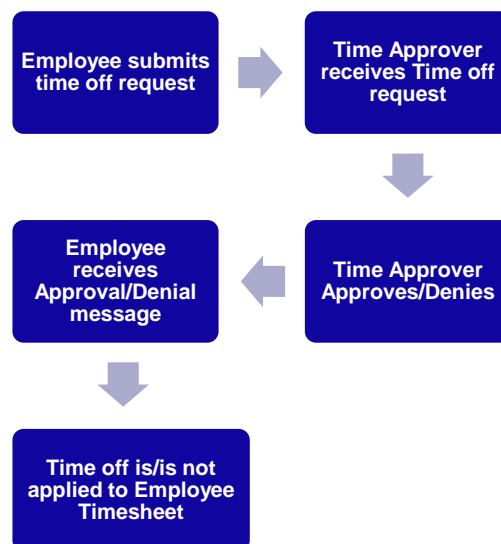# Kimberly-Clark

My Time

Document Purpose

This document is intended for use by K-C Hourly Production Employees. It explains how to request time off and how to navigate the time off request calendar in the UltiPro Time and Attendance System (UTA). Additional QRGs are available for other user functions.

Overview:

You will submit time off requests and cancellations and they will be sent to the time approver. Your time off request will appear in the time approver's messages folder, where it will await approval or denial. Upon approval or denial, you will receive a notification in your UTA messages folder indicating the decision. If your time off request has been approved, your timesheet will be updated to reflect the time off. If your time off request has been denied, the time off will be removed from your time off calendar.

Below, for your reference, is the time off request workflow.

```
┌──────────────────┐       ┌──────────────────┐
│ Employee submits │  ──▶  │  Time Approver   │
│ time off request │       │ receives Time off│
│                  │       │     request      │
└──────────────────┘       └──────────────────┘
                                     │
                                     ▼
┌──────────────────┐       ┌──────────────────┐
│     Employee     │  ◀──  │  Time Approver   │
│     receives     │       │  Approves/Denies │
│  Approval/Denial │       │                  │
│     message      │       │                  │
└──────────────────┘       └──────────────────┘
        │
        ▼
┌──────────────────┐
│ Time off is/is not│
│ applied to Employee│
│    Timesheet      │
└──────────────────┘
```

To Request Time Off, follow these steps:

1. From the main menu, click on **Time Off**.

Home	Messages(0)	My TS	**Time Off**	My Reports

2. This will take you to the time off calendar (shown below)

◀ May 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	VICTORIA DAY 18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Submit

Current Balances

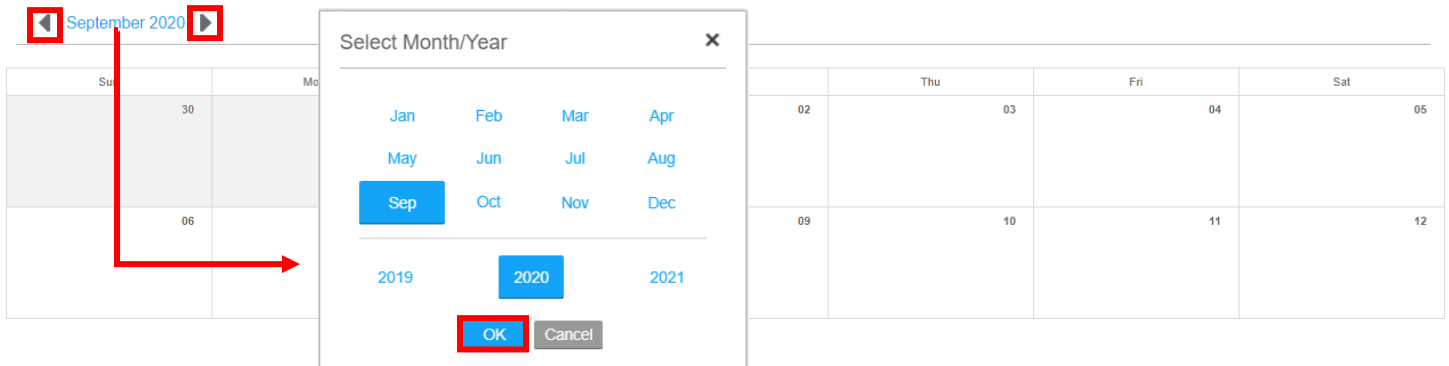| BANKED HOLIDAY | 0 hours |
PERSONAL HOLIDAY	8 hours
VACATION	20 hours
VACATION CARRYOVER	8 hours

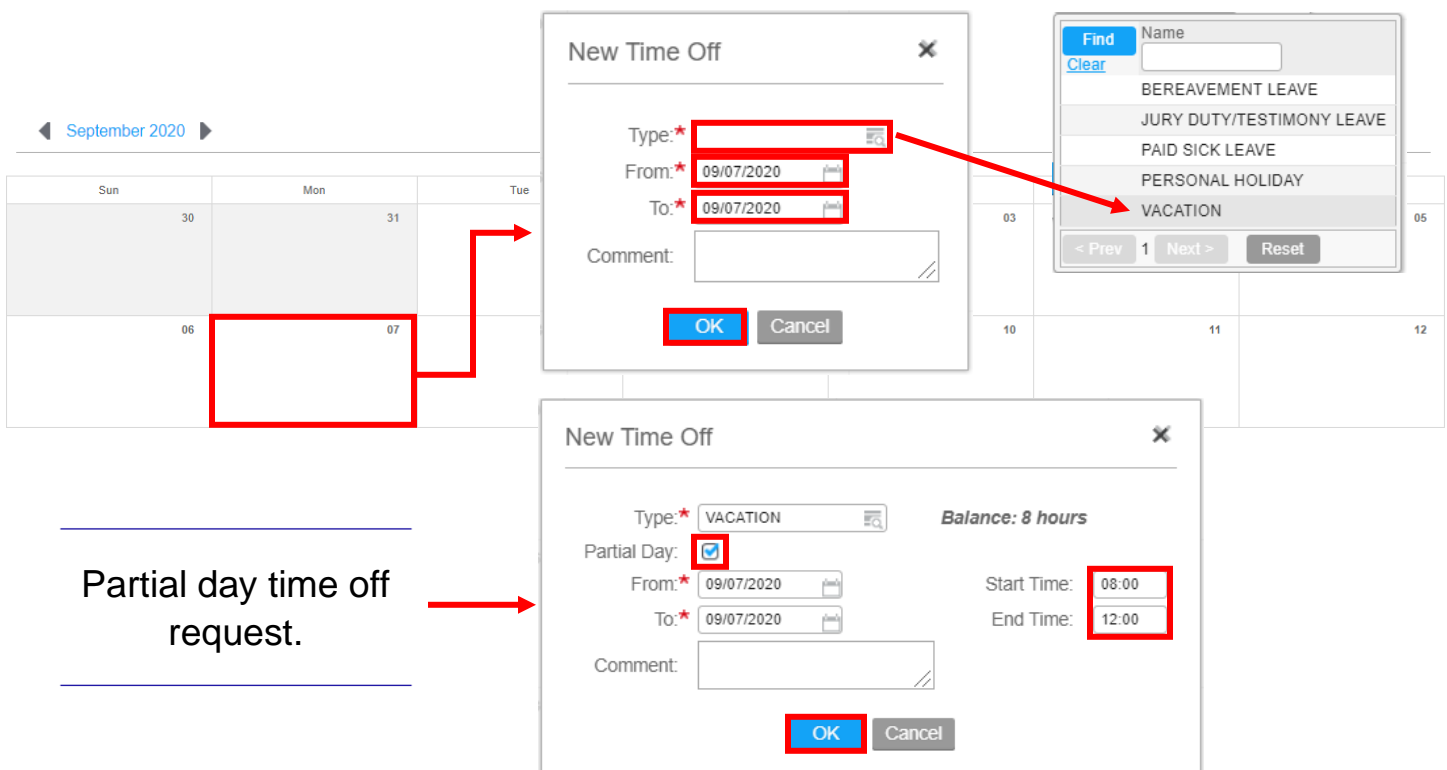Your current balances are displayed to the right of the time off calendar

Current Balances

BANKED HOLIDAY	0 hours
PERSONAL HOLIDAY	8 hours
VACATION	20 hours
VACATION CARRYOVER	8 hours

3. To move forward or backward in time, use the **arrows** next to the month.

- Another option is to click on the **month** to display a pop-up screen which will allow the selection of a different month for the time off request. Select the appropriate **month**, then click **OK**.

◀ September 2020 ▶

Su	Mo		Thu	Fri	Sat
30		02	03	04	05
06		09	10	11	12

Select Month/Year ✕

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

2019	**2020**	2021

OK Cancel

4. Once the correct calendar month is displayed for the time off request, click on the **date** in the calendar to initiate the request.

- A **New Time Off** pop-up window will be displayed.

- In the Type field, use the **lookup** to select the appropriate **Type** of time off.

- If the time off request is for a full day, ensure the correct date is displayed in the **From** and **To** field.

- If the time off request is longer than 1 day, use the **from** and **to** date **lookups** to select a date range.

- If the time off request is for a partial day, select the **Partial Day check box**. Then, manually enter the **Start** and **End** time in the available fields.

- If necessary, type in a comment in the **Comment** field.

- Once all necessary fields have been completed, click on the **OK** button.

Partial day time off request.

5. After clicking **OK** the time off request will display on the time off calendar with an **orange** icon. The **orange** icon represents an **unsubmitted** request. To submit the request for approval, **click** on the **submit** button located at the bottom of the time off calendar.

◀ September 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07 ⊖ VACATION	08	09	10	11	12
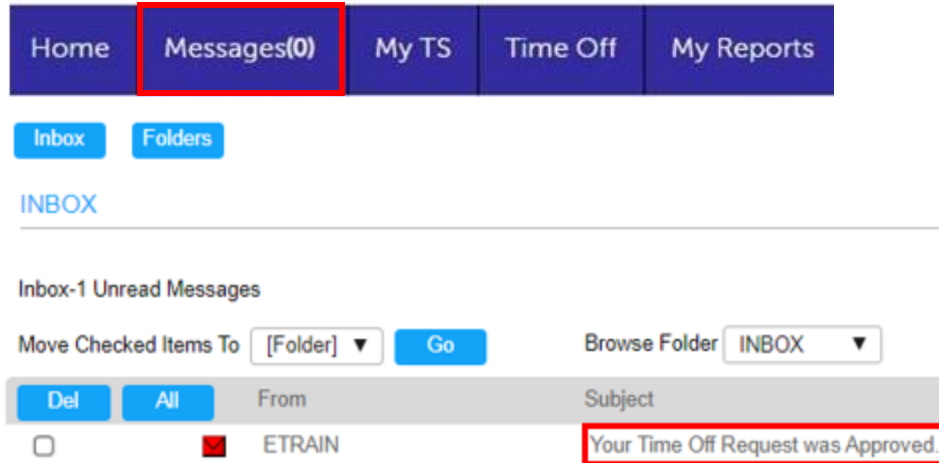
Submit

Note: After selecting **Submit,** the orange icon will change to **blue** to indicate it is in **pending approval** status.

◀ September 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07 ● VACATION	08	09	10	11	12

6. When the request is **approved** or **denied,** a notification will automatically be sent to your **messages** folder.


Note: Navigating back to the time off calendar, will show the blue icon has now changed to **green**, indicating that the time off request has been **approved**. If the time off request has been denied, the icon will be removed from the time off calendar.

To Cancel An Approved Time Off Request, follow these steps:

1. Navigate to the **time off calendar** via the **time off button** from the main menu.

   - Navigate to the **month** you submitted your time off for.
   - Click on the **icon** of the time off request to be canceled.
   - Click on the **cancel request** button in the pop-up window that displays.
   - Click on the **submit** button at the bottom of the time off calendar.
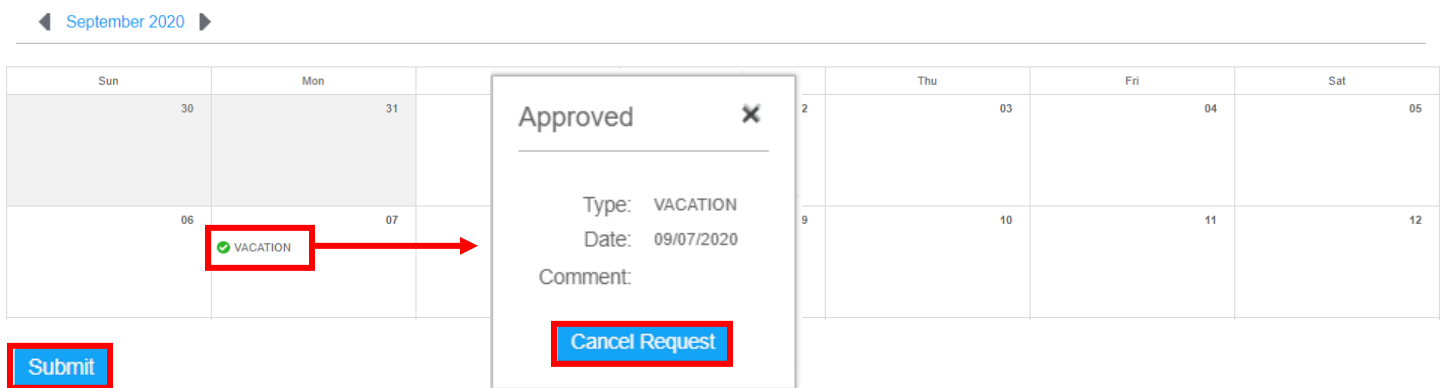
2. A notification will be sent to your time approver to approve or deny the cancellation request.

   - The green icon will change to an **icon** with a **strikeout** through it, indicating a **pending cancellation** status.
   - Once the cancellation request has been **approved** or **denied**, a notification will be sent to your messages folder.
   - If the time off request to be cancelled was **approved**, the **icon** will be **removed** from the time off calendar and your balances will be restored.
   - If the time off request to be cancelled was **denied**, the icon will go back to the **green** approved icon.

Pending Cancellation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07 ☐ VACATION	08	09	10	11	12

Approved Cancellation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12

Denied Cancellation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07 ✔ VACATION	08	09	10	11	12

Effective Date 06/01/2020