### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
I'm going to the Super Bowl!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

	K NAVIGATOR					Wed Mar 23 2016 02:09:30 AM V	VELCOME EMPLOYEE 1,A Licensed to:THE PUI	ND TEST (999999)	
endance Scheduler									
quests Calendars									
Requests 🚔 💾 Save 🔊 Und	50								
Your entries were saved successful	ly.								
Multiple		Add/Maintain Templates							
Vacation[0.00 Hours]		Sick Leave[0.00 Hours]		2	Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Neek Of: 03/27/2016 (Sun)-04/02/2016 (Sar Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016		Friday 04/01/2016		Saturday 04/02/2016	
Pending Request:						I.			
						[R] 8.00 Hours + Fri 04/01/2016 (PC-2) ✓ Vacation			
« < <b>-+</b> > »	< < -+ >x	< < -+ >>>	« < _+ >»	« < _+	> >>	« < _+	>>> « <	-+	
Approved Request + Schedule:									
	[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Fn 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

IND Dealer Administrator (ANDADAIN)

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



SOOD Sand	ADMINISTRATORIN	EB SERVICES															O RICAN FAMILY INSTITUTE	
Attendance	Scheduler	Reports Pa	nyroll EWS Se	up Employees	Users Setup	Access	Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices						
Message	s 🚔																	
Filter by	Date R Add F		From Iter Clear F	ter To														
Actions	💽 Ma	irk as Unread	O Delete	Displaying 1-1 of 1	records													
	1	Message Type				Sub	ject				P	riority		Send	er		Date *	
	Request		Re	uest From: 99999	I (AND TE ST EMP	LOYEE 1]				Norma	al .		AND TEST EMPLOYEE 1	[999999]			03/23/2016	2:08A

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message D	etail <del> i</del>				
Request Deta	(Is				Approve/Decline
Subject		Request From: 999999 [AND TEST EMPLOYEE 1]	Date:	03/23/2016 2:08AM	
Priority:		Normal	Sender:	AND TEST EMPLOYEE + (1999999)	
Request Histo	yry				
Subject Requ	est From: 999999 (4	AND TEST EMPLOYEE 1]			
Content: 999999 (AND TI 1. Request For	EST EMPLOYEE 1] I 8.00 hours of VACAT	has requested the schedule request on 03/23/2016 2:084M			

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 Sant AC	MINISTRATOR ME	SERVICES												Licensed
Attendance S	Scheduler													
Overview Terr	nplate Scheo	tules Free	Form Schedule	s Recap	Requests Caler	dars Summ	iry Graph							
Requests			-											
Overview 1	Summary	Detain C	alendar											
H Save	& Refres		nployee Search	~	G									
4 2016 ) A														
Approve Sele	ected	Approve a												
Status: Pend	ang	~	aycode: 2040	AL .	- Group: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	tministr 🗸					
Employ	ree ID *			mployee Name			Paycode	Dat	R	Hours	Select	Status	Hours Available	Requested On
999999		EMPLO	YEE 1, AND T	EST			2[VACA]	04/01/2	2016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Free Form Schedules Recap Requests Cale	ndars Summary Graph						
Requests							
Overview Summary Detail Calendar							
Employer-Sparch	>						
4 2016 > ALL Months							
Approve Selected Approve all							
Status: Pending Paycode: 2(VACA) Group: A	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸					
	4						
Employee ID * Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
999999 EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM
1							

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours
Status: Pending V OK Cancel
Pending V.
Employ Dealland
Declined
I'm goil Remove Bowl!!
Supervisor's comment:
Have a great time111 be watching from the comfort of my living room!

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 ) ALL Mordina	and the second se								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenie: 1254018 · Größer -M.	w							
		and the second se	ing a constraint of the constr						
Employee D <sup>-4</sup>	Employee Name	Paycole	Date Reproduct Select	Skatusi	Hours Available	Requested On	Department		OK Cancel
000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8.00	Approx	120.00	01/07/2015 12:08AM	BIJMANHATTAN DRAFT TECHJ	~	
1								-2	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees schedule to reflect the approved Vacation day.

ıdit	Date												
		PayCode	6. j	In	Out		Reg	OT-1	от-2	Total Hours	Daily Hou	rs Week	y Hours
Fri	4/01/2016	2[VACATION	4]				8.00	0.00	0.00	8.00	8	00	8.00
al Balar	ce:												
		Ivne Accrued	llead	Available	Activity Date	Notes					Hours	lleori	Adia
		jje keelded											0
04/01/201			0.00		03/22/2010	Usaye							Adjust
$\backslash$													Adjus 0.0
												8.00	0.0
04/01/2016	VAC1	Т	0.00 31	1.87	8.00	0.00	0.00	0.0	23	.87 03/22/2010	6 <mark>Usage</mark>		
04/01/2010	Acc. Code VAC1	Post Type Hor			8.00	Adjust 0.00	Adj. Earned	Earned 0.01					
	Monday		Tuesday		Madagaday		Thu			Patalan		Saturday	
unday 27/2016	03/28/201		03/29/2016		Wednesday 03/30/2016					Friday 04/01/2016		04/02/2016	
	Last Post Date 04/01/2016 Post Date 04/01/2016 Ule:	04012016 T Post Date Acc. Code 04012016 WCT UIE:	Last Post Date         Post Type         Accrued           04012016         T           Post Date         Acc. Code         Post Type           04012016         VAC1         T	Last Post Date         Post Type         Accrued Used           04012016         T         8.00           Post Date         Acc. Code         Post Type           04012016         VAC1         T         0.00           Ule:         T         0.00         37	Last Post Date         Post Type         Accrued Used         Available           040102015         T         8.00         23.87           Year           Post Date         Acc. Code         Post Type         Hours         Carry Hours           040102016         Vac1         T         0.00         31.87           Ule:	Last Post Date         Post Type         Accrued Used         Available         Activity Date           0401/2016         T         8.00         2.3.87         0.322/2016           Year           2018 Subtedat           Post Date         Acc.Code         Post Type         Hours         Carry Hours         Used         A           0401/2016         VAC1         T         0.00         31.87         8.00         A           UBE:	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Veer           2016 Subtrat           Post Type         Hours         Carry Hours         Used           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00           Used           Used         Adjust           0:00         31:87         8:00         0:00	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtelat           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjest         Adjest         Adjest         Adjest         Adjest         Adjest         Adjest         Doot         0.00         0.	Last Post Date         Post Type         Accrued/Used         Available         Activity Date         Notes           0401/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtolal           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used         Adjust         Adj. Earned         Earned           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used	Last Port Date         Port Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         2:3.87         03/22/2016         Usage           Year           Vear           Vear           Used         Adjust         Adjust         Adjust         Adjust         Available           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjust         Adjust         Adjust         Available           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00         0:00         2:3           Used           Used         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Available	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23.87         03/23/2016         Usage         Image: Control of C	Last Port Date         Post Type         Accrued/Used         Available         Activity Date         Notes         Hours           04/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         Year         Year           Od/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         2016 Subtal         Subtal         Activity Date         Activity Out         31.87           Post Date         Acc.Code         Post Type         Notes         Used         Adjust         Adjust         Activity Out         Notes           Used         Adjust         Adjust         Adjust         Adjust         Ausilable         Activity Out         Notes           Used         Adjust         Adjust         Notes           Used         Adjust         Ausilable         Activity Out           Used         Adju	Last Post Date         Post Type         Accrued/ Used         Available         Atvity Date         Notes         Item         Used           040102016         T         8.00         23.87         03222016         Usage         31.87         8.00           Ver         Ver         Ver         Other         Adjust         Adjust

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler			
Message	es 🚔			
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours Status: Declined OK Cancel	Messages							
Employee's comment: Party TimeIt's 5 o'clock somewhere!	Filter by	Date Range Add Filter Apply Fi	from To To					
	Actions	🖄 Hark Urread 😂	Dekte					Displaying 1-2 of 2 records
Supervisor's comment: Yeah, but it's 9.00am nowGet back to work!		Message Type	Description	Hours	Priority	Sender	Date *	Status
		lequest			Normal	ANDSLEER.	.0102201502510	Declined
	R	Request		8	Normal	MOGUFER	01/07/2015 02:404M	Approval

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Ausgie         Cl. Adduction Tenglaties           Vacading (00 Hours)         Image: Social and So	
Pile se isset tumptale	
Vest Ct: (3/27/2016 (Sum)-04/02/2016 (Su) 2	
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday           03/27/2016         03/28/2016         03/30/2016         03/30/2016         04/01/2016         04/01/2016	Saturday 04/02/2016
nonding Request:	
	-+

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
I'm going to the Super Bowl!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

	K NAVIGATOR					Wed Mar 23 2016 02:09:30 AM V	VELCOME EMPLOYEE 1,A Licensed to:THE PUI	ND TEST (999999)	
endance Scheduler									
quests Calendars									
Requests 🚔 💾 Save 🔊 Und	50								
Your entries were saved successful	ly.								
Multiple		Add/Maintain Templates							
Vacation[0.00 Hours]		Sick Leave[0.00 Hours]		2	Please inse	rt template			
Please insert template		Please insert template			Please insert template				
Please insert template		Please insert template			Please inse	rt template			
Neek Of: 03/27/2016 (Sun)-04/02/2016 (Sar Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016		Friday 04/01/2016		Saturday 04/02/2016	
Pending Request:						I.			
						[R] 8.00 Hours + Fri 04/01/2016 (PC-2) ✓ Vacation			
« < <b>-+</b> > »	< < -+ >x	< < -+ >>>	« < _+ >»	« < _+	> >>	« < _+	>>> « <	-+	
Approved Request + Schedule:									
	[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Fn 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

IND Dealer Administrator (ANDADAIN)

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



SOOD Sand	ADMINISTRATORIN	EB SERVICES															O RICAN FAMILY INSTITUTE	
Attendance	Scheduler	Reports Pa	nyroll EWS Se	up Employees	Users Setup	Access	Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices						
Messages #																		
Filter by Cole Range from To To To Add Filter / Addy Filter / Cole Filter																		
Actions C Harris Unread O Delete Displaying 1-1 of 1 records																		
	1	Message Type				Sub	ject				P	riority		Send	er		Date *	
	Request		Re	uest From: 99999	I (AND TE ST EMP	LOYEE 1]				Norma	al .		AND TEST EMPLOYEE 1	[999999]			03/23/2016	2:08A

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message D	etail <del> i</del>				
Request Deta	(Is				Approve/Decline
Subject		Request From: 999999 [AND TEST EMPLOYEE 1]	Date:	03/23/2016 2:08AM	
Priority:		Normal	Sender:	AND TEST EMPLOYEE + (1999999)	
Request Histo	yry				
Subject Requ	est From: 999999 (4	AND TEST EMPLOYEE 1]			
Content: 999999 (AND TI 1. Request For	EST EMPLOYEE 1] I 8.00 hours of VACAT	has requested the schedule request on 03/23/2016 2:084M			

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 Sant AC	600 bai Academication (Carlos Carlos													
Attendance S	Scheduler													
Overview Terr	nplate Scheo	tules Free	Form Schedule	s Recap	Requests Caler	dars Summ	iry Graph							
Requests			-											
Overview 1	Denner Bunnar, Denne Calodar													
H Save	H Save & Retesh Employee Search V Go													
	4 2816 ¥ ALL Bonths													
Approve Sele	ected	Approve a												
Status: Pend	ang	~	aycode: 2040	AL .	- Group: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	tministr ~					
Employ	ree ID *			mployee Name			Paycode	Dat	R	Hours	Select	Status	Hours Available	Requested On
999999		EMPLO	YEE 1, AND T	EST			2[VACA]	04/01/2	2016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Free Form Schedules Recap Requests Cale	ndars Summary Graph										
Requests											
Oversex Summay Deal Calendar											
H Save & power Employed-auth Co											
< 2019 ) ALL Month											
Approve Selected Approve all											
Status: Pending Paycode: 2(VACA) Group: A	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸									
N											
Employee ID * Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On				
999999 EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM				
1											

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours										
Status: Pending V OK Cancel										
Pending V.										
Employ Dealland										
Declined										
I'm goil Remove Bowl!!										
Supervisor's comment:										
Have a great time111 be watching from the comfort of my living room!										

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 ) ALL Mordina	and the second se								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenie: 1254018 · Größer -M.	w							
		and the second se	ing a constraint of the constr						
Employee D <sup>-4</sup>	Employee Name	Paycole	Date Reproduct Select	Skatusi	Hours Available	Requested On	Department		OK Cancel
000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8.00	Approx	120.00	01/07/2015 12:08AM	BIJMANHATTAN DRAFT TECHJ	~	
1									

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees schedule to reflect the approved Vacation day.

ıdit	Date												
		PayCode	6. j	In	Out		Reg	OT-1	от-2	Total Hours	Daily Hou	rs Week	y Hours
Fri	4/01/2016	2[VACATION	4]				8.00	0.00	0.00	8.00	8	00	8.00
al Balar	ce:												
		Ivne Accrued	llead	Available	Activity Date	Notes					Hours	lleori	Adia
		jje keelded											0
04/01/201			0.00		03/22/2010	Usaye							Adjust
$\backslash$													Adjus 0.0
												0.0	
04/01/2016	VAC1	Т	0.00 31	1.87	8.00	0.00	0.00	0.0	23	.87 03/22/2010	6 <mark>Usage</mark>		
04/01/2010	Acc. Code VAC1	Post Type Hor			8.00	Adjust 0.00	Adj. Earned	Earned 0.01					
	Monday		Tuesday		Madagaday		Thu			Patalan		Saturday	
unday 27/2016	03/28/201		03/29/2016		Wednesday 03/30/2016					Friday 04/01/2016		04/02/2016	
	Last Post Date 04/01/2016 Post Date 04/01/2016 Ule:	04012016 T Post Date Acc. Code 04012016 WCT UIE:	Last Post Date         Post Type         Accrued           04012016         T           Post Date         Acc. Code         Post Type           04012016         VAC1         T	Last Post Date         Post Type         Accrued Used           04012016         T         8.00           Post Date         Acc. Code         Post Type           04012016         VAC1         T         0.00           Ule:         T         0.00         37	Last Post Date         Post Type         Accrued Used         Available           040102015         T         8.00         23.87           Year           Post Date         Acc. Code         Post Type         Hours         Carry Hours           040102016         Vac1         T         0.00         31.87           Ule:	Last Post Date         Post Type         Accrued Used         Available         Activity Date           0401/2016         T         8.00         2.3.87         0.322/2016           Year           2018 Subtedat           Post Date         Acc.Code         Post Type         Hours         Carry Hours         Used         A           0401/2016         VAC1         T         0.00         31.87         8.00         A           UBE:	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Veer           2016 Subtrat           Post Type         Hours         Carry Hours         Used           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00           Used           Used         Adjust           0:00         31:87         8:00         0:00	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtelat           Post Date         Acc. 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Earned         Earned           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used	Last Port Date         Port Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         2:3.87         03/22/2016         Usage           Year           Vear           Vear           Used         Adjust         Adjust         Adjust         Adjust         Available           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjust         Adjust         Adjust         Available           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00         0:00         2:3           Used           Used         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Available	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23.87         03/23/2016         Usage         Image: Control of C	Last Port Date         Post Type         Accrued/Used         Available         Activity Date         Notes         Hours           04/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         Year         Year           Od/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         2016 Subtal         Subtal         Activity Date         Activity Out         31.87           Post Date         Acc.Code         Post Type         Notes         Used         Adjust         Adjust         Activity Out         Notes           Used         Adjust         Adjust         Adjust         Adjust         Ausilable         Activity Out         Notes           Used         Adjust         Adjust         Notes           Used         Adjust         Ausilable         Activity Out           Used         Adju	Last Post Date         Post Type         Accrued/ Used         Available         Atvity Date         Notes         Item         Used           040102016         T         8.00         23.87         03222016         Usage         31.87         8.00           Ver         Ver         Ver         Other         Adjust         Adjust

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler											
Message	es 🚔											
Filter by	thy Data Range from B to B Address Appendix Case Filter											
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records										
	Message Type	Subject	Priority	Sender								
	Request	Your Time-Off Request.	Normal	ANDADMIN								

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours Status: Declined OK Cancel	Messages											
Employee's comment: Party Time_It's 5 o'tolock somewhere!												
Supervisor's comment: Yeah, but it's 9.00am nowGet back to work!		Message Type	Description	Hours	Priority	Sender	Date *	Status				
		lequest			Normal	ANDSLEER.	.0102201502510	Declined				
	R	Request		8	Normal	MOGUFER	01/07/2015 02:404M	Approval				

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Ausgie         Cl. Adduction Tenglaties           Vacading (00 Hours)         Image: Social and So	
Pile se isset tumptale	
Vest Ct: (3/27/2016 (Sum)-04/02/2016 (Su) 2	
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday           03/27/2016         03/28/2016         03/30/2016         03/30/2016         04/01/2016         04/01/2016	Saturday 04/02/2016
nonding Request:	
	-+

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
I'm going to the Super Bowl!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

	K NAVIGATOR					Wed Mar 23 2016 02:09:30 AM V	VELCOME EMPLOYEE 1,A Licensed to:THE PUI	ND TEST (999999)	
endance Scheduler									
quests Calendars									
Requests 🚔 💾 Save 🔊 Und	50								
Your entries were saved successful	ly.								
Multiple		Add/Maintain Templates							
Vacation[0.00 Hours]		Sick Leave[0.00 Hours]		2	Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Neek Of: 03/27/2016 (Sun)-04/02/2016 (Sar Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016		Friday 04/01/2016		Saturday 04/02/2016	
Pending Request:						I.			
						[R] 8.00 Hours + Fri 04/01/2016 (PC-2) ✓ Vacation			
« < <b>-+</b> > »	< < -+ >x	< < -+ >>>	« < _+ >»	« < _+	> >>	« < _+	>>> « <	-+	
Approved Request + Schedule:									
	[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Fn 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

IND Dealer Administrator (ANDADAIN)

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



SOOD Sand	UVALIME/ANJ/VINTEY ····																	
Attendance	Scheduler	Reports Pa	nyroll EWS Se	up Employees	Users Setup	Access	Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices						
Message	Messages) 🖳																	
Filter by	Teer for Too Too Too																	
Actions	💽 Ma	irk as Unread	O Delete	Displaying 1-1 of 1	records													
	1	Message Type				Sub	ject				P	riority		Send	er		Date *	
	Request		Re	uest From: 99999	I (AND TE ST EMP	LOYEE 1]				Norma	al .		AND TEST EMPLOYEE 1	[999999]			03/23/2016	2:08A

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message D	etail <del> i</del>				
Request Deta	(Is				Approve/Decline
Subject		Request From: 999999 [AND TEST EMPLOYEE 1]	Date:	03/23/2016 2:08AM	
Priority:		Normal	Sender:	AND TEST EMPLOYEE + (1999999)	
Request Histo	yry				
Subject Requ	est From: 999999 (4	AND TEST EMPLOYEE 1]			
Content: 999999 (AND TI 1. Request For	EST EMPLOYEE 1] I 8.00 hours of VACAT	has requested the schedule request on 03/23/2016 2:084M			

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 Sant AC	Data das Avenetinitorines investi Data das Avenetinitorines investi												
Attendance S	Scheduler												
Overview Terr	nplate Scheo	tules Free	Form Schedule	s Recap	Requests Caler	dars Summ	iry Graph						
Requests			-										
Overview 1	Detries Summay Detain Catendar												
H Save	H Save & Refeath Employee Search V Go												
	(2015) ALL Months												
Approve Sele	ected	Approve a											
Status: Pend	ang	~	aycode: 2040	AL .	- Group: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	tministr ~				
Employ	Employee D <sup>a</sup> Employee Name Paycode Date Reported Safect Status Hours Available On												
999999	999999 EMPLOYEE 1, AND TEST 2(VACA) 04/01/2016 8.00 🖸 Pending 31.87 03/23/2016 2.08AM												

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Nerview Template Schedules Free Form Schedules Recap Requests Calendars Summary Graph											
Requests	equests										
Overview Summary Detail Calendar											
H Saw & Press											
< 2015 > ALL Monty U											
Approve Selected Approve all											
Status: Pending Paycode: 2(VACA) Group: A	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸									
	4										
Employee ID * Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On				
999999 EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM				

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours
Status: Pending V OK Cancel
Pending V.
Employ Dealland
Declined
I'm goil Remove Bowl!!
Supervisor's comment:
Have a great time111 be watching from the comfort of my living room!

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 ) ALL Mordina	and the second se								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenie: 1254018 · Größer -M.	w							
		and the second se	ing a constraint of the constr						
Employee D <sup>-4</sup>	Employee Name	Paycole	Date Reproduct Select	Skatusi	Hours Available	Requested On	Department		OK Cancel
000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8.00	Approx	120.00	01/07/2015 12:08AM	BIJMANHATTAN DRAFT TECHJ	~	
1									

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees schedule to reflect the approved Vacation day.

ıdit	Date												
		PayCode	6. j	In	Out		Reg	OT-1	от-2	Total Hours	Daily Hou	rs Week	y Hours
Fri	4/01/2016	2[VACATION	4]				8.00	0.00	0.00	8.00	8	00	8.00
al Balar	ce:												
		Ivne Accrued	llead	Available	Activity Date	Notes					Hours	lleori	Adia
		jje keelded											0
04/01/201			0.00		03/22/2010	Usaye							Adjust
$\backslash$													Adjus 0.0
												8.00	0.0
04/01/2016	VAC1	Т	0.00 31	1.87	8.00	0.00	0.00	0.0	23	.87 03/22/2010	6 <mark>Usage</mark>		
04/01/2010	Acc. Code VAC1	Post Type Hor			8.00	Adjust 0.00	Adj. Earned	Earned 0.01					
	Monday		Tuesday		Madagaday		Thu			Patalan		Saturday	
unday 27/2016	03/28/201		03/29/2016		Wednesday 03/30/2016					Friday 04/01/2016		04/02/2016	
	Last Post Date 04/01/2016 Post Date 04/01/2016 Ule:	04012016 T Post Date Acc. Code 04012016 WCT UIE:	Last Post Date         Post Type         Accrued           04012016         T           Post Date         Acc. Code         Post Type           04012016         VAC1         T	Last Post Date         Post Type         Accrued Used           04012016         T         8.00           Post Date         Acc. Code         Post Type           04012016         VAC1         T         0.00           Ule:         T         0.00         37	Last Post Date         Post Type         Accrued Used         Available           040102015         T         8.00         23.87           Year           Post Date         Acc. Code         Post Type         Hours         Carry Hours           040102016         Vac1         T         0.00         31.87           Ule:	Last Post Date         Post Type         Accrued Used         Available         Activity Date           0401/2016         T         8.00         2.3.87         0.322/2016           Year           2018 Subtedat           Post Date         Acc.Code         Post Type         Hours         Carry Hours         Used         A           0401/2016         VAC1         T         0.00         31.87         8.00         A           UBE:	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Veer           2016 Subtrat           Post Type         Hours         Carry Hours         Used           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00           Used           Used         Adjust           0:00         31:87         8:00         0:00	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtelat           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjest         Adjest         Adjest         Adjest         Adjest         Adjest         Adjest         Doot         0.00         0.	Last Post Date         Post Type         Accrued/Used         Available         Activity Date         Notes           0401/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtolal           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used         Adjust         Adj. Earned         Earned           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used	Last Port Date         Port Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         2:3.87         03/22/2016         Usage           Year           Vear           Vear           Used         Adjust         Adjust         Adjust         Adjust         Available           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjust         Adjust         Adjust         Available           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00         0:00         2:3           Used           Used         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Available	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23.87         03/23/2016         Usage         Image: Control of C	Last Port Date         Post Type         Accrued/Used         Available         Activity Date         Notes         Hours           04/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         Year         Year           Od/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         2016 Subtal         Subtal         Activity Date         Activity Out         31.87           Post Date         Acc.Code         Post Type         Notes         Used         Adjust         Adjust         Activity Out         Notes           Used         Adjust         Adjust         Adjust         Adjust         Ausilable         Activity Out         Notes           Used         Adjust         Adjust         Notes           Used         Adjust         Ausilable         Activity Out           Used         Adju	Last Post Date         Post Type         Accrued/ Used         Available         Atvity Date         Notes         Item         Used           040102016         T         8.00         23.87         03222016         Usage         31.87         8.00           Ver         Ver         Ver         Other         Adjust         Adjust

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler												
Message	es 🚔												
Filter by	Filer by Dose Range from 12 To 12 Add Filer / Add Filer / Add Filer / Count Filer												
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records											
	Message Type	Subject	Priority	Sender									
	Request	Your Time-Off Request.	Normal	ANDADMIN									

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours Status: Declined OK Cancel	Messages							
Employee's comment: Party TimeIt's 5 o'clock somewhere!	Filter by	Date Range Add Filter Apply Fi	from To To					
	Actions	🖄 Hark Urread 😂	Dekte					Displaying 1-2 of 2 records
Supervisor's comment: Yeah, but it's 9.00am nowGet back to work!		Message Type	Description	Hours	Priority	Sender	Date *	Status
		lequest			Normal	ANDSLEER.	.0102201502510	Declined
	R	Request		8	Normal	MOGUFER	01/07/2015 02:404M	Approval

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Ausgie         Cl. Adduction Tenglaties           Vacading (00 Hours)         Image: Social and So	
Pile se isset tumptale	
Vest Ct: (3/27/2016 (Sum)-04/02/2016 (Su) 2	
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday           03/27/2016         03/28/2016         03/30/2016         03/30/2016         04/01/2016         04/01/2016	Saturday 04/02/2016
nonding Request:	
	-+

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
I'm going to the Super Bowl!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

	K NAVIGATOR					Wed Mar 23 2016 02:09:30 AM V	VELCOME EMPLOYEE 1,A Licensed to:THE PUI	ND TEST (999999)	
endance Scheduler									
quests Calendars									
Requests 🚔 💾 Save 🔊 Und	50								
Your entries were saved successful	ly.								
Multiple		Add/Maintain Templates							
Vacation[0.00 Hours]		Sick Leave[0.00 Hours]		2	Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Neek Of: 03/27/2016 (Sun)-04/02/2016 (Sar Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016		Friday 04/01/2016		Saturday 04/02/2016	
Pending Request:						I.			
						[R] 8.00 Hours + Fri 04/01/2016 (PC-2) ✓ Vacation			
« < <b>-+</b> > »	< < -+ >x	< < -+ >>>	« < _+ >»	« < _+	> >>	« < _+	>>> « <	-+	
Approved Request + Schedule:									
	[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Fn 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

IND Dealer Administrator (ANDADAIN)

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



SOOD Sand	ADMINISTRATORIN	EB SERVICES															O RICAN FAMILY INSTITUTE	
Attendance	Scheduler	Reports Pa	nyroll EWS Se	up Employees	Users Setup	Access	Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices						
Message	s 🚔																	
Filter by	Date R Add F		From Iter Clear F	ter To														
Actions	💽 Ma	irk as Unread	O Delete	Displaying 1-1 of 1	records													
	1	Message Type				Sub	ject				P	riority		Send	er		Date *	
	Request		Re	uest From: 99999	I (AND TE ST EMP	LOYEE 1]				Norma	al .		AND TEST EMPLOYEE 1	[999999]			03/23/2016	2:08A

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message D	etail <del> i</del>				
Request Deta	(Is				Approve/Decline
Subject		Request From: 999999 [AND TEST EMPLOYEE 1]	Date:	03/23/2016 2:08AM	
Priority:		Normal	Sender:	AND TEST EMPLOYEE + (1999999)	
Request Histo	yry				
Subject Requ	est From: 999999 (4	AND TEST EMPLOYEE 1]			
Content: 999999 (AND TI 1. Request For	EST EMPLOYEE 1] I 8.00 hours of VACAT	has requested the schedule request on 03/23/2016 2:084M			

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 Sant AC	MINISTRATOR ME	SERVICES												Licensed
Attendance S	Scheduler													
Overview Terr	nplate Scheo	tules Free	Form Schedule	s Recap	Requests Caler	dars Summ	iry Graph							
Requests			-											
Overview 1	Summary	Detail C	alendar											
H Save	& Refres		nployee Search	~	G									
4 2016 ) A														
Approve Sele	ected	Approve a												
Status: Pend	ang	~	aycode: 2040	AL .	- Group: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	tministr ~					
Employ	ree ID *			mployee Name			Paycode	Dat	R	Hours	Select	Status	Hours Available	Requested On
999999		EMPLO	YEE 1, AND T	EST			2[VACA]	04/01/2	2016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Free Form Schedules Recap Requests Cale	ndars Summary Graph						
Requests							
Overview Summary Detail Calendar							
Employer-Sparch	>						
4 2016 > ALL Months							
Approve Selected Approve all							
Status: Pending Paycode: 2(VACA) Group: A	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸					
	4						
Employee ID * Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
999999 EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM
1							

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours
Status: Pending V OK Cancel
Pending V.
Employ Dealland
Declined
I'm goil Remove Bowl!!
Supervisor's comment:
Have a great time111 be watching from the comfort of my living room!

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 ) ALL Mordina	and the second se								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se	ing a constraint of the constr						
Employee D <sup>-4</sup>	Employee Name	Paycole	Date Reproduct Select	Skatusi	Hours Available	Requested On	Department		OK Cancel
000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8.00	Approx	120.00	01/07/2015 12:08AM	BIJMANHATTAN DRAFT TECHJ	~	
1									

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees schedule to reflect the approved Vacation day.

ıdit	Date												
		PayCode	6. j	In	Out		Reg	OT-1	от-2	Total Hours	Daily Hou	rs Week	y Hours
Fri	4/01/2016	2[VACATION	4]				8.00	0.00	0.00	8.00	8	00	8.00
al Balar	ce:												
		Ivne Accrued	llead	Available	Activity Date	Notes					Hours	lleori	Adia
		jje keelded											0
04/01/201			0.00		03/22/2010	Usaye							Adjust
$\backslash$													Adjus 0.0
												8.00	0.0
04/01/2016	VAC1	Т	0.00 31	1.87	8.00	0.00	0.00	0.0	23	.87 03/22/2010	6 <mark>Usage</mark>		
04/01/2010	Acc. Code VAC1	Post Type Hor			8.00	Adjust 0.00	Adj. Earned	Earned 0.01					
	Monday		Tuesday		Madagaday		Thu			Patalan		Saturday	
unday 27/2016	03/28/201		03/29/2016		Wednesday 03/30/2016					Friday 04/01/2016		04/02/2016	
	Last Post Date 04/01/2016 Post Date 04/01/2016 Ule:	04012016 T Post Date Acc. Code 04012016 WCT UIE:	Last Post Date         Post Type         Accrued           04012016         T           Post Date         Acc. Code         Post Type           04012016         VAC1         T	Last Post Date         Post Type         Accrued Used           04012016         T         8.00           Post Date         Acc. Code         Post Type           04012016         VAC1         T         0.00           Ule:         T         0.00         37	Last Post Date         Post Type         Accrued Used         Available           040102015         T         8.00         23.87           Year           Post Date         Acc. Code         Post Type         Hours         Carry Hours           040102016         Vac1         T         0.00         31.87           Ule:	Last Post Date         Post Type         Accrued Used         Available         Activity Date           0401/2016         T         8.00         2.3.87         0.322/2016           Year           2018 Subtedat           Post Date         Acc.Code         Post Type         Hours         Carry Hours         Used         A           0401/2016         VAC1         T         0.00         31.87         8.00         A           UBE:	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Veer           2016 Subtrat           Post Type         Hours         Carry Hours         Used           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00           Used           Used         Adjust           0:00         31:87         8:00         0:00	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtelat           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjest         Adjest <td>Last Post Date         Post Type         Accrued/Used         Available         Activity Date         Notes           0401/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtolal           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used         Adjust         Adj. 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Earned         Earned           04:01/2016         VAC1         T         0:00         31:87         0:00         0:00         0:00           Used	Last Port Date         Port Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         2:3.87         03/22/2016         Usage           Year           Vear           Vear           Used         Adjust         Adjust         Adjust         Adjust         Available           Post Date         Acc. Code         Post Type         Hours         Carry Hours         Used         Adjust         Adjust         Adjust         Available           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00         0:00         2:3           Used           Used         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Adjust         Available	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23.87         03/23/2016         Usage         Image: Control of C	Last Port Date         Post Type         Accrued/Used         Available         Activity Date         Notes         Hours           04/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         Year         Year           Od/01/2016         T         8:00         22.87         03/22/2016         Usage         31.87           Year         2016 Subtal         Subtal         Activity Date         Activity Out         31.87           Post Date         Acc.Code         Post Type         Notes         Used         Adjust         Adjust         Activity Out         Notes           Used         Adjust         Adjust         Adjust         Adjust         Ausilable         Activity Out         Notes           Used         Adjust         Adjust         Notes           Used         Adjust         Ausilable         Activity Out           Used         Adju	Last Post Date         Post Type         Accrued/ Used         Available         Atvity Date         Notes         Item         Used           040102016         T         8.00         23.87         03222016         Usage         31.87         8.00           Ver         Ver         Ver         Other         Adjust         Adjust

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler			
Message	es 🚔			
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours Status: Declined OK Cancel	Messages											
Employee's comment: Party TimeIt's 5 o'clock somewhere!	Filter by	Film fyr benn b b b b b b b b b b b b b b b b b										
	Actions	🖄 Hark Urread 😂	Dekte					Displaying 1-2 of 2 records				
Supervisor's comment: Yeah, but it's 9.00am nowGet back to work!		Message Type	Description	Hours	Priority	Sender	Date *	Status				
		lequest			Normal	ANDSLEER.	.0102201502510	Declined				
	R	Request		8	Normal	MOGUFER	01/07/2015 02:404M	Approval				

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Ausgie         Cl. Adduction Tenglaties           Vacading (00 Hours)         Image: Social and So	
Pile se isset tumptale	
Vest Ct: (3/27/2016 (Sum)-04/02/2016 (Su) 2	
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday           03/27/2016         03/28/2016         03/30/2016         03/30/2016         04/01/2016         04/01/2016	Saturday 04/02/2016
nonding Request:	
	-+

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
I'm going to the Super Bowl!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

	K NAVIGATOR					Wed Mar 23 2016 02:09:30 AM V	VELCOME EMPLOYEE 1,A Licensed to:THE PUI	ND TEST (999999)	
endance Scheduler									
quests Calendars									
Requests 🚔 💾 Save 🔊 Und	50								
Your entries were saved successful	ly.								
Multiple		Add/Maintain Templates							
Vacation[0.00 Hours]		Sick Leave[0.00 Hours]		2	Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Neek Of: 03/27/2016 (Sun)-04/02/2016 (Sar Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016		Friday 04/01/2016		Saturday 04/02/2016	
Pending Request:						I.			
						[R] 8.00 Hours + Fri 04/01/2016 (PC-2) ✓ Vacation			
« < <b>-+</b> > »	< < -+ >x	< < -+ >>>	« < _+ >»	« < _+	> >>	« < _+	>>> « <	-+	
Approved Request + Schedule:									
	[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Fn 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

IND Dealer Administrator (ANDADAIN)

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



SOOD Sand	ADMINISTRATORIA	EB SERVICES															O RICAN FAMILY INSTITUTE	
Attendance	Scheduler	Reports Pa	nyroll EWS Se	up Employees	Users Setup	Access	Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices						
Message	s 🚔																	
Filter by	TRACTOR Dute Range from 3 to 3 Add Filter Apply Titler Cone Filter																	
Actions	💽 Ma	irk as Unread	O Delete	Displaying 1-1 of 1	records													
	1	Message Type				Sub	ject				P	riority		Send	er		Date *	
	Request		Re	uest From: 99999	I (AND TE ST EMP	LOYEE 1]				Norma	al .		AND TEST EMPLOYEE 1	[999999]			03/23/2016	2:08A

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message D	etail <del> i</del>											
Request Deta	(Is					Approve/Decline						
Subject		Request From: 999999 [AND TEST EMPLOYEE 1]		Date:	03/23/2016 2:08AM							
Priority:		Normal		Sender:	AND TEST EMPLOYEE + (1999999)							
Request Histo	yry											
Subject Requ	est From: 999999 (4	AND TEST EMPLOYEE 1]										
Content: 999999 (AND TI 1. Request For												

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 Sant AC	MINISTRATOR ME	SERVICES												Licensed
Attendance S	Scheduler													
Overview Terr	nplate Scheo	tules Free	Form Schedule	s Recap	Requests Caler	dars Summ	iry Graph							
Requests			-											
Overview 1	Summary	Detain C	alendar											
H Save	& Refres	n ( e	nployee Search	~	G									
	4 2016 ) ALL Months													
Approve Sele	ected	Approve a												
Status: Pend	ang	~	aycode: 2040	AL .	- Group: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	tministr ~					
Employ	ree ID *			mployee Name			Paycode	Dat	R	Hours	Select	Status	Hours Available	Requested On
999999		EMPLO	YEE 1, AND T	EST			2[VACA]	04/01/2	2016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Free Form Schedules Recap Requests Cale	ndars Summary Graph									
Requests										
Overview Summary Detail Calendar										
Employer-Sparch	>									
4 2016 > ALL Months										
Approve Belected Approve all										
Status: Pending Paycode: 2(VACA) Group: A	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸								
	4									
Employee ID * Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On			
999999 EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM			
1										

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours
Status: Pending V OK Cancel
Pending V.
Employ Dealland
Declined
I'm goil Remove Bowl!!
Supervisor's comment:
Have a great time111 be watching from the comfort of my living room!

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 ) ALL Mordina	and the second se								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se	ing a constraint of the constr						
Employee D <sup>-4</sup>	Employee Name	Paycole	Date Reproduct Select	Skatusi	Hours Available	Requested On	Department		OK Cancel
000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8.00	Approx	120.00	01/07/2015 12:08AM	BIJMANHATTAN DRAFT TECHJ	~	
1									

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees schedule to reflect the approved Vacation day.

	Date												
	Audit Date PayCode In Out Reg OT-1 OT-2 Total Ho								от-2	Total Hours	Daily Hou	rs Week	y Hours
Fri	4/01/2016	2[VACATION	4]	8.00 0.00 8							8.00		
al Balar	ce:												
		Ivne Accrued	llead	Available	Activity Date	Notes					Hours	lleori	Adia
		jje keelded											0
04/01/201			0.00		03/22/2010	Usaye							Adjust
$\backslash$													Adjus 0.0
												8.00	0.0
04/01/2016	VAC1	Т	0.00 31	1.87	8.00	0.00	0.00	0.0	23	.87 03/22/2010	6 <mark>Usage</mark>		
04/01/2010	Acc. Code VAC1	Post Type Hor			8.00	Adjust 0.00	Adj. Earned	Earned 0.01					
	Monday		Tuesday		Madagaday		Thu			Patalan		Saturday	
unday 27/2016	03/28/201		03/29/2016		Wednesday 03/30/2016					Friday 04/01/2016		04/02/2016	
	Last Post Date 04/01/2016 Post Date 04/01/2016 Ule:	04012016 T Post Date Acc. Code 04012016 WCT UIE:	Last Post Date         Post Type         Accrued           04012016         T           Post Date         Acc. Code         Post Type           04012016         VAC1         T	Last Post Date         Post Type         Accrued Used           04012016         T         8.00           Post Date         Acc. Code         Post Type           04012016         VAC1         T         0.00           Ule:         T         0.00         37	Last Post Date         Post Type         Accrued Used         Available           040102015         T         8.00         23.87           Year           Post Date         Acc. Code         Post Type         Hours         Carry Hours           040102016         Vac1         T         0.00         31.87           Ule:	Last Post Date         Post Type         Accrued Used         Available         Activity Date           0401/2016         T         8.00         2.3.87         0.322/2016           Year           2018 Subtedat           Post Date         Acc.Code         Post Type         Hours         Carry Hours         Used         A           0401/2016         VAC1         T         0.00         31.87         8.00         A           Ule:	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Veer           2016 Subtrat           Post Type         Hours         Carry Hours         Used           04/01/2016         VAC1         T         0:00         31:87         8:00         0:00           Used           Used         Adjust           0:00         31:87         8:00         0:00	Last Post Date         Post Type         Accrued Used         Available         Activity Date         Notes           04/01/2016         T         8:00         23:87         03/22/2016         Usage           Vear           2016 Subtelat           Post Date         Acc. 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- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler			
Message	es 🚔			
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours Status: Declined OK Cancel	Messages							
Employee's comment: Party TimeIt's 5 o'clock somewhere!	Filter by	Date Range Add Filter Apply Fi	from To To					
	Actions	🖄 Hark Urread 😂	Dekte					Displaying 1-2 of 2 records
Supervisor's comment: Yeah, but it's 9.00am nowGet back to work!		Message Type	Description	Hours	Priority	Sender	Date *	Status
		lequest			Normal	ANDSLEER.	.0102201502510	Declined
	R	Request		8	Normal	MOGUFER	01/07/2015 02:404M	Approval

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Ausgie         Cl. Adduction Tenglaties           Vacading (00 Hours)         Image: Social and So	
Pile se isset tumptale	
Vest Ct: (3/27/2016 (Sum)-04/02/2016 (Su) 2	
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday           03/27/2016         03/28/2016         03/30/2016         03/30/2016         04/01/2016         04/01/2016	Saturday 04/02/2016
nonding Request:	
	-+

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
I'm going to the Super Bowl!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

	K NAVIGATOR					Wed Mar 23 2016 02:09:30 AM V	VELCOME EMPLOYEE 1,A Licensed to:THE PUI	ND TEST (999999)	
endance Scheduler									
quests Calendars									
Requests 🚔 💾 Save 🔊 Und	50								
Your entries were saved successful	ly.								
Multiple		Add/Maintain Templates							
Vacation[0.00 Hours]		Sick Leave[0.00 Hours]		2	Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Please insert template		Please insert template			Please inse	rt template			
Neek Of: 03/27/2016 (Sun)-04/02/2016 (Sar Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016		Friday 04/01/2016		Saturday 04/02/2016	
Pending Request:						I.			
						[R] 8.00 Hours + Fri 04/01/2016 (PC-2) ✓ Vacation			
« < <b>-+</b> > »	< < -+ >x	< < -+ >>>	« < _+ >»	« < _+	> >>	« < _+	>>> « <	-+	
Approved Request + Schedule:									
	[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Fn 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

IND Dealer Administrator (ANDADAIN)

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



SOOD Sand	ADMINISTRATORIN	EB SERVICES															O RICAN FAMILY INSTITUTE	
Attendance	Scheduler	Reports Pa	nyroll EWS Se	up Employees	Users Setup	Access	Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices						
Message	s 🚔																	
Filter by	feer to Date Name from To To Add Filter																	
Actions	💽 Ma	irk as Unread	O Delete	Displaying 1-1 of 1	records													
	1	Message Type				Sub	ject				P	riority		Send	er		Date *	
	Request		Re	uest From: 99999	I (AND TE ST EMP	LOYEE 1]				Norma	al .		AND TEST EMPLOYEE 1	[999999]			03/23/2016	2:08A

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message D	etail <del> i</del>				
Request Deta	(Is				Approve/Decline
Subject		Request From: 999999 [AND TEST EMPLOYEE 1]	Date:	03/23/2016 2:08AM	
Priority:		Normal	Sender:	AND TEST EMPLOYEE + (1999999)	
Request Histo	yry				
Subject Requ	est From: 999999 (4	AND TEST EMPLOYEE 1]			
Content: 999999 (AND TI 1. Request For	EST EMPLOYEE 1] I 8.00 hours of VACAT	has requested the schedule request on 03/23/2016 2:084M			

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 Sant AC	MINISTRATOR ME	SERVICES												Licensed
Attendance S	Scheduler													
Overview Terr	nplate Scheo	tules Free	Form Schedule	s Recap	Requests Caler	dars Summ	iry Graph							
Requests			-											
Overview 1	Summary	Detain C	alendar											
H Save	H Save & Reflesh Employee Search V Go													
	(2016) ALLMonts													
Approve Sele	ected	Approve a												
Status: Pend	ang	~	aycode: 2040	AL .	- Group: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	tministr ~					
Employ	ree ID *			mployee Name			Paycode	Dat	R	Hours	Select	Status	Hours Available	Requested On
999999		EMPLO	YEE 1, AND T	EST			2[VACA]	04/01/2	2016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Verview Template Schedules Free Form Schedules Recap Requests Calendars Summary Graph									
Requests									
Overview Summay Detail Calendar									
H SHE & Barrow Employmentation Co									
< 2016 ) ALL Month									
Approve Selected Approve all									
Status: Pending Paycode: 2(VACA) Group: A	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸							
	4								
Employee ID * Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On		
999999 EMPLOYEE 1, AND TEST	99999 EMPLOYEE 1, AND TEST 2(VACA) 04/01/2016 8.00 Pending 31.87 03/23/2016 2.08AM								

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours
Status: Pending V OK Cancel
Pending V.
Employ Dealland
Declined
I'm goil Remove Bowl!!
Supervisor's comment:
Have a great time111 be watching from the comfort of my living room!

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 > ALL Mordia	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se	ing a constraint of the constr						
Employee D <sup>-4</sup>	Employee Name	Paycole	Date Reproduct Select	Skatusi	Rooms Available	Responded On	Department		OK Cancel
0000005	TEST TECH, AND UNION PT PRE	12[vACU]	01.00.0015 8.00	Approval	120.00	01/07/2015 12:054M	<b>BIJMANHATTAN DRAFT TECHJ</b>	~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees schedule to reflect the approved Vacation day.

💾 Save	Add	😮 Delete	s) 🔊 U	ndo 🗮	Timecard R	eport 🛛 🔳	Columns		Recal	culate	🐑 Multi A	dd 🛛 🛃	Insert / Repo	st	
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20	Fri 04	/01/2016	2[VA	CATION]					8.00	0.00	0.00	8.	00	8.00	8.0
Accrua	l Balan	ce:													
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Schedule: Sund 03/27/2	ay	03/28/201												04/02/2016	

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler			
Message	es 🚔			
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours Status: Declined OK Cancel	Messages							
Employee's comment: Party TimeIt's 5 o'clock somewhere!	Filter by	Date Range Add Filter Apply Fi	from To To					
	Actions	🖄 Hark Urread 😂	Dekte					Displaying 1-2 of 2 records
Supervisor's comment: Yeah, but it's 9.00am nowGet back to work!		Message Type	Description	Hours	Priority	Sender	Date *	Status
		lequest			Normal	ANDSUPER.	0102201502510	Declined
	R	Request		8	Normal	MOGUFER	01/07/2015 02:404M	Approval

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

D Nuttip				d/Maintain Templates							
	e on[0.00 Hours]			Sick Leave[0.00 Hours]		2	Please inse	at to exect a to			
_	nsert template		2	Please insert template		2	Please inse				
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leek Of:	03/27/2016 (Sun)-04/02/2016 (S	Sat) 🔽 📰									
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	equest:	(c) < -+ > 1 (s) 07 00.44-03 30PM Most 020016 Most 020016	[S] 07:00AM		<	>>> <<	> >>	(R) 8.00 Hours (PC-2)		c +	

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
1. Request For 8 hours of VACATION UNION [12] On 01/21/2015 Removed; Supervisor Note: submitted in error			