

TIMEFORCE INSTRUCTIONS

TIME OFF REQUEST

To request a day off as an employee

1. Double click on the Timeforce icon on your desktop.
2. Enter your username, password and company code. If this is your first time logging in at this workstation, check the Remember me box.
3. Click the Login button.
4. Your timecard for the current pay period will automatically display.
5. Click on the yellow “Absence Requests” link in the top middle bar on the screen.

The screenshot shows the Timeforce web application interface. The browser window title is "Lynn University - Requests - Microsoft Internet Explorer". The address bar shows "http://lynquest/qquest/Report/Requests/Personal2.asp". The user is logged in as "Susie Q Super". The navigation bar includes "Time Card", "Employee Info", "Accruals", "Schedule", "Reports", "Requests", "Absence Requests", and "Preferences". The "Absence Requests" section is active, displaying a table of requests. A yellow arrow points to the "Absence Requests" link in the navigation bar. Another yellow arrow points to the "Create Absence Request" link in the table header.

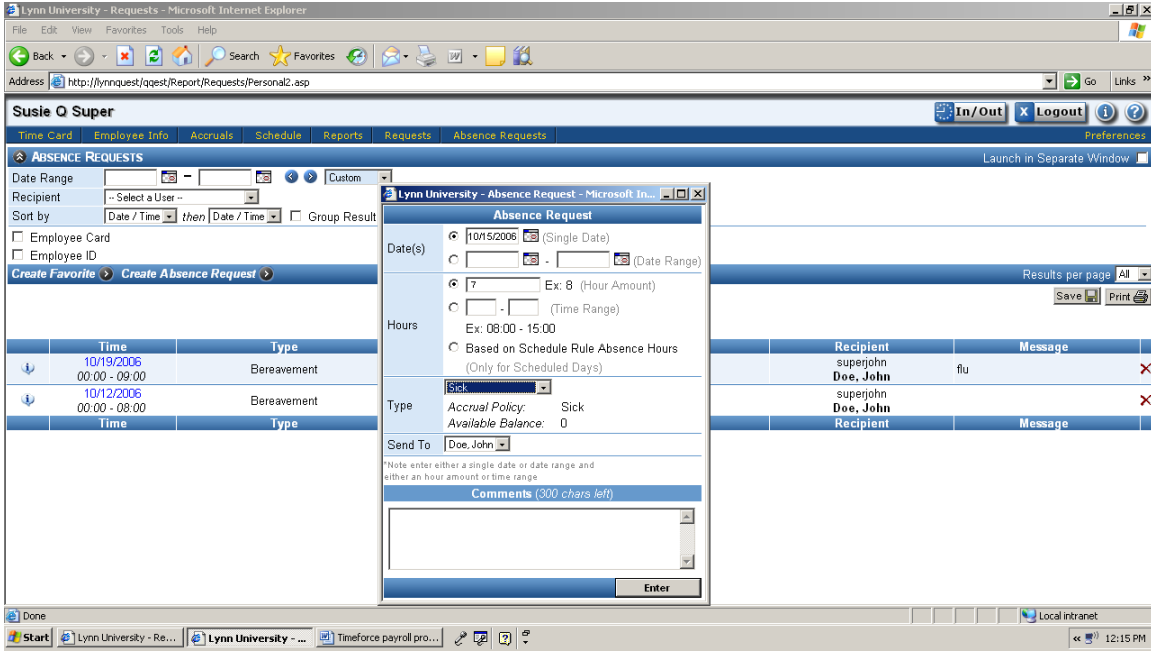
Time	Type	Hours	Requested By	Recipient	Message
10/19/2006 00:00 - 09:00	Leave	9	ssuper Super, Susie Q	superjohn Doe, John	flu
10/12/2006 00:00 - 08:00	Leave	8	ssuper Super, Susie Q	superjohn Doe, John	

6. Click on “Create Absence Request” link.
7. If you will be absent for more than 1 day: Enter the date span. If the absence spans the weekend (or any other day that you are normally scheduled to be off including a University holiday), only include the dates that you are scheduled to work but will be absent. Make sure the start date is the first day that you will be absent. The end date should not be the day you return to work, it should be the previous day (or last day you will be absent from work). Enter the hours normally scheduled on a per day basis (i.e. 7), select the absence type, enter comments if desired.
8. If you will be absent for 1 day: Enter the date in the first available field. Enter the hours normally scheduled on a per day basis (i.e. 7), select the absence type, enter comments if desired.

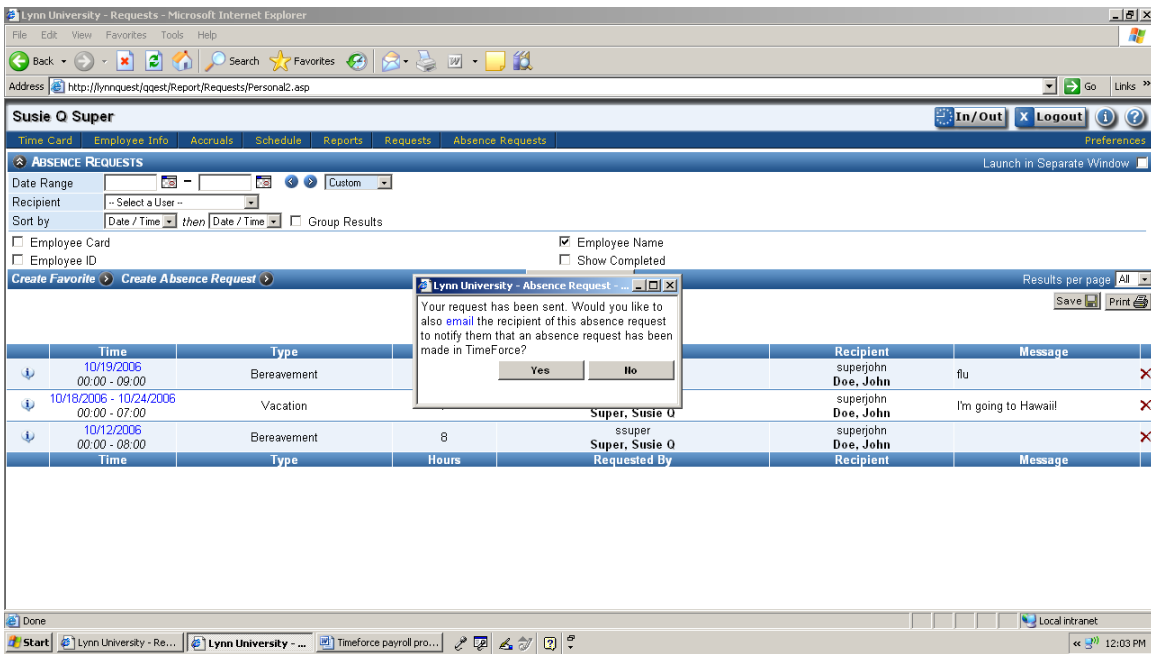
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- If you will be absent for a partial day (non-exempt employees only): Enter the date in the first available field. Enter the hours normally scheduled on a per day basis (i.e. 4), select the absence type, enter comments if desired.



- Click the Submit button. A window will appear asking if you want the request to be emailed to your supervisor. Click Yes. Click the X in the top right corner to close the window.



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To view the amount of time off accrued and available in timeforce:

1. From the timecard window, click on the EMPLOYEE tab.

Department: All Departments Employee: [Dodge, Carole E [2658776]]

Monday 8/24/2009 to Sunday 9/6/2009

Date	M	T	W	T	F	S	S	M	T	F	S	S		
8/26/2009	24	25	26	27	28	29	30	31	1	2	3	4	5	6

Accumulated Hours

Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Pay Period: 8/24/2009 - 9/6/2009

Worked Hours	0.00	Regular Hours	0.00
Total Hours	0.00	Total Hours	0.00
		Hours Pay	\$0.00
		Total Pay	\$0.00

Department & Premium Hours

2. Click on the Accruals link.

Department: All Departments Employee: [Dodge, Carole E [2658776]]

Employee Identity: Carole E Dodge

Employee Status: Active

Hire Date: 2/28/2005

Termination Date:

Type: Full-time

Department: 566 Employee Services

Supervisor: Laznik, Deborah S [2615022] - Email

Schedule Defaults: No Schedule Rule (Default Schedule Rule)

Job Tracking Defaults: No Job (Default Job), No Task (Default Task)

IQ 1000: Password, Class: Employee, Finger Template: Read, Door Access, Message: (Persistently displays a message.)

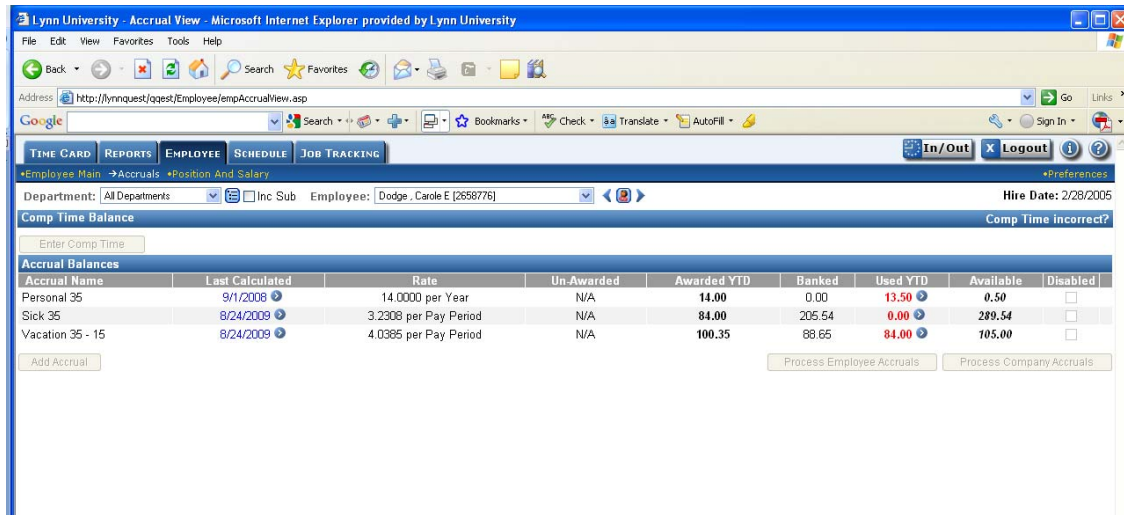
Additional Info: Disciplinary: No Disciplinary Scale, Nickname

Update Employee

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3. The following screen displays the accrual information and available balances.



The screenshot shows a web browser window titled "Lynn University - Accrual View - Microsoft Internet Explorer provided by Lynn University". The address bar shows the URL "http://lynquest/qquest/Employee/empAccrualNew.asp". The browser has several tabs open, including "In/Out" and "Logout". The main content area displays the "Accrual Balances" section for an employee named "Dodge, Carole E [2658776]". The table below shows the following data:

Accrual Name	Last Calculated	Rate	Un-Awarded	Awarded YTD	Banked	Used YTD	Available	Disabled
Personal 35	9/1/2008	14.0000 per Year	N/A	14.00	0.00	13.50	0.50	<input type="checkbox"/>
Sick 35	8/24/2009	3.2308 per Pay Period	N/A	84.00	205.54	0.00	289.54	<input type="checkbox"/>
Vacation 35 - 15	8/24/2009	4.0365 per Pay Period	N/A	100.35	88.65	84.00	705.00	<input type="checkbox"/>

Buttons at the bottom of the table include "Add Accrual", "Process Employee Accruals", and "Process Company Accruals".

The Rate column displays the amount of time accrued per pay period (in hours).

The Used YTD column displays the amount of time used in the current accrual year (in hours). The Used YTD is a clickable link that allows the user to display each instance of an absence by date.

The Available column shows the accrued, unused time available for use (in hours).