Quick Reference Guide: CPSL Delegate - Review Time Off Requests

Keep in mind

- Non-exempt employees will be paid through the Chicago Paid Sick Leave earning in payroll and their accrual will be reduced
- Exempt employees that request CPSL will be reduced by the hours requested, but payroll will **not** be adjusted to show the reduced salary or show an earning for CPSL
- In the Actions section of the worklet you will find the following actions:
  - **Enter Time Off**
  - **Correct Time Off**
- Employees can:
  - Combine balances and request time off on any position
  - Request time off in increments of one half hour (0.5 hour)
  - Request to use the accrual balance transfer process at WorkdayRequest@UChicago.edu
- An employee may \( \textbf{not} \) have a negative (-) accrual. The minimum accrual is 0.
- Be aware of the **Effective Date**; Time Off balances will only include requests from the past (prior to the Effective Date indicated)
- **Do not cancel blank requests** as the entire process will be cancelled (read more in the Additional Tips section of this document)

Review Time-Off Request from worker

**Steps:**
1. **Find** the Time Off Request in your Workday Inbox
2. **Click** the “Switch Account” button in order to view and approve the task on behalf of your colleague.

You will notice a blue banner at the top of the page displaying “On Behalf Of”, indicating that you are in delegation mode.
3. **Review** the Time Off Request
To review balances, select View Balances

<table>
<thead>
<tr>
<th>Time Off Plan</th>
<th>Type</th>
<th>Position</th>
<th>Available</th>
<th>Requested</th>
<th>Remaining</th>
<th>Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Off Plan</td>
<td></td>
<td></td>
<td>Total:</td>
<td>12</td>
<td>9.77975</td>
<td>0</td>
</tr>
</tbody>
</table>

4. **Approve, Send Back, or Deny** the Time Off Request
Additional Tips

**Tip: Do Not Cancel** any blank Time Off requests that you received in your Workday Inbox. Time Off requests route to ALL CPSL Time Partners who support a given worker. If a worker has multiple positions across different organizations, each CPSL Time Partners supporting those positions will receive the review request. The CPSL Time Partners who do not support the position for the Time Off request will receive a blank Time Off task in their Inboxes.

Ensure that you do not cancel blank requests as the entire process will be cancelled. Once the correct CPSL Time Partner approves the request, the blank request will disappear from all other CPSL Time Partners inbox's.
Tip: Use the *Time Off Details* report to view a worker’s accruals by Pay Period.