

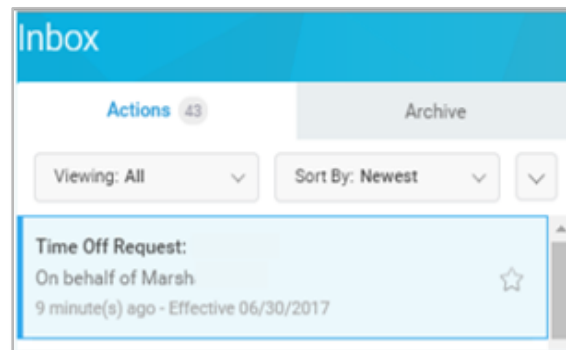
Keep in mind

- 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 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

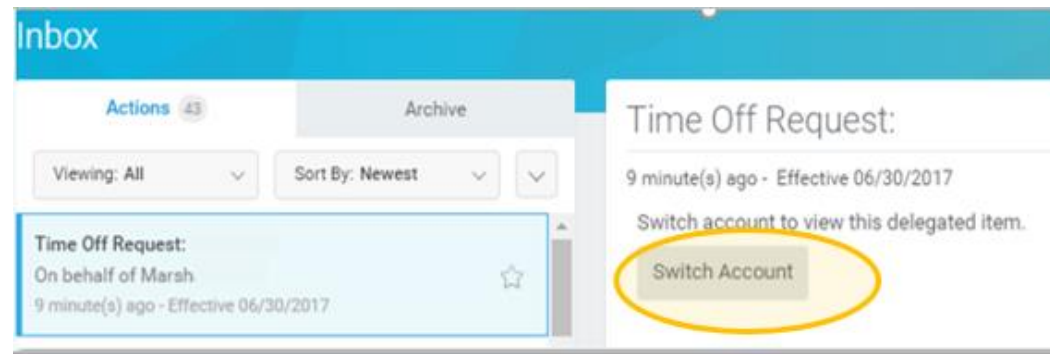
Steps:

1. **Find** the Time Off Request in your Workday Inbox

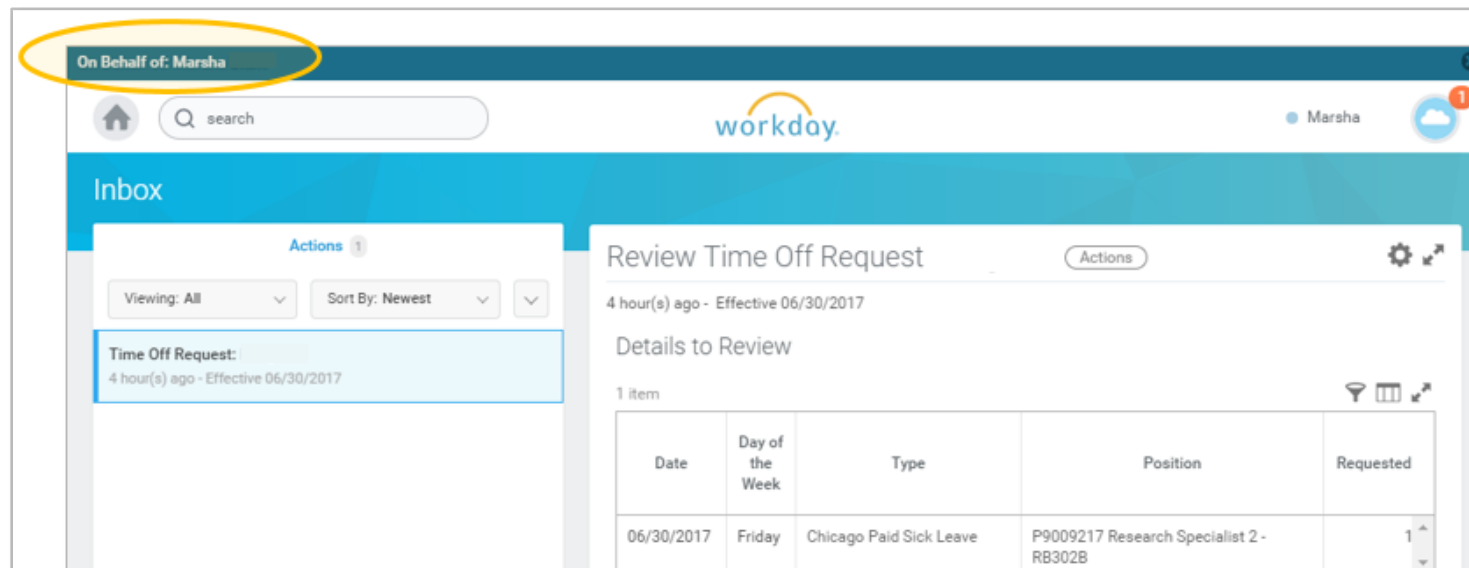


Quick Reference Guide: CPSL Delegate - Review Time Off Requests


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

Review Time Off Request Actions 


33 minute(s) ago - Effective 06/13/2017

Details to Review

2 items   

Date	Day of the Week	Type	Position	Requested	Unit of Time	Errors & Warnings
06/14/2017	Wednesday	Chicago Paid Sick Leave	P9071706 Temporary Professional NE - 400006	6	Hours	
06/13/2017	Tuesday	Chicago Paid Sick Leave	P9071706 Temporary Professional NE - 400006	6	Hours	

View Balances

 enter your comment

Approve
Send Back
Deny
Cancel



To review balances, select **View Balances**

View Balances

Projected Balances

The projected balances below are calculated as of

Projected Balances Tracked in Hours 1 item

Time Off Plan						
	Type	Position	Available	Requested	Remaining	Unpaid
Chicago Paid Sick Leave Bi-Weekly Time Off Plan	Chicago Paid Sick Leave	P9071706 Temporary Professional NE - 400006	21.77975	12	9.77975	0
			Total: 21.77975	12	9.77975	0

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.

The screenshot displays the Workday Inbox interface. On the left, there is a sidebar with 'Actions' (1) and 'Archive' buttons. Below these are filters for 'Viewing: All' and 'Sort By: Newest'. A list item is visible: 'Time Off Request: Aaron' with a star icon and the text '1 hour(s) ago - Effective 06/22/2017'. The main content area shows a 'Review Time Off Request' for 'Aaron'. It includes a timestamp '1 hour(s) ago - Effective 06/22/2017' and a section titled 'Details to Review' which shows '0 items' and a table with the following headers: 'Date', 'Day of the Week', 'Type', 'Requested', and 'Unit of Time'. The table content is 'No Data'. Below the table is a 'View Balances' button and a comment box with the placeholder text 'enter your comment'. At the bottom, there are three buttons: 'Approve' (green), 'Send Back', and 'More' (dropdown).

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.

