

Time Off Balances

The Time off Balances area is used by employees and managers/supervisors to view data about any accrual policy assigned to the employee. To view the accrual data, follow the steps below:

Go to Employee Self Service > iSolved Time > Time off Balances.

Time Off Balances

Leave Type: FloatingHoliday
FloatingHoliday - Birthday - Scheduled (First Pay of Year)

Service Date: 7/19/2005 Length of Service: 11 Years, 8 Months (140 Months)

Accrual Rate: 8.0000	Current Accrued: 0.00	Current Taken: 0.00
Current Balance: 0.00	YTD Accrued: 0.00	YTD Taken: 0.00
Carryover Balance: 0.00		Pending Taken: 0.00

The following data is displayed in the **Time off Balances** area:

- Length of Service
- Hire Date
- Accrual Rate
- Current Balance
- Carryover Balance
- Current Accrued
- YTD Accrued
- Current Taken
- YTD Taken
- Pending Taken

Time Off Requests

The Time off Requests area is used by an employee to enter a request for time off into iSolved on behalf of the employee. When a manager or supervisor enters the time off request, it is automatically approved within iSolved. If the employee enters the request, the manager or supervisor will then approve or deny the request as appropriate within iSolved using the Time off Requests – Admin area. To create a Time off Request, please follow the steps below:

Go to the Time off Requests area. Go to the **Time off Requests** area.

Time Off Requests

Calendar Details

Request Time Off

< > today April 2017 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1

1. Click on the **Request Time Off** button at the top left of the calendar to create a time off request.
2. Enter the time off request details:
 - a. Select Absence Policy.
 - b. Select the From and To Dates.
 - c. Enter Start time for the absences.
 - d. Update corresponding dates of the week.
 - e. Enter the numbers of hours per day you are requesting.
4. Review the Projected Balances:
 - a. **After Time off Request:** What the employee balance will be after the request is made. This is simply the current balance minus the request.
Note: This does not take any future awards/pending/limits into consideration after the date of the request.
 - b. **Current Plan Year:** Balance will take all current requests/future awards/pending approvals/limits into consideration to the end of the current plan year.
 - c. **Next Plan Year:** Balance will take all current requests/future awards/pending approvals/limits/carryover into consideration through the end of the next plan year.

Note: Employees will not be able to submit a time off request for a close pay period.

Save Cancel

Request Time Off

* Absence Policy:

* From Date: 2/19/2018

* To Date: 2/19/2018

Start Time:

Days: S M T W T F S ☐ ☒ ☐ ☐ ☐ ☐ ☐ Check All

* Hours Per Day:

Hours Requested:

Projected Balances

After Time Off Request:

Current Plan Year:

Next Plan Year:

Comments