Purpose

Use this procedure to:

1. Delete a request prior to being approved or delete a request that has been rejected by the supervisor or by the Hourly Timekeeper/Salary Leave Administrator.

⚠️ Once a leave request has been approved, it can no longer be deleted by the employee. To have it removed or changed, the Hourly Timekeeper/Salary Leave Administrator must reject the request. Once rejected, the employee can change or delete the leave request. If the leave request has already been posted, the work list item is considered closed and cannot be altered. To remove a posted request, the Hourly Timekeeper/Salary Leave Administrator must be notified to manually remove the requested absence from the employee's timesheet. Please note that the work list item will still appear on the new "TOFW Custom Report" as posted.

⚠️ If a mistake is made on the original leave request and it has not been approved by the supervisor, the employee can either delete the request and resubmit with the correct data or request the supervisor reject the request and then change the leave request accordingly.

2. Change a leave request that has been rejected by the supervisor or by the Hourly Timekeeper/Salary Leave Administrator.

⚠️ When a rejected leave request is changed and resubmitted by the employee, it will go through the approval process again.

3. Request a payout of Comp Time. This is applicable to hourly employees only who have a balance remaining in their Comp Time quota.

4. View the status of an existing leave request(s). The following statuses apply and their meaning:

<table>
<thead>
<tr>
<th>Status</th>
<th>Color</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent</td>
<td>Blue</td>
<td>Not yet approved by the supervisor</td>
</tr>
<tr>
<td>Approved</td>
<td>Light Green</td>
<td>Approved and waiting for the Hourly Timekeeper/Salary Leave Administrator to commit to the employee's timesheet</td>
</tr>
<tr>
<td>Request Posted</td>
<td>Dark Green</td>
<td>Committed to the employee’s timesheet</td>
</tr>
<tr>
<td>Multiple Entries</td>
<td>Light Gray</td>
<td>Multiple leave request exist for the same day</td>
</tr>
<tr>
<td>Rejected</td>
<td>Red</td>
<td>Leave request has been rejected by either the supervisor or by the Hourly Timekeeper/Salary Leave Administrator</td>
</tr>
</tbody>
</table>
Prerequisites

- Employee must be benefit eligible
- Internet browser must be supported by ESS

Menu Path

Go to https://www.ucflex.uc.edu/irj/portal

Transaction Code

N/A

Helpful Hints

- Ensure your internet browser is supported by ESS by logging into UC Flex portal and under the "Home" tab, there is a "Note" section located on the left side of the screen, listing all supported browsers.
Procedure

1. Log on to the UC Flex portal.

To log on to UC Flex portal, open an Internet Explorer Session and enter web address...https://www.ucflex.uc.edu/irj/portal
2. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| Username (6+2) | Required | Employee's central logon ID  
**Example:** username |
| Password   | Required | User's strong UC password  
**Example:** password |

3. Click the Log on button `Log on`. 

UC Flex Enterprise Portal - Windows Internet Explorer

![Central Login Service](image)

By using this service you agree to adhere to UC computing policies and guidelines.
4. Click the Employee Self-Service tab.
5. Click Time Off From Work Request [Time Off From Work Request].
UC Flex - Time Off From Work

6. Perform one of the following:

<table>
<thead>
<tr>
<th>If You Want To</th>
<th>Then</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete a &quot;Sent&quot; request that has not been approved by your supervisor.</td>
<td>Click on the &quot;Sent&quot; request that you want to delete to view details and display processing options. For illustration purposes, August 12th was clicked on.</td>
<td>Go to step 7.</td>
</tr>
<tr>
<td>Change or delete a &quot;Rejected&quot; request.</td>
<td>Click on the &quot;Rejected&quot; request that you want to delete to view details and display processing options. For illustration purposes, August 23rd was clicked on.</td>
<td>Go to step 11.</td>
</tr>
<tr>
<td>Submit a request for Comp Time Pay Out</td>
<td>For hourly employees with a remaining Comp Time balance.</td>
<td>Go to step 16.</td>
</tr>
<tr>
<td>View details and processing options for each status type.</td>
<td>Click on a &quot;Sent&quot; request to review this status first. For illustration purposes, August 19th was clicked on.</td>
<td>Go to step 23.</td>
</tr>
<tr>
<td>Log out of the UC Flex Portal</td>
<td>Click on &quot;Log off&quot; located at the upper-right corner of the screen.</td>
<td>Go to step 28.</td>
</tr>
</tbody>
</table>
7. Click the Delete button to begin the process to delete the highlighted "Sent" request. 

Notice - August 12th is now highlighted in orange since it is the selected request.

8. Click the Review button to continue the delete process.
UC Flex - Time Off From Work

Welcome zhidhwe4.

Overview

Leave Request

1. Display and Edit
2. Review and Send
3. Completed

You want to delete the following leave request:

- **Type of Leave:** Vacation
- **Date:** on Monday, August 12, 2013
- **Duration:** 5 Hours
- **Previous Notes:** 09/01/2013 10:31:51 Employee's Name

9. Click the Delete button to delete the request.

💡 The additional Review and Delete steps are necessary to prevent accidental deletions.
10. Return to step 6 to perform another function.
11. Click the Change button to change Rejected request.

   You can also delete a Rejected request by following steps outlined earlier in this instruction.

   When a request is rejected, the person who rejected it must provide comments.

   For illustration purposes, we are only changing the date of the request. You can change the Type of Leave or the number of hours as well.
12. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Required</td>
<td>Start date of the Time Off From Work (TOFW) request.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 8/22/2013</td>
</tr>
<tr>
<td>To</td>
<td>Required</td>
<td>End date of the TOFW request</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 8/22/2013</td>
</tr>
<tr>
<td>Note for Approver:</td>
<td>Optional</td>
<td>Comments for either the approving supervisor or the Hourly Timekeeper/Salary Leave Administrator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> Changed</td>
</tr>
</tbody>
</table>
UC Flex - Time Off From Work

13. Click the Review button to review change before sending.

   Notes for Approver is only required when any form of sick leave is requested.

   Do not enter medical of HIPAA protected information here.
14. Click the Send button to send request to your supervisor for approval.
15. Return to step 6 to perform another function.
UC Flex - Time Off From Work

16. Click on icon on the right of the Type of Leave: field to view allowable entries and select Comp Time Pay Out by clicking on .

17. Click on the icon to the right of the Date field to select date from a calendar view.
UC Flex - Time Off From Work

18. Select August 12th by clicking 12, 12.

19. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hrs to be paid out:</td>
<td>Required</td>
<td>Total number of hours of Comp Time to be paid out. Example: 20</td>
</tr>
</tbody>
</table>

Note for Approver is not required.

20. Click the Review button to review before sending.
21. Click the Send button to send request to your supervisor.

Please note Comp Pay Out will be paid on the same pay date as the bi-weekly pay period that encompasses the date requested.
22. Return to step 6 to perform another function.
23. To view details of an "Approved" request, click on August 16th, highlighted in light green.

Viewing "Sent" request on August 19th:

You can only delete a "Sent" request.

The "Reset" and the "Submit New Request" buttons both take you back to the first screen. The "Exit" button takes you out of the "Time Off From Work" page and back to the ESS Overview page.

Note, when a request is selected to be viewed, the highlighting color is changed to orange.
24. To view a request that has been posted to your timesheet, click on August 9th. Viewing an Approved request:

Note that you cannot delete a request after it has been approved. If you no longer want to take the requested time off and the status is still approved, you can contact your Hourly Timekeeper/Salary Leave Administrator to reject the request.

An email will be sent to you and your supervisor that your request was rejected and will include comments as to why.
25. To view all entries on a single day where there are multiple entries, click on August 2nd.

Viewing a Posted request:
Note that you cannot delete a request after it has been posted to your timesheet. If you no longer want to take the requested time off, you will need to have your supervisor contact your Hourly Timekeeper/Salary Leave Administrator to manually remove the absence from your timesheet.
26. To view details from one of the entries, you can click anywhere on a line to display the details. Click on **Comp Time Taken** to continue.
27. Viewing details from 1 of 2 leave request submitted on the same date.

Return to step 6 to perform another function.
28. Click the Yes button Yes.
You have successfully deleted and changed a Time Off From Work request, submitted a Comp Time Pay Out request, and viewed details with available options under each type of status assigned to a Time Off From Work request.