Purpose

Use this procedure to learn how to access UC Flex's Manager's Self-Service (MSS) to approve Time Off From Work (TOFW) request.

Prerequisites

- In UC Flex, supervisor's position must have one of the two relationships displayed below for each organizational unit they are authorized to approve TOFW request.
  - ZNS - NonExempt TOFW Supervisor (hourly employees)
  - ZES - Exempt TOFW Supervisor (monthly employees)
- Supervisor must be on the UC network to gain access to the MSS tab on the UC Flex Enterprise Portal. If off campus, user can access the UC network via VPN.

Menu Path

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

Transaction Code

N/A

Helpful Hints

- It is suggested to check your MSS Universal Worklist daily to ensure your employee's TOFW request are submitted in time for processing by the Hourly Timekeeper/Salary Leave Administrator. This is especially true for hourly employees.
- If you have multiple responsibilities that require processing items in the MSS Universal Worklist (i.e. PCR Approver, Hourly and/or Monthly TOFW supervisor), it is recommended that you take advantage of the filtering tool.
  - To view only hourly TOFW request, click on "Show Filters" and enter "EG 2" (note space between the G and the 2) in the "Text:" field and hit enter on the keyboard or click Apply.
    - "EG 2" stands for Employee Group 2 which designates the employee to be "Active - Non-exempt" (hourly) based on the Key Data Structure.
  - To view only monthly TOFW request, click on "Show Filters" and enter "EG 1" (note space between the G and the 1) in the "Text:" field and hit enter on the keyboard or click Apply.
    - "EG 1" stands for Employee Group 1 which designates the employee to be "Active - Exempt" (monthly) based on the Key Data Structure.
  - To remove filtering, click on Reset.
- If you are also an Hourly Timekeeper or a Salary Leave Administrator, you will be able to distinguish between worklist items that need approval from those worklist items that need to be committed by looking at the end of the subject line. Worklist items needing approval will have "Approve" and the end and worklist items needing to be committed will have "Commit" at the end. Suggest using filtering tool by entering either "Approve" or "Commit" to assist you.
- To obtain VPN access, please refer to UCIT's website http://www.uc.edu/ucit/html.
1. Go to the UC Flex portal at https://www.ucflex.uc.edu/irj/portal
UC Flex Enterprise Portal - Windows Internet Explorer

You are connecting to a UC website that requires authentication. Please enter your UC Central Login Service Username and Password to continue. **Login Help**

**Is this your first time logging in?**
You will need to do a couple of things first. **Start here**.

By using this service you agree to adhere to **UC computing policies and guidelines**

2. 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>Username (6+2)</td>
<td>Required</td>
<td>Example: username</td>
</tr>
<tr>
<td>Password</td>
<td>Required</td>
<td>Example: password</td>
</tr>
</tbody>
</table>

3. Click the Log on button **Log on**.
4. Click on the MSS tab to approve request in your Universal Worklist.
5. Click **Refresh** to refresh your worklist to ensure it is up-to-date.

   Subject line identifies the type of employee (EG 2 = hourly, EG 1 = monthly), start date of the requested absence, employee's name and whether it needs to be approved or committed.

   If TOFW request still needs to be approved, it will have "Approve" at the end. If approved, it will have "Commit" at the end so that supervisors that are also an Hourly Timekeeper or Salary Leave Administrator can distinguish the difference between the work items.

6. If you want to hide the preview area below, click **Hide Preview**.

   Highlighted request is displayed in the preview area below the Worklist tasks area.
7. To filter the worklist items to a more manageable list (for those with multiple roles), click Show Filters.
8. 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>Text:</td>
<td>Optional</td>
<td>Text from the subject line you wish to be displayed</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> EG 2</td>
</tr>
</tbody>
</table>

9. Click the Apply button **Apply** for the filtering to take place. Instead of clicking Apply, you can also hit the enter key on the keyboard for the filtering to take place.
10. To sort by the start dates of the requested absences, click on **Subject**.

By sorting employees, you will easily be able to identify which request need your immediate attention in order to have all request approved so the Hourly Timekeeper or Salary Leave Administrator can commit the request before Payroll runs.

Keep in mind that the date shown in the subject is the start date the employee request.
To approve, click anywhere on the subject line EG 2, 08/22/2013, Employee’s Name, TOFW Approve.

A pop-up window will appear.

After sorting, they are now in sequential order by date.
12. At this point, you can either "Approve" or "Reject" the employee's request.

Click the Approve button to begin the approval process.

As the employee's supervisor, you can view their leave balances.

**Current Balance** - Represents balance since last payroll run.

**Pending** - Represents number of hours requested via ESS and hours manually entered by your Hourly Timekeeper or Salary Leave Administrator in advance of receiving a formal request via ESS. These hours have not been processed by Payroll Operations.

**Available** - Number of hours remaining after Pending Hours are subtracted from Current Balance. Available hours can be negative since future dated request are allowed.
LeaveRequestApprover

13. Click the Review button [Review].

   If approving - You can add comments for the timekeeper here.

   If rejecting - You must add comments explaining why request is rejected in order to continue.
**LeaveRequestApprover**

14. Click the Approve Request button **Approve Request**.
   
   If rejecting a request, process is the same except you would see "Reject Request" at this point.

15. To close window, click located in the upper-right corner.
16. Click **Refresh** to refresh the screen to see the approve request removed from your Worklist.

At this point, you can go ahead and approve/reject the other request without refreshing.

Request will still be visible until system refreshes, approximately every 5 minutes.
17. To log out of UC Flex, click [Log off].

After refreshing the Worklist, we now are back to seeing all request and we now only have 2 hourly (EG 2) request remaining.
SAP NetWeaver Portal -- Webpage Dialog

18. Click the Yes button Yes.
You have successfully approved a Time Off From Work (TOFW) request.