Purpose

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

⚠️ It is highly suggested that future dated TOFW requests are not committed (saved to CATS) until the dates are within the next pay period to be processed by Payroll Operations. This will alleviate issues with 1) employee not having enough quota hours (CATS counts all future entries against employee’s quota balances) and 2) not having to remove entries if employee leaves or goes on an unpaid Leave of Absence before the date of the future dated absence.

⚠️ When an employee is to be out for an extended period of time, it is suggested to ask employee to submit multiple TOFW requests, one for each pay period. This helps you with 2 things, 1) you will be able to commit request immediately and 2) if there's not enough quota balance to cover the absence, you will be able to adjust what is entered in CATS directly from the Universal Worklist to change absences accordingly (i.e. change to unpaid or a different type of absence).

⚠️ If employee submits a single TOFW request for an extended absence, it is suggested not to "Commit" the TOFW request until employee returns. While waiting for employee to return, manually enter absences in CATS. For hourly employees, this alleviates issue with employee not being paid or having enough quota hours to cover the entire absence. When TOFW request is committed, you will have the ability to delete all manual entries while in the Universal Worklist. By deleting the manual entries and committing the TOFW request, you will have an electronic copy of their request for record keeping and for future audits.

Prerequisites

- In UC Flex, employee must be set up as either an Hourly Timekeeper or Salary Leave Administrator. Same security authorizations will be enforced in MSS as they are in UC Flex when utilizing CAT2 (Time Sheet Maintain Times).
- Hourly Timekeeper or Salary Leave Administrator 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 TOFW requests are committed in time for processing by Payroll Operations. This is especially true for hourly employees.
- When processing a TOFW request that covers multiple days and there's no hours entered on the last day(s), this is an indication that changes are required by the Hourly
Timekeeper/Salary Leave Administrator. When an employee submits a request for multiple days, program logic is to enter hours for every day based on their scheduled hours starting with the first day of the request. There are several scenarios where the pre-filled hour fields are not what the employee is requesting, a couple of examples follow.

- Employee is scheduled to work 8 hours daily Monday - Friday and submits a single TOFW request for 4 hours on Tuesday & 4 hours on Wednesday, 8 hours total. Logic will place all 8 hours on Tuesday, but since the employee submitted the request for 2 days, Wednesday will have no hours entered. Timekeeper will need to change the 8 hours on Tuesday to 4 hours and add 4 hours on Wednesday record before committing.

- Employee is assigned the FLEX08 work schedule and doesn't work weekends but submits a single TOFW request for 16 hours dated Friday through Monday. Program logic will add the 16 hours to Friday and Saturday (1st 2 days of the request, 8 hours each day), leaving zero hours for Sunday and Monday. Timekeeper will need to delete the 8 hours on Saturday and add them to Monday's date before committing.

- 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 requests, 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.

- 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" at 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](http://www.uc.edu/ucit/html).
Procedure

1. Start the transaction using the menu path or transaction code.

Go to 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>
<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.
Welcome - SAP NetWeaver Portal - Windows Internet Explorer

4. Click the MSS tab **MSS** to access your Universal Worklist.
5. Click Refresh Refresh to ensure your worklist is up-to-date.

The Universal Worklist updates automatically every 5 minutes. Processed Time Off From Work (TOFW) requests will be removed after system updates.

6. If you don't want to see the Preview Area, you can hide it. Click Hide Preview Hide Preview to continue.

Preview Area of highlighted TOFW request. To highlight a request, simply click on the gray box to the left of the request.
7. Click Show Filters. Show Filters to help you filter the Worklist items.

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

If the 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 work items.
UWL

8. Click in the Text: field to enter text of the TOFW request you want to be displayed.

High Priority and Due Date are not applicable in the TOFW process.

9. 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>Example: EG 2</td>
</tr>
</tbody>
</table>

10. Click the Apply button to display based on text entered.

You can also simply hit the “Enter” key on your keyboard.
11. To sort displayed TOFW requests, click Subject once to display alpha-numerically. If you click it again, it will display in reverse order.

Click **Subject** to continue.

💡 This step is recommended so the order is displayed by date. This will assist you with ensuring past request are processed first.
12. 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>Commit a typical TOFW request</td>
<td>Click on the subject line of the request to commit</td>
<td>Go to step 13</td>
</tr>
<tr>
<td>Change/Correct a TOFW request</td>
<td>Click on the subject line of the request to change/correct before committing</td>
<td>Go to step 18</td>
</tr>
<tr>
<td>Commit a Comp Time Payout request (COM - hourly only)</td>
<td>Click on the subject line of the request to commit</td>
<td>Go to step 28</td>
</tr>
<tr>
<td>Reject a TOFW request</td>
<td>Click on the subject line of the request to reject</td>
<td>Go to step 30</td>
</tr>
<tr>
<td>Learn why a TOFW request for multiple days may have zeroes hours for the last day(s) and how to correct them</td>
<td>Click on the subject line of the request to change/correct before committing</td>
<td>Go to step 35</td>
</tr>
<tr>
<td>Log off</td>
<td>Click on the “Log off” link located in the upper-right corner</td>
<td>Go to step 42</td>
</tr>
</tbody>
</table>
Approve Time Off From Work

13. To view the employee's scheduled work hours for the date(s) of the TOFW request, click Work Schedule Rule link. F302060A.

   Export allows you to export data into an Excel spreadsheet.

   Check Data allows you to see if entry can be entered in CATS before actually committing TOFW request.

   Insert Row allows you to insert another row above the highlighted entry.

   Delete Row allows you to delete a row.

   Add Row allows you to add a row below the highlighted entry.

   Reset Data allows you to reset to the original requested entry.
14. Click the Close button to return to the previous screen.
Approve Time Off From Work

15. 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>Note for Requestor:</td>
<td>Conditional</td>
<td>Example: Committed</td>
</tr>
</tbody>
</table>

- Depending on your screen resolution, you may need to scroll down to see "Note for Requestor" section.
- Comments are only required from Hourly Timekeepers/Salary Leave Administrators when a TOFW request is changed or rejected.
Approve Time Off From Work

16. Click the Commit button to save TOFW request in CATS.

17. Return to step 12 to perform another task.

Employee’s Quota 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.

Be sure to look to see if employee checked one of the applicable boxes.

Please note that FMLA hours will NOT be entered in CATS just because box is checked for FMLA. Manual entry is still required.
Approve Time Off From Work

18. Click in the Att/Abs Type field SCK to change/correct absence type to STS.

An "X" under column CATS Record designates the STS entry that was manually entered in CATS. Entries can range from REG hours clocked to absences entered manually.

Scenario here is an AFSCME employee called in sick but was not able to submit the TOFW request in time for Payroll. Hourly Timekeeper manually entered correct code STS in CATS so the employee gets paid correctly and then followed up with employee to ensure TOFW request is submitted. TOFW request was later submitted with an incorrect absence code.

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>Att/Abs Type</td>
<td>Conditional</td>
<td>Example: STS</td>
</tr>
</tbody>
</table>
Approve Time Off From Work

20. Click the gray button to highlight row to be deleted.

For every absence entered in UC Flex, there must be an official request submitted by the employee that is recorded for historical purposes. We must “commit” in order to record the employee’s official TOFW request. Since we don’t want duplicate entries, we must also delete the entry already entered in CATS.

21. Click the Delete Row button to delete highlighted row.
22. Click the Add Row button to create another row.

For departments that enter Attendance and Discipline codes, you can add/insert rows and enter codes such as "O" and "P" (used by Facilities), right here.
Approve Time Off From Work

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| Att/Abs Type  | Required | Example: 
|               |        | osts        |
| Date          | Required | Example: 
|               |        | 8/16/2013   |
| Hours         | Required | Example: 1  |

If employee had an unauthorized absence (i.e. tardy or no call), direct them to submit a TOFW request for AWO. In this screen you can change the absence type AWO to the correct type of AWO absence (i.e. "AWO - Tardy Minor" or "AWO - No Call") for Attendance / Discipline tracking purposes.

You can only enter dates that fall within the date range originally requested by the employee.

If the absence needs to be extended an additional day, a separate request must be submitted.
by the employee or you can reject TOFW request and instruct employee to edit request to extend dates.
Approve Time Off From Work

Click in the area below scroll bar to enter comments.

When a change is made to the original request, comments are required to inform employee why the change was made. Both the employee and the approving supervisor will receive an email that contains your comments, plus see what was entered in CATS. Email example is below:

Hourly E2 Employee's request for 8.00 hours of Sick Leave beginning 08/16/2013 and ending 08/16/2013 has been changed by your Hourly Timekeeper.

Comments:

08/21/2013 11:35:47 Timekeeper's Name

Added an occasion
08/21/2013 11:10:17 Supervisor's Name

Timekeeper - Please change to STS.

08/21/2013 11:08:56 Hourly E2 Employee

Wasn't feeling well

Time Entered:

<table>
<thead>
<tr>
<th>Absence Type, Date, Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STS 08/16/2013 8.00</td>
</tr>
<tr>
<td>OSTS 08/16/2013 1.00</td>
</tr>
</tbody>
</table>
Approve Time Off From Work

25. 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>Note for Requestor:</td>
<td>Conditional</td>
<td>Example: Comment</td>
</tr>
</tbody>
</table>

26. Click the Commit button to save TOFW request and changes to CATS.

27. Return to step 12 to perform another task.
Approve Time Off From Work

28. Click the Commit button.

When a Comp Time Pay Out is requested, system automatically splits the requested hours into segments equal to the scheduled work hours for the requested date.

Therefore, it is important for employees to select a date they are scheduled to work when submitting a Comp Time Pay Out.

29. Return to step 12 to perform another task.
Approve Time Off From Work

30. Click the reject button **Reject** to reject request.

When a TOFW request is changed or rejected, it is required to enter comments stating why. For illustration purposes, we will proceed without comments to show error message received.
Approve Time Off From Work

31. Click in the area below the scroll bar in order to scroll down to enter comments.

32. 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>Note for Requestor:</td>
<td>Required</td>
<td>Example: Comment</td>
</tr>
</tbody>
</table>

33. Click the reject button [Reject] to reject TOFW request.

Employee and the approving supervisor will receive an email stating the TOFW request has been rejected by you and will see the comments entered.

34. Return to step 12 to perform another task.
Approve Time Off From Work

35. Click in the Hours field to edit number of hours.

Please note there are no hours entered for date 8/22/2013.

When a TOFW request is received with no hours populated for one or more dates, this signifies that special circumstances exist. Program logic populates hours based on scheduled working hours starting with the 1st date. If partial days are requested for consecutive days or if employee works a "FLEX" schedule and requests days off that include non-working days, it is possible for the last few dates to have no hours populated. When this occurs, it is crucial to review comments from employee to see how request should be saved to CATS. Examples will be discussed in the following steps.

36. 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>Hours</td>
<td>Required</td>
<td>Example: 4</td>
</tr>
</tbody>
</table>

Scenario shown represents a TOFW request where employee requested 4 hours VAC for 2 consecutive days (see comments by employee and supervisor).

Since employee is scheduled to work 8 hours each day, logic populated the 1st day with
all requested hours (8 hours) leaving the 2nd date with no hours.

The 8 hours on the 1st day must be changed to 4 and 4 hours added for the 2nd day.
Approve Time Off From Work

37. Click in the Hours field for date 8/22/2013 to add the remaining 4 hours requested.

Another scenario where dates may have no hours populated is when an hourly employee, who works a FLEX08 schedule, requests Friday & Monday off (16 hours total) and employee does not work on weekends. Since everyday of a FLEX08 schedule has 8 scheduled hours, system will populate 1st 2 dates with 8 hours each day and leave the last 2 dates blank. This is your clue that something needs to be changed before committing to CATS.

The 8 hours on Saturday would need to be moved to Monday before committing/saving to CATS.

Depending on the scenario of the TOFW request, some rows may have no hours after the required changes are made (refer to example of hourly employee on FLEX08 schedule).

Before committing, all rows with zero hours must be deleted, otherwise an error message will be displayed stating "Please enter valid data."
Approve Time Off From Work

Click in the area below scroll bar to scroll down to enter required comments since request was changed.

39. 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>Note for Requestor</td>
<td>Conditional</td>
<td>Example: Comments</td>
</tr>
</tbody>
</table>
Approve Time Off From Work

<table>
<thead>
<tr>
<th>Time Accounts</th>
<th>Current Balance</th>
<th>Pending</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>262.51 Hours</td>
<td>68.00 Hours</td>
<td>194.51 Hours</td>
</tr>
<tr>
<td>Comp Time</td>
<td>31.25 Hours</td>
<td>22.00 Hours</td>
<td>9.00 Hours</td>
</tr>
<tr>
<td>Short Term Sick</td>
<td>50.00 Hours</td>
<td>0.00 Hours</td>
<td>50.00 Hours</td>
</tr>
<tr>
<td>Long Term Sick</td>
<td>1,275.36 Hours</td>
<td>0.00 Hours</td>
<td>1,275.36 Hours</td>
</tr>
</tbody>
</table>

Previous Notes:
- 08/21/2013 14:27:29 Supervisor's Name
- Timekeeper - Please ensure 4 hours is entered on each day.
- 08/21/2013 14:26:12 Employee's Name

Note for Requestor:
- Entered 4 hours on each day

40. Click the Commit button ![Commit] to save/commit request to CATS.

41. Return to step 12 to perform another task.
42. Click **Yes** to complete logging off process.
You have successfully committed or rejected a TOFW request.