ESS Request Time Off From Work

*Use this procedure to submit a request for time off from work (TOFW) and view your vacation and sick balances.*

Important items to remember:

− Employees are not required to enter comments for every type of sick leave requested. Due to HIPAA’s privacy rule, please be advised **NOT** to include sensitive material in your comments.

− If you work a flexible schedule (FLEX08 or FLEX10) and submitting a request where the start/end dates encompass an off day, it is recommended that you add comments specifying the actual dates you are requesting so your timekeeper can record your time off correctly.

− If you are requesting partial absences for consecutive dates (i.e. 3 hours SCK for 3 straight days for 9 hours total), enter start/end dates and 9 hours duration, plus it is recommended you add comments stating 3 hours each day so your timekeeper can record your time off correctly.

Prerequisites:

− Employee must be benefit eligible.

− Internet browser must be supported by ESS

Helpful hints:

− Ensure your internet browser is supported by ESS by logging into the 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.

− To learn how to track your request, delete your request before it is approved, or to change/delete a request after it has been rejected, please refer to "ESS Track/Maintain TOFW Request" Work Instruction and/or Simulation.

1. Use Internet Explorer to log on to UC Flex at [www.ucflex.uc.edu](http://www.ucflex.uc.edu)
   a. Use your central login username and password

2. Select ESS in the navigation bar and then select **Overview Employee Self Service**
ESS Request Time Off From Work (cont.)

3. Select Your Time Off From Work Request and Your Timesheet and then select Create Time Off From Work Request

4. Select New

5. View your current leave balance by selecting Time Accounts
   a. Current Balance - Represents balance since last payroll run.
   b. 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.
   c. Available - Number of hours remaining after Pending Hours are subtracted from Current Balance.
6. View your already submitted Time Off Work Requests by selecting Time Off Requests

7. You can create a new Time Off From Work Request in the Time Off Details section in any of the three pages (Calendar, Time Accounts, or Time Off Requests)
   a. Click the drop down menu to choose the Type of Absence
      i. If applicable, select the appropriate Additional Data checkbox
      ii. If using Sick leave you MUST choose one of the Additional Data checkboxes
ESS Request Time Off From Work (cont.)

b. Use the calendar icon to select the appropriate **Start Date** and **End Date**
   
i. If you are submitting a request for an extended period of time that covers multiple pay periods, it is suggested that you submit a different TOFW request for each pay period
   
ii. Check with your Hourly Timekeeper or Salary Leave Administrator on how you should proceed
   
iii. Hourly employees will be able to request Comp Time Pay Out using the TOFW process by:
       1. Selecting Comp Time Pay Out in the "Type of Absence" field.
       2. Select a date you are scheduled to work.
       3. Enter number of hours to be paid out.

b. Enter the total number of absence hours for the TOFW request
   
i. If you work a flexible schedule (FLEX08 or FLEX10) and are submitting a request where the start/end dates encompass an off day, it is recommended that you add comments specifying the actual dates you are requesting so your timekeeper can record your time off correctly.
   
ii. If you are requesting partial absences for consecutive dates (i.e. 3 hours SCK for 3 straight days for 9 hours total), enter start/end dates and 9 hours duration, plus it is recommended you add comments stating "3 hours each day" so your timekeeper can record your time off correctly.

c. Click the **Check** button to determine if you have enough hours available for the requested absence type
   
i. If you work a set schedule (i.e. a non-flexible schedule), system checks number of hours entered with available scheduled hours for the days entered and if hours entered exceed scheduled hours, an error message will be displayed and you must change the hours to proceed. Holidays and non-working days (i.e. weekends for most employees) have zero scheduled hours.)

<table>
<thead>
<tr>
<th>Type of Absence</th>
<th>Additional Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Type of Absence: Sick Leave</td>
<td>FMLA - Self:</td>
</tr>
<tr>
<td>* Please do not disclose any health-related illness or diagnostic information in the 'New Note' box below.</td>
<td>FMLA - Spouse:</td>
</tr>
<tr>
<td></td>
<td>FMLA - Child:</td>
</tr>
<tr>
<td></td>
<td>FMLA - Other:</td>
</tr>
<tr>
<td>General Data</td>
<td>Note-FMLA:</td>
</tr>
<tr>
<td>* Start Date: 12/10/2018</td>
<td>Work-Related Injury:</td>
</tr>
<tr>
<td>* End Date: 12/10/2018</td>
<td>Unscheduled:</td>
</tr>
<tr>
<td>Absence hours:</td>
<td>Personal:</td>
</tr>
<tr>
<td>New Note:</td>
<td>Work Through Meal:</td>
</tr>
</tbody>
</table>
d. Enter a New Note for the absence if desired

e. When finished willing in all of the information for the TOFW request, select Send

f. Review the information and then select OK to proceed or Cancel to cancel the request

g. An email will be sent:
   i. To you and your approving supervisor(s) stating the request has been sent/submitted.
   ii. To you when your supervisor approves or rejects your request. If rejected, supervisor must include reasons for rejection.
   iii. To you, if your Hourly Timekeeper or Salary Leave Administrator changes or rejects your request. Reasons must be stated for the change/rejection and if changed, email will inform you of what was entered on your timesheet. If no changes are made, no email is sent.