

# Employee Time-off Request Q&A

Webinar Question	Answers
If an employee requests 4 hours off on a day and it gets approved, if their plans change and they need the entire day off can they send a second request for another 4 hours that then can be approved?	Not exactly. In order for an employee to attempt to adjust their time-off request, the employee can submit a new request for the full hours (in this case 8). When this latest request is approved by the supervisor, it will overwrite the original one in the schedule and timesheet (depending on timesheet status)
The accruals are no longer available in ATTENDANCE>>ACCRUAL>>HISTORY for the employee?	Yes, the accrual balance and history information is still available on the page.
Perhaps I missed it but does this update change the simple request process from the EE dashboard/homepage?	No it does not. The simple request process from the EE dashboard will stay the same. The Employee PTO Request page is a detailed version of how to make request.
Is there a view to see peers requesting the same days off?	Not directly from the request page, but we will forward this suggestion to our design team. Access to the Leave Shared page is still required to view other employees with approved time off, or use of the PTO Bidding feature to allow viewing other employee requesting the same days off.
If the hours are changed is another email sent to the supervisor?	If an employee alters "Pending Request Hours" it will not notify the Supervisor. Employees can not change "Approved Request Hours"
Can you explain the drop down option in the approved section?	Once a request is approved, it is posted to the employee's schedule. In the dropdown selection list in questions, "Approved Posted" = Approved requests also already posted to the timesheet. "Approved Unposted" = Approved requests are not yet posted to the timesheet.
is this an admin view or what it will look like to the individual employee?	This webinar is the employee view (PTO Request page for Employees). The supervisor view looks similar, but has more functionality that the employees' view.
Is there a way for an employee to change their request after it has already been approved? Right now, an employee has to contact a supervisor to let them know if their request times have changed and they cannot really request a change in their original request.	Employees cannot change their request after it has been approved. At this moment in time, a Supervisor or Employee(if feature to allow Employee to remove Approved Request is active) can to remove the approved request and then the employee to resubmit a new one. If the request hours themselves need to be changed (not the pay code or date), and then the employee can simply submit a new request with different hours, and once approved, it will overwrite the original request in the schedule and timesheet -- as long as it was not yet processed to payroll.
From the request leave button on the dashboard is there a way to make the TOTAL field reject over 8 hours? Employees are submitting 40 hours a day for the whole week because it says total. Just curious.	Yes, but not just from the dashboard request feature. The accrual rule has an option to limit the request amount per day (to 8.00 for example).
Does the negative balance feature require a call-in to support for activation or can a internal sys admin enable this feature?	Please contact your NOVAtime System Support Representative to review and enable this feature. NOVAtime System Support Representatives to are trained on configuring the system, and this will save you time and effort.
can you go back in and unapproved time if the employee ended up not going on a leave or vacation day?	Unless the employees timesheet for that pay period is at payroll status, a supervisor can go back in and change the status of the request (to declined or remove for example).
How does the employee see their accrual balances? Can they see it from this page?	They can see their accrual balance on the bottom left corner of the screen(under the text view of the Employee PTO Request page). There was a small problem with our presentation system in our staging environment the day of the presentation.
Is it possible to modify the compute button? When employee enters full day off (example 7:00 - 3:30) it computes to 8.5 hours even though they only get paid for 8 hours.	At this time when the employee uses the "Add Request" button, the compute button does not deduct a meal amount. You can have the system configured for employees to use the template-style requests (not calendar-driven), and in this case employees can only selected a pre-configured template with start/end and hours configured for the template. We'll add the compute subtracting the meal to our enhancement list.
does the supervisor get notified if the employee deletes an approved time off request?	Yes, the supervisor will receive an email/message that the employee has removed the approved time-off request and its details.
If a rep selects time using the template, can it default to their schedule shift already in NT?	The schedule start/end time needs to already be in the schedule template. A template itself cannot default to the employee's shift rule schedule.
If it is already populating the hours do you have to put in your timed work?	No. Adding a start/end time is optional and based on system configuration.
How will the system handle vacation request without vacation pay?	If an employee has no vacation balance and is not allowed to have a negative balance, the system will either prevent the request altogether or it can be requested and approved where it will be posted to the schedule only. When that pay period arrives and the post schedule pay code process runs, if the employee then has available hours it will post to the timesheet. When making a vacation request that is not related to available hours, the system will simply allow the request to be approved and processed to the employee's schedule and timesheet.
Can the employee change the pay code on the request?	No. The employee would need to remove the request and resubmit a new request with the correct paycode.
Where do I find the schedule template	Schedule templates only appear when the system is configured to use the Template Schedules" method, and they will appear just below the request counts area on the page (refer to sample)
Our companies employees set up their own templates which also allows them to pick what job code and what cost center the time off should be charged to. Your templates that you have been showing don't show these fields. Is this still going to be possible after this update goes into effect?	Yes. Click the edit button in the Schedule Templates area and then "Insert/add Template" in the first empty space in the templates area.
Will this new feature be available in the test database for training and or writing documentation?	Yes.
if an employee submits a 2nd request for the same day currently the last approved request take precedent, will that still be the case?	Yes. In order for an employee to attempt to adjust their time-off request, the employee can submit a new request for the full hours (in this case 8). When this latest request is approved by the supervisor, it will overwrite the original one in the schedule and timesheet (depending on timesheet status)
Will vacation requests overwrite worked time for previous day.	Vacation requests remove work schedules associated with the calendar day of the request
If the employee specify a number of hours in a day, like 4 hours. Will this show in the calendar?	Yes. Hover the mouse on the day in the calendar area and it will display the hours and the type of Time off request for that day.

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Is there away for us to create schedule templates and push them out for employees to select?	Yes. Please contact your NOVAtime system support representative to assist in this area.
Does the PTO bank reflect future approved requests in its balance (before the time is actually taken)?	Future time-off requests that are approved and posted to the timesheet are immediately reflected in the employee's available PTO balance. If a request is pending or approved and not yet posted to the timesheet, the hours will NOT be reflected in the employee available PTO balance.
Can the system kick back a request that is entered for hours the employee doesn't have? Such as the employee is requesting 8 hours of vacation but only has 4 available.	Yes. The system can prevent requests or still allow them when the employee does not have an available PTO balance. Please contact your NOVAtime system support representative for assistance.
Does the employee receive the email if we edited the hrs used?	No, and only employees can change the hours associated with a request.
Can you configure to allow requests that cause the PTO to go into the negative to a predetermined amount to be approved?	Yes. The system can be configured to allow for a specified number of allowed negative PTO hours. Please contact your NOVAtime system support representative to assist in this area.