Review Request Time Off for Supervisors



Notification Emails

- Once the employee submitted time off, you will get an email notification.
- You will click on the Oneclick navigation link.
- If you already have Kronos open, this link will not work.

From: noreply@cityofmadison.com <noreply@cityofmadison.com>

Sent: Monday, May 8, 2023 6:19 AM

To: King, Stephen < SRKing@cityofmadison.com>
Subject: PETERSON, BROOKE L - TIME OFF REQUEST

Please log on to Workforce to review the following request:

Submitted on: 5/08/2023

Status: Submitted

Employee: PETERSON, BROOKE L Request type: Vacation Time Request

Start date: 8/03/2023 End date: 8/07/2023

Notes:

One-click navigation

https://enmttime.cityofmadison.com/wfc/navigator/launch?MiD=59f78f99-17de-4b0b-b919-b86bd70b9b71 61a649a33f2869e5e35fbb7aff3a80d9

One-click navigation
Link will take you to the
Request Folder.

Two Options to Request Tab

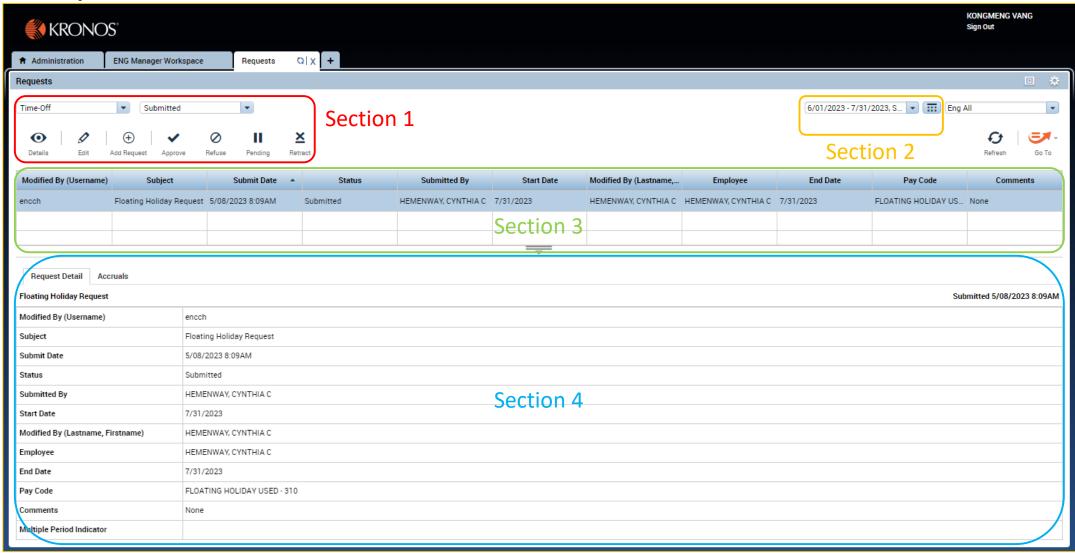
Option 1: "One-click navigation" Link

- If Kronos is closed, click on the "One-click navigation" in the email notification.
- Kronos site will open and sign on using your login info.
- Once signed in, the "Request" Folder will display.

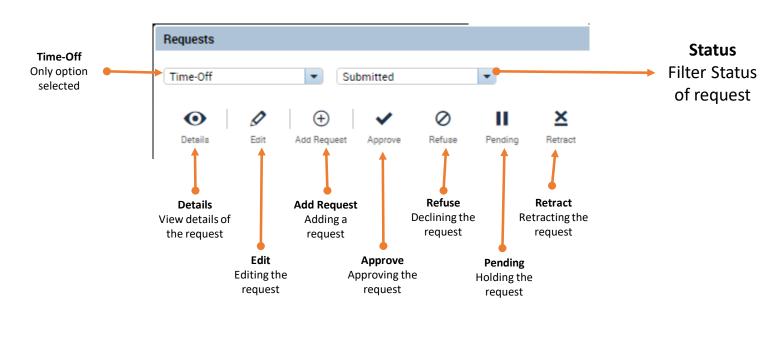
Option 2: "Request" Folder

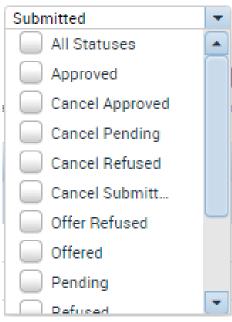
- If Kronos is opened, click on the "Request" Folder in the "Related Items" located on the right hand side. You MUST be in the "ENG Manager Workspace" to see the folder.
- This will open and display the "Request" Folder.

Requests Folder



Request Folder Section 1





Request Folder Section 1: Details

- This icon will allow you to look at the Time-Off Request that was submitted by the employee.
- This Request Detail cannot be modified.

Time-Off Request Details

Submitted: 5/08/2023 - 8:09:52AM

Modified by: encch

Employee: HEMENWAY, CYNTHIA C

Type: Floating Holiday Request

Requested

Start date	End date	Time Unit	Start time	Daily Amount
7/31/2023	7/31/2023	Hours	7:00AM	7.75

Accruals on: 7/31/2023

Accrual	Balance	
Comp Time	38.83 Hour	
Emergency Child Care FMLA	0.0 Hour	
Emergency Paid Leave	31.97 Hour	•

Status History

Submitted: 5/08/2023 - 8:09:52AM

encch

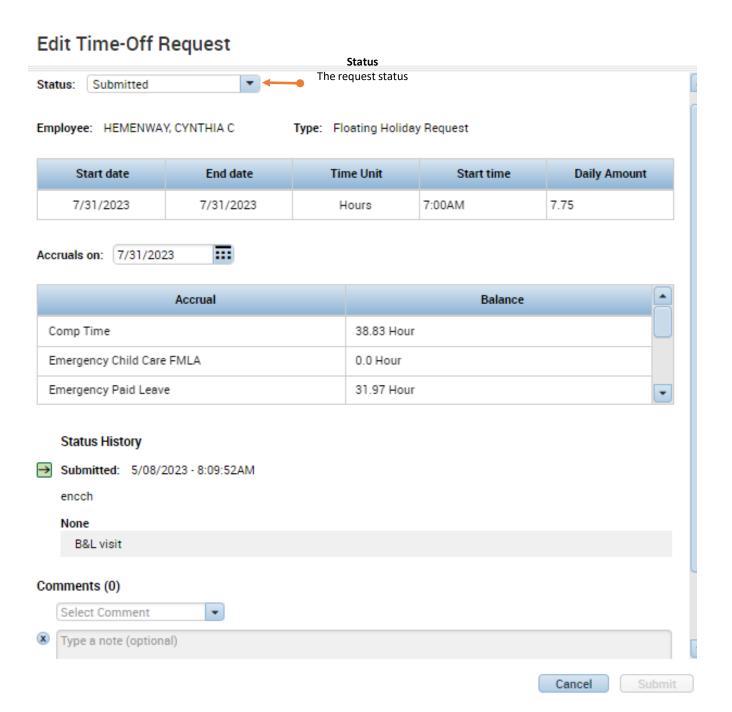
None

B&L visit



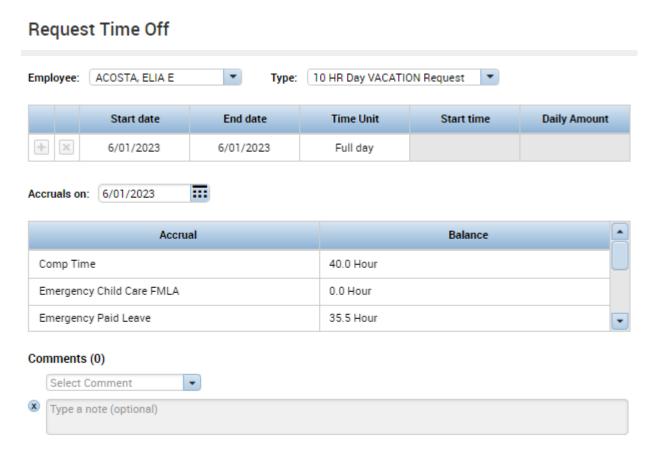
Request Folder Section 1: Edit

- This icon will allow you to edit the status of the Time-Off request.
- Status Selection:
 - Submitted
 - Pending
 - Refused
 - Retracted
 - Approved
- Select a Status and click Submit.



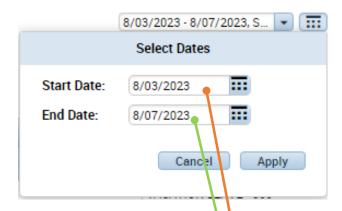
Request Folder Section 1: Add Request

- Use this icon to add a Time-Off for an employee who is unable to add it due to out of the office.
- Select the "Employee" and the rest are the same as who an employee would submit a Time Off Request.
- Review the Video or PowerPoint "Request Time Off for further instructions.



Request Folder Section 2

- In Section 2, you will need to use this section in order to see the request.
- You won't see the request unless you change the dates to the Start and End Date of the request.



From: noreply@cityofmadison.com <noreply@cityofmadison.com>

Sent: Monday, May 8, 2023 6:19 AM

To: King, Stephen < SRKing@cityofmadison.com>
Subject: PETERSON, BROOKE L - TIME OFF REQUEST

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Submitted on : 5/08/2023

Status: Submitted

Employee: PETERSON, BROOKE L Request type: Vacation Time Request

Start date: 8/03/2023 End date: 8/07/2023

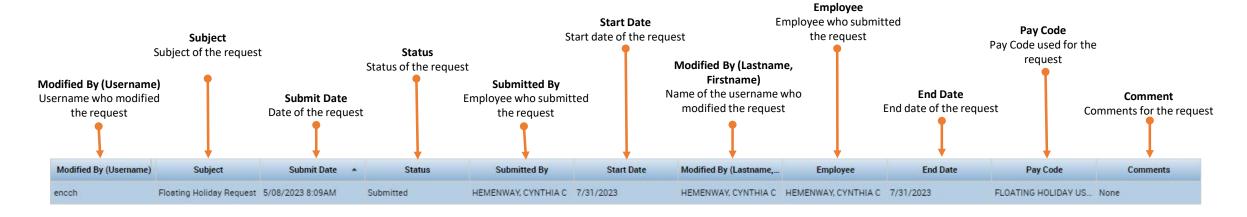
Notes:

One-click navigation

 $\frac{https://enmttime.cityofmadison.com/wfc/navigator/launch?MiD=59f78f99-17de-4b0b-b919-b86bd70b9b71 \ 61a649a33f2869e5e35fbb7aff3a80d9$

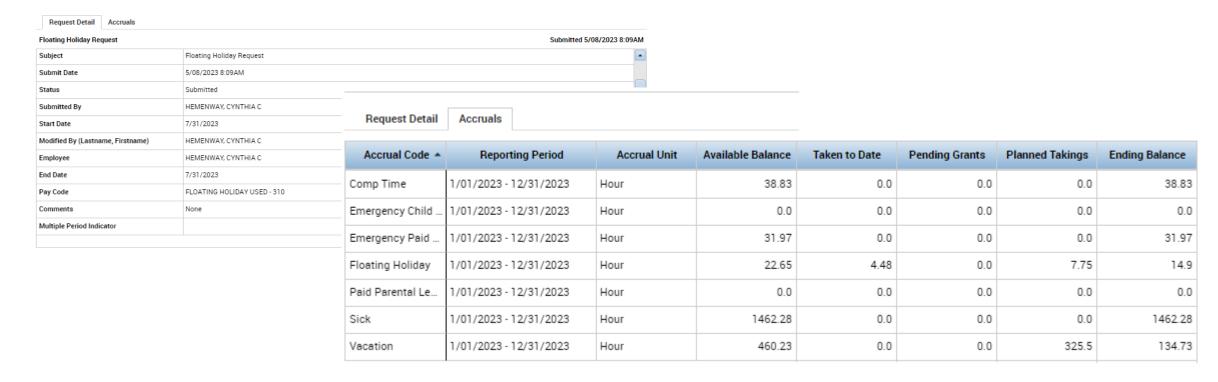
Request Folder Section 3

This section shows the requests based on what you selected as a "Status" in Section 1 and the "Dates" in Section 2.



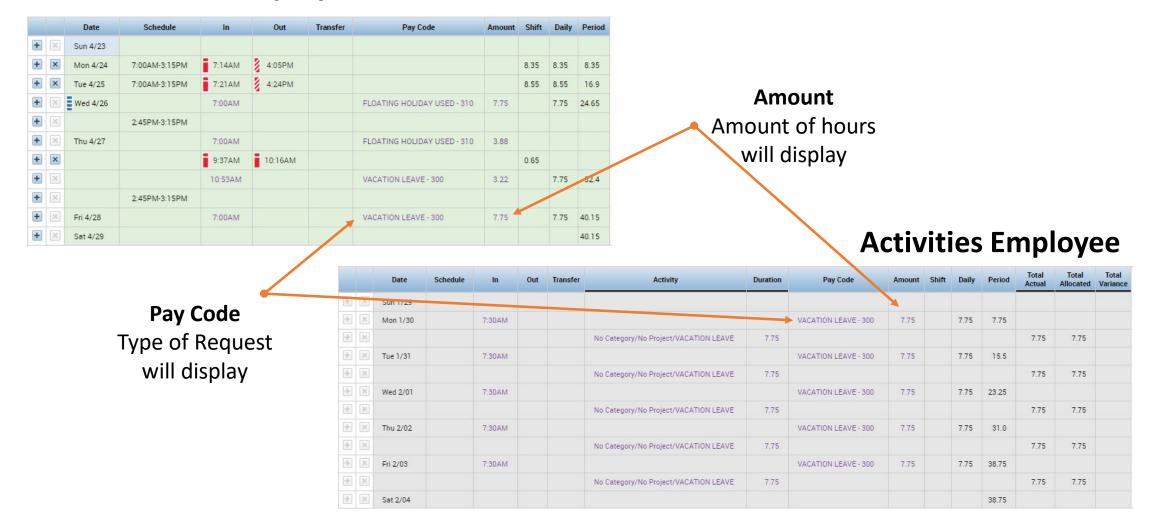
Request Folder Section 4

- There are two tabs in this section.
 - 1. "Request Detail"
 - 2. "Accruals"



Approved Time Off

Non-Activities Employee



Next up...

Reviewing and Approving Employee's Timesheet in Kronos