

# Leave Time Reporting in Titan's Direct

## Q & A

### Employee Questions

1. **I submitted a leave request for time off which has not been approved by my supervisor but need to make a change. Can I unsubmit my leave request?**

You can unsubmit a leave request and edit your request if your request status is **Submitted**. This means that your supervisor has not yet approved or rejected your request. Select the **Unsubmit** button for the request and the leave request status will be changed to **Draft**. This will enable you to make changes to the request and resubmit it to the supervisor. Or, you can delete the request entirely. Self Service sends an automated email to the leave approval supervisor and any current proxies to notify them that you have unsubmitted your leave request.

2. **I submitted a leave request for time off which has been approved by my supervisor but now need to make a change. Can I unsubmit my leave request?**

Employees can withdraw a leave request if the request status is **Approved**. You cannot withdraw a request that has any other status. On the Leave Request detail page, click **Withdraw**. In the Withdraw Leave Request prompt, enter a comment in the Reason field, then click **Withdraw**.

3. **My leave request has been approved by my supervisor but I do not need to take this time off now. How can I update the system?**

If your leave request has been approved, you can **withdraw** your request. The system will require you to add comments. The withdrawn request will remain in your Outstanding Leave Requests as **Approved** but the little paper icon to the right will indicate that it is pending withdrawal approval. Once your supervisor approves your withdrawal, the status will change to **Draft**. At this point, you can either **Delete** the request or revise and **resubmit**.

4. **I submitted a leave request for the next fiscal year but do not see my leave balance total reduced. Why?**

Requests for leave in the future fiscal year are held in a separate "bucket" labeled: Total Requested Future Plan Year". Your leave balance will not include the total until year end processing is completed. They are available to view on the left side of your Leave Request screen.

5. **As the Administrative Assistant to the department, how will I know if a Leave Request has been approved by the Supervisor?**

Administrative Assistants will continue to use the department's timesheets to complete the PTAA forms.

**6. I want to schedule Fridays off over several weeks. How should I make my request?**

The maximum allowed span of time to be taken in one request is two weeks. As an example, if an employee wants to take a month (4) of Fridays off, they can submit their request in 2 individual requests of 2 Fridays off in each request. Or the employee can make an individual request for each Friday requested off.

**7. How does the system handle request if I want to use different types of leave?**

In order for the system to capture the time used, each request must be of the same leave type. For example, if you want to request 1 day of Personal time and 2 days of vacation during the same week, you must submit 2 requests: 1 request for personal time and 1 request for the 2 vacation days.

**8. I see there is a Comments button. Is it necessary to add comments?**

Comments are not necessary when submitting a request although they can be added. Comments are required if a supervisor rejects a request or anytime a change is made to an existing request, Comments are required to describe the change.

**9. How will my supervisor know that I have submitted a leave request?**

The system generates an email to the supervisor when an employee submits a leave request, when a leave request is approved or when any changes are made to a request.

**10. I accidentally entered the wrong number of hours for the day taken. How do I correct?**

The request must be returned to you for correction. Your supervisor cannot make corrections.

**11. How do I report the number of hours when taking time off?**

For employees who work 35 hours per week, they should indicate 7 hours for a full day off. 40 hours employees would indicate 8 hours. During the summer months, if an employee is working a compressed work week, the hours to report for a full day would be 8.75 or 10 respectively.

**12. I am requesting a vacation week off which falls into 2 pay periods. Do I need to submit more than time request?**

No, the leave request system works independently of the pay periods. Only one request is needed.

**13. I am a part-time employee who is able to submit my sick time on my time sheet in Titan's Direct. Will the process change for me?**

No, because you are currently able to indicate your leave time requests in the webtime entry module of Titan's Direct, your process will not change.

## Supervisor Questions

1. I will be on vacation and not able to review and process leave requests during the time away. How should requests received during this timeframe be handled?

Leave requests submitted while a supervisor is out of the office can remain outstanding until the supervisor returns and can review and approve. This is ideal for departmental operations. However, a supervisor may request to have a proxy established for requests received while they are away. The supervisor will need to contact HR to make the request for proxy and advise of the duration of the absence. Employees designated as proxy will be able to see all the employees reporting to the supervisor.

2. **One of my employees requested to take 4 Fridays off in the summer in one request? Can I approve?**

No, the supervisor should reject the request and advise the employee to resubmit as 2 or more requests. Requests should not span more than 2 weeks.

3. **If I already have a proxy established for processing/approving part time employee timesheets, do I still need to establish a proxy for leave requests?**

Yes, proxies for webtime entry (time sheets) and leave requests (time off) work independently.

4. **I have a proxy established for my leave time requests while I am out on leave of absence. Will the proxy receive email notifications from the system to advise them of requests that are made?**

Yes, proxies will receive email notifications from the system while they are designated as proxy. Proxies for leave requests should be used infrequently in situations where the supervisor is out for an extended period. If a supervisor is on vacation for 1 or 2 weeks, the request can remain outstanding and the supervisor can review and approve upon their return.