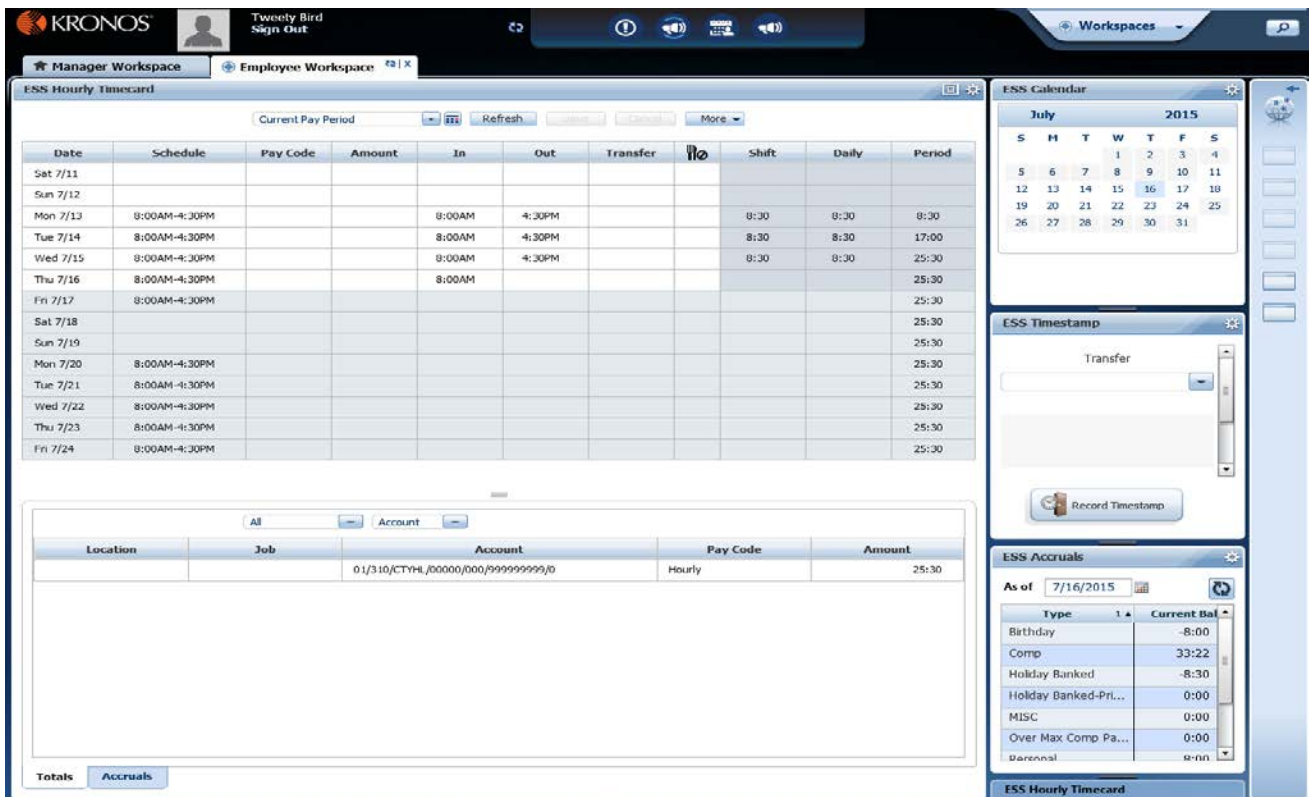


Submitting a Time Off Request (TOR) with Navigator

Employees are able to submit time off requests by using their access in Navigator. TORs are submitted as *Full Day* (your shift) or *incrementally by Hours*. Below is an employee's navigator page.



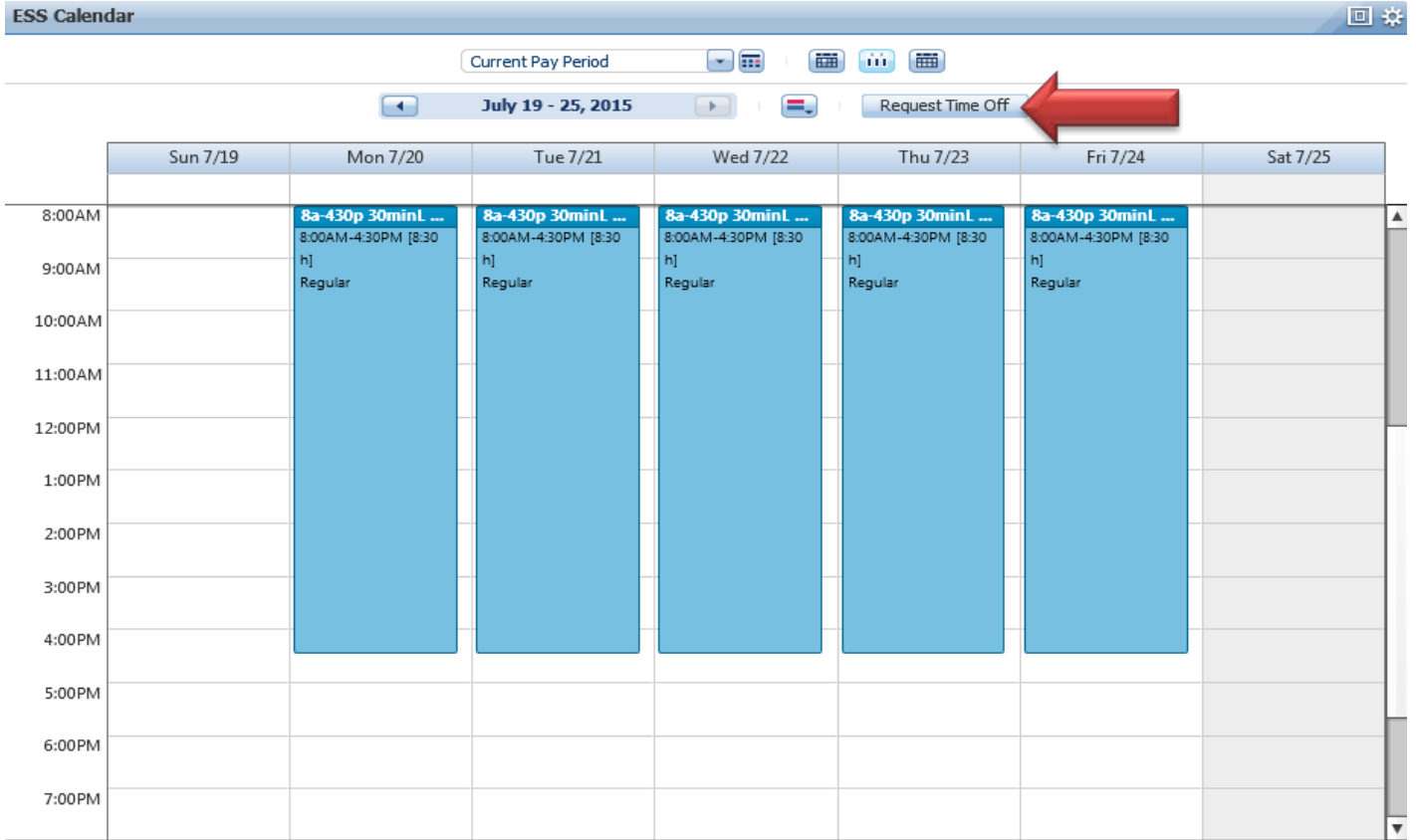
1.) Open up your Calendar:

- a. Submitting a TOR requires you to open up your 'ESS Calendar.' The ESS Calendar is located on the top right of your navigator home page. Click on the bolt symbol and select '**Pop-out**' to maximize your calendar –



2.) Click on Request Time Off button:

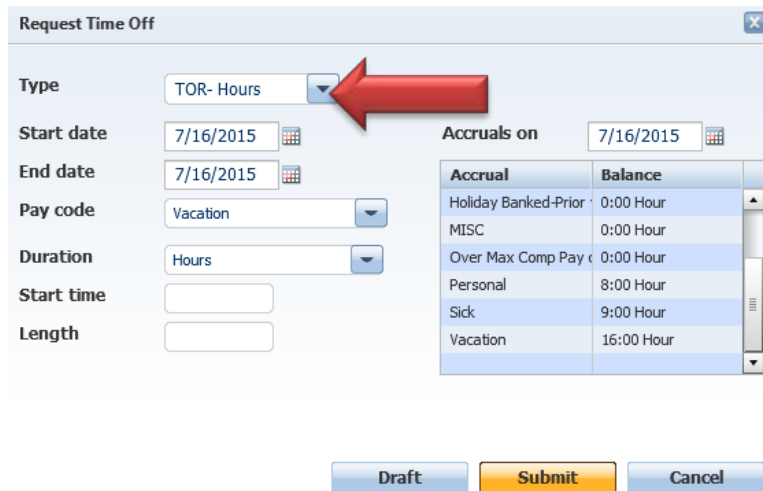
- a. Your screen will display your expanded your calendar. Click on the ‘Request Time Off’ button -



The screenshot shows the 'ESS Calendar' interface. At the top, there is a 'Current Pay Period' dropdown set to 'July 19 - 25, 2015'. Below this is a calendar grid with columns for each day from Sunday 7/19 to Saturday 7/25. The grid shows work hours from 8:00AM to 7:00PM. A red arrow points to a 'Request Time Off' button located in the top right area of the calendar view.

3.) The Request Time Off displayed - Two Types of TORs:

- a. TOR-Hours gives the employee the capability to submit leave through increments no lower than a quarter of an hour –



The screenshot shows the 'Request Time Off' dialog box. The 'Type' dropdown menu is set to 'TOR- Hours', with a red arrow pointing to it. Other fields include 'Start date' (7/16/2015), 'End date' (7/16/2015), 'Pay code' (Vacation), 'Duration' (Hours), 'Start time', and 'Length'. An 'Accruals on' field is also set to 7/16/2015. A table shows the following accruals and balances:

Accrual	Balance
Holiday Banked-Prior	0:00 Hour
MISC	0:00 Hour
Over Max Comp Pay	0:00 Hour
Personal	8:00 Hour
Sick	9:00 Hour
Vacation	16:00 Hour

At the bottom of the dialog box are three buttons: 'Draft', 'Submit', and 'Cancel'.



- i. Select the **Start Date** of your leave and **End Date** of your leave:

Request Time Off

Type: TOR- Hours

Start date: 7/20/2015

End date: 7/20/2015

Pay code: Vacation

Duration: Hours

Start time: 8:00AM

Length:

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- ii. Select the pay code (or leave) that you will be using:

Request Time Off

Type: TOR- Hours

Start date: 7/20/2015

End date: 7/20/2015

Pay code: Personal Taken

Duration:

Start time:

Length:

- Personal Taken
- Sick Leave
- Vacation

- iii. Input the **start time** that your leave will begin for the day and input the **length** (amount) of leave you will be using:

Start time: 8:00AM

Length: 2:00

- iv. Click **Submit** to send the request to your immediate supervisor for approval:

HAMPTON VA



- b. **TOR-Schedule** gives the employee the capability to submit leave for their full scheduled day or ½ of their scheduled day and NOT in increments:

Request Time Off

Type: TOR- Schedule

Start date: 7/16/2015

End date: 7/20/2015

Pay code: Vacation

Duration: Full day

Accruals on: 7/16/2015

Accrual	Balance
Birthday	-8:00 Hour
Comp	33:22 Hour
Holiday Banked	-8:30 Hour
Holiday Banked-Prior	0:00 Hour
MISC	0:00 Hour
Over Max Comp Pay c	0:00 Hour
Personal	8:00 Hour

Draft Submit Cancel

- i. Select your **Start Date** and **End Date**:

Start date: 7/20/2015

End date: 7/20/2015

Pay code: Vacation

Duration: Full day

Calendar: July 2015

- ii. Select your **Pay Code** (leave type):

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Pay code (indicated by a red arrow)

- Vacation
- Birthday Taken
- COMP Taken
- Holiday Banked Cascade
- Jury Duty
- K-9
- Military Leave
- Misc Taken
- Personal Taken
- Sick Leave
- Vacation

Duration

raft

iii. Input the duration of your leave:

Duration

- Full day
- Full day
- Hours

iv. Click **Submit**:



4.) The TOR is pending:

- a. After submitting your TOR you can go back to your 'ESS Calendar' and view the day that you requested off -

ESS Calendar

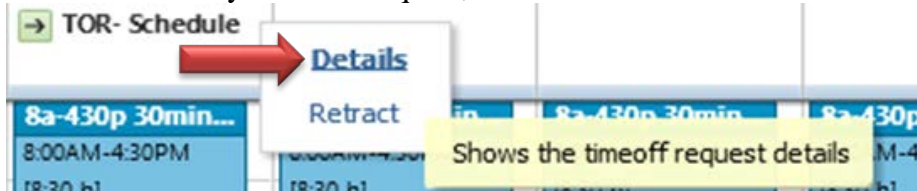
Current Pay Period

July 19 - 25, 2015

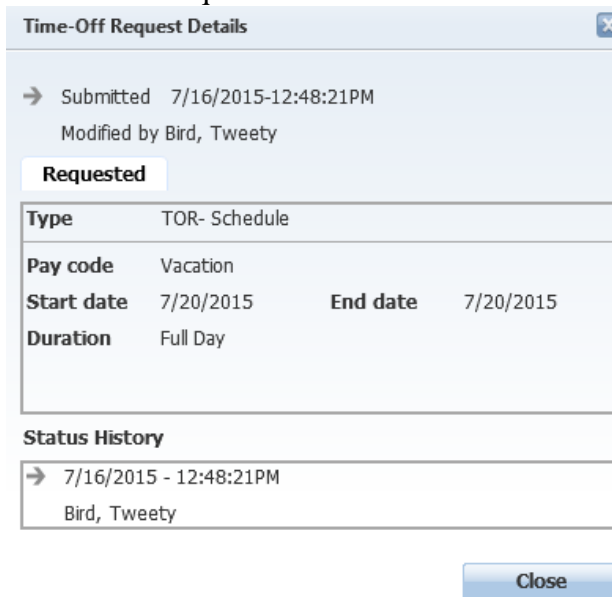
Request Time Off

	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat
		TOR-Schedule					
8:00AM		8a-430p 30min... 8:00AM-4:30PM [8:30 h] Regular	8a-430p 30min... 8:00AM-4:30PM [8:30 h] Regular	8a-430p 30min... 8:00AM-4:30PM [8:30 h] Regular	8a-430p 30min... 8:00AM-4:30PM [8:30 h] Regular	8a-430p 30min... 8:00AM-4:30PM [8:30 h] Regular	
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							

b. To view the details of your leave request, click on the **details** –



i. Display of Time-Off Request Details then click on close –



c. To retract your leave, click on **Retract** –



i. Click on the **Submit** button to remove your TOR prior of supervisor approval –



Retract Time-Off Request ✕

→ Submitted 7/16/2015-12:48:21PM
Modified by Bird, Tweety

Requested

Type	TOR- Schedule		
Pay code	Vacation		
Start date	7/20/2015	End date	7/20/2015
Duration	Full Day		

Submit
Cancel

5.) **TOR approved:**

- a. The day that you have submitted a TOR for, will display in green in your 'ESS Calendar' –

