

## TIME OFF REQUEST

**You should not need to VPN in to ESS when in the office.**

CLICK "TIME OFF"

	Maximum Allowed	Earned	Taken	Currently Available
<a href="#">VACATION (H)</a>	272.00	128.26	<a href="#">56.00</a>	48.26
<a href="#">SICK (H)</a>	9999.00	721.21	<a href="#">0.00</a>	721.21
<a href="#">PERSONAL (H)</a>	16.00	8.00	<a href="#">8.00</a>	0.00
<a href="#">UNSCH HOLI (H)</a>	16.00	8.00	<a href="#">0.00</a>	8.00
<a href="#">MISC SPEC (H)</a>	9999.00	80.00	<a href="#">0.00</a>	80.00

H=Hours; D=Days.

TIME OFF SCREEN SHOWS YOUR HOURS EARNED/TAKEN AND CURRENTLY AVAILABLE (INCLUDING ANY DAYS YOU HAVE REQUESTED AND NOT TAKEN YET) = **CURRENTLY AVAILABLE**

CLICK THE TIME (VACATION, SICK, PERSONAL, ETC) ON THE LEFT TO SEE THE TIME YOU HAVE TAKEN TO DATE AND YOUR CURRENT AVAILABLE HOURS = **YOUR BALANCE**

IF YOU CLICK ON THE "TAKEN" IT WILL SHOW YOU A CALENDR VIEW OF YOUR TIME TAKEN

CLICK "MY REQUESTS"

### My Requests

[Calendar view](#)

	Earned
VACATION (H)	128.26
SICK (H)	721.21
PERSONAL (H)	8.00
UNSCH HOLI (H)	8.00
MISC SPEC (H)	80.00
	<b>945.47</b>

Dates Requested	Amount	Type	Status	Reason	Comments	Options
5/28/2021	8 hours	VACATION	Approved (not taken)		TEST	<a href="#">Cancel</a> <a href="#">Add to calendar</a>
5/19/2021 - 5/20/2021	16 hours	VACATION	Approved (not taken)		DENVER TRIP	<a href="#">Cancel</a> <a href="#">Add to calendar</a>
3/29/2021 - 3/30/2021	16 hours	VACATION	Taken	ACCRUAL USED		
3/24/2021	8 hours	PERSONAL	Taken	ACCRUAL USED		
3/3/2021 - 3/5/2021	24 hours	VACATION	Taken	ACCRUAL USED		
12/30/2020 - 12/31/2020	16 hours	VACATION	Taken	ACCRUAL USED		

H=Hours; D=Days.

\*Available amount after any outstanding requests (approved or pending approval)

**THIS SCREEN SHOWS ALL YOUR DAYS REQUESTED (TAKEN AND PENDING).**

YOU CAN “ADD TO CALENDAR” ANY DAYS TO YOUR OUTLOOK CALENDAR FROM THIS SCREEN.

**NOTE:** DATES REQUESTED COLUMN SHOWS DAYS REQUESTED IN PAYROLL CHUNKS – SO CHECK THE AMOUNT OF HOURS TO BE SURE THEY ARE CORRECT.

Dates Requested	Amount	Type	Status
5/12/2021 - 5/14/2021	24 hours	VACATION	Declined
4/26/2021	8 hours	SICK	Taken
4/8/2021 - 4/15/2021	20 hours	VACATION	Taken
4/2/2021	8 hours	UNSCH HOLI	Taken
3/25/2021	8 hours	PERSONAL	Taken
3/15/2021	5 hours	VACATION	Taken
3/15/2021	3 hours	PERSONAL	Taken
3/1/2021 - 3/2/2021	10.40 hours	SICK	Taken
1/14/2021 - 1/18/2021	24 hours	VACATION	Taken

CLICK “REQUEST TIME OFF”

SELECT DATES FROM THE CALENDAR FOR THE DATES YOU ARE REQUESTING OFF – IT WILL HIGHLIGHT ON THE CALENDAR – THEN CLICK “CONTINUE”

CHOOSE THE TYPE OF DAY(S) YOU ARE REQUESTING OFF (VACATION, SICK, ETC.)

NOTE: TO THE RIGHT IS YOUR CURRENTLY AVAILABLE TIME (WHICH INCLUDES ANY DAYS YOU HAVE REQUESTED **AND NOT TAKEN YET**)

IT SHOWS IF YOU HAVE PERSONAL TIME AVAILABLE, UNSCHEDULED HOLIDAY BUT DOES NOT DIFFERENTIATE DOCUMENT AND UNDOCUMENTED SICK DAYS

CLICK “CONTINUE”

*NON EXEMPT: IF YOU ARE REQUESTING ANY PARTIAL DAYS, YOU CAN EDIT THE TIME AS NECESSARY IN THE BOX NEXT TO THE APPROPRIATE DAY.*

VERIFY YOU HAVE ENTERED EVERYTHING CORRECT AND ADD COMMENTS IF NECESSARY.

CLICK "MAKE REQUEST" (IGNORE THE DROP DOWN MENU SELECTIONS)

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/20/2021	8 hours	SICK	In progress		TEST	<a href="#">Cancel</a> <a href="#">Add to calendar</a>

IT WILL SHOW YOU THE DAY(S) YOU HAVE REQUESTED AND THE STATUS. ONCE THE SUPERVISOR HAS APPROVED, THE STATUS WILL TURN TO "APPROVED". IF THE SUPERVISOR REJECTS YOUR TIME OFF IT WILL SHOW "REJECTED" AND COMMENTS

*IF YOU CANCEL YOUR REQUEST – IT WILL BE REMOVED FROM YOUR CALENDAR AND YOUR SUPERVISOR WILL RECEIVE AN EMAIL YOU HAVE CANCELED.*

ON THIS SCREEN YOU CAN "ADD TO CALENDAR" FOR YOUR OUTLOOK CALENDAR.

IN THE UPPER RIGHT-HAND CORNER OF THIS SCREEN, YOU WILL SEE "CALENDAR VIEW"

THE CALENDAR VIEW WILL SHOW YOU THE YEAR (IN DROP DOWN MENU) AND THE HIGHLIGHTED DAYS YOU HAVE TAKEN OR REQUESTED. CLICK ON THE DAY ON THE CALENDAR AND IT WILL SHOW YOU YOUR DETAILS.

Wednesday 3/24/2021 [Close](#)

Name	Amount	Reason	Comment	Type	Status
BOYER JAUDES, CAROL J	8.0000 Hour	2 - ACCRUAL USED		PERSONAL	ApprovedTaken

EXEMPT EMPLOYEES WHO WORK IN THE OFFICE ALL OF THE WORK WEEK WITH NO EXCEPTIONS – YOU DO NOT NEED TO ENTER OR SUBMIT A TIMESHEET.

**REMINDER: MUNIS ESS IS DIFFERENT LOGIN/PASSWORD THAN MUNIS ACCOUNTING. IF YOU NEED A PASSWORD RESET CONTACT: CAROL B., MARIANNE, OR SUSAN (NOT BRICE OR CITY IT).**

## TIPS AND TRICKS:

### DOCUMENTED SICK DAYS:

THERE IS NO WAY TO ATTACH A DOCTOR'S NOTE TO YOUR DOCUMENTED OR "SICK LEAVE" DAY IN MUNIS ESS.

WHEN ENTERING YOUR LEAVE REQUEST FOR A DOCUMENTED SICK DAY, "REQUEST TIME OFF", THEN CHOOSE THE DAY(S) ON THE CALENDAR AND "CONTINUE", CLICK "SICK" AND "CONTINUE", CONFIRM THE HOURS, AND "CONTINUE", ENTER A NOTE IN COMMENTS STATING, "DOC SICK" FOR YOUR SUPERVISOR AND "MAKE REQUEST". WHEN COMPLETED, SEND AN EMAIL TO YOUR SUPERVISOR AND CAROL B. WITH YOUR DOCTOR'S NOTE ATTACHED.

### TO CANCEL TIME OFF REQUEST AND GET DAYS BACK:

IF YOUR TIME SHEET HAS NOT BEEN APPROVED AND YOU HAVE ENTERED YOUR TIME, YOU CAN EDIT DAYS ON YOUR TIME SHEET.

IF YOU HAVE A LEAVE REQUEST IN PROGRESS (IN OTHER WORDS THAT PAY PERIOD HAS NOT BEEN PROCESSED YET) YOU CAN GO INTO "TIME OFF", "MY REQUESTS" AND CANCEL THAT LEAVE REQUEST.

AFTER YOU CANCEL THE LEAVE REQUEST AND YOU NEEDED TO EDIT THE DAYS – YOU CAN ENTER A NEW REQUEST AND SUBMIT WITH THE CORRECT DAYS FOR YOUR SUPERVISOR TO APPROVE.

### TO EDIT YOUR TIME SHEET:

IF YOUR TIME HAS NOT BEEN APPROVED, YOU CAN CLICK THE "EDIT" BUTTON AT THE TOP RIGHT OF THE SCREEN AND EDIT ANY DAYS, THEN "SUBMIT"

### TO CHANGE YOUR HOME ADDRESS:

FROM THE HOME PAGE IN ESS –

CLICK – "PERSONAL INFORMATION"

CLICK – "ADD/VIEW CHANGES"

CLICK "ADD AN ACTION"

CLICK – "OTHER"

CLICK THE BOX "ADDRESS CHANGES" –

IT WILL BRING UP ANOTHER BOX – DOUBLE CLICK THE "FT ADDRESS CHANGE" OR "PT ADDRESS CHANGE" (FULL TIME OR PART TIME) WHICH EVER IS APPROPRIATE FOR YOUR EMPLOYMENT STATUS

FROM HERE YOU CAN CHANGE YOUR ADDRESS

CHECK OR UNCHECK "UPDATE MATCHING DEPENDENT ADDRESSES" AS NEEDED

CLICK – "SUBMIT"

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