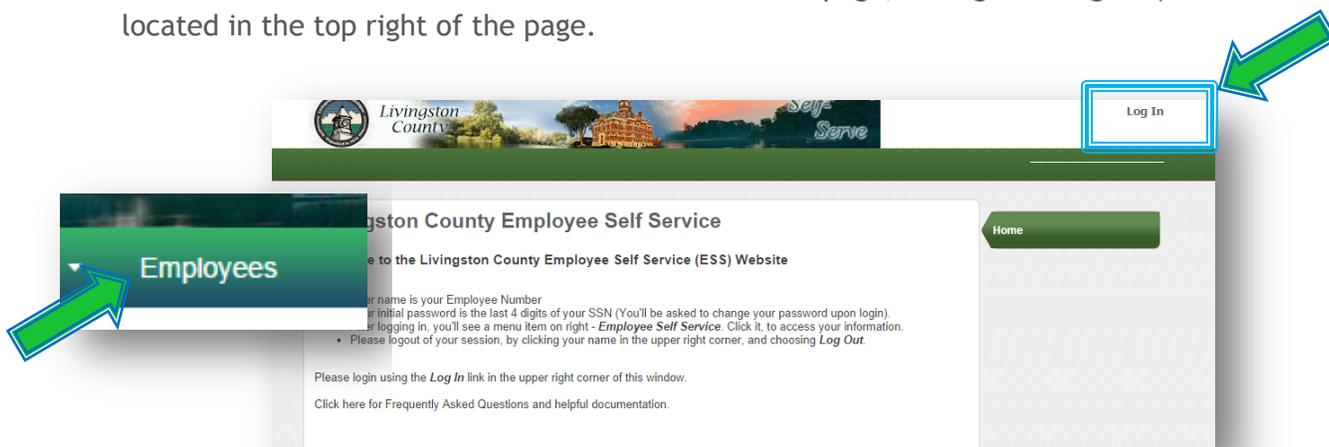


Approving Time Off

There are two ways to approve a time off request; through your dashboard in MUNIS or online through your Employee Portal (ESS).

Approving time off through ESS:

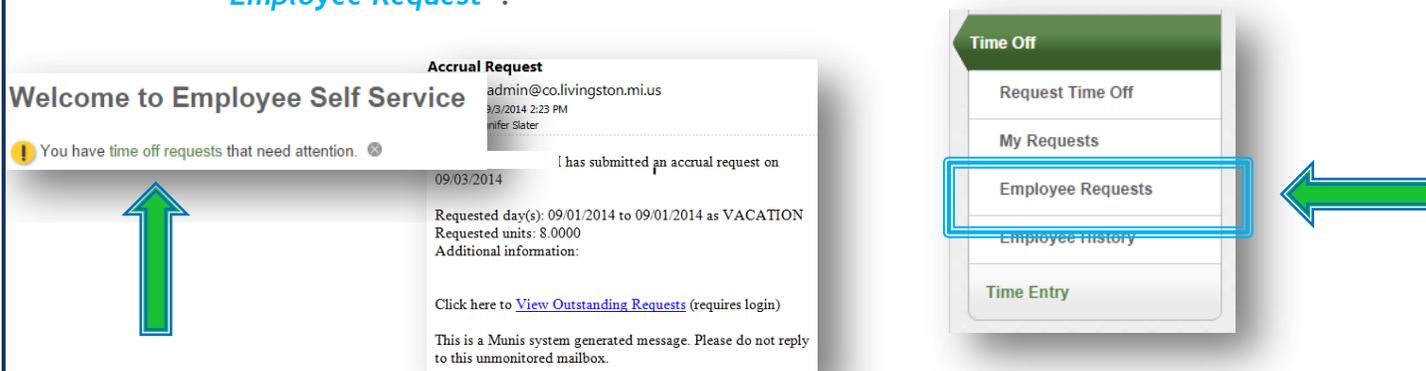
1. Goto www.livgov.com and then click on **“Employees”**. Log into the Employee Portal; make sure to read all of the instructions on the homepage, then go to **“log In”**, located in the top right of the page.



2. Click on the **“Employee Self Service”** then on **“Time Off”**.



3. If an employee has requested time off you will have a notification at the top of your screen as well as an email notification. To approve /deny the request click on **“Employee Request”**.



- Choose to **“Approve or Reject”** each request. If you choose to reject the day, it will require you to enter a comment. An automatic email will be sent to your employee along with your comments after you reject a request.

Manage Time Off Requests Calendar view

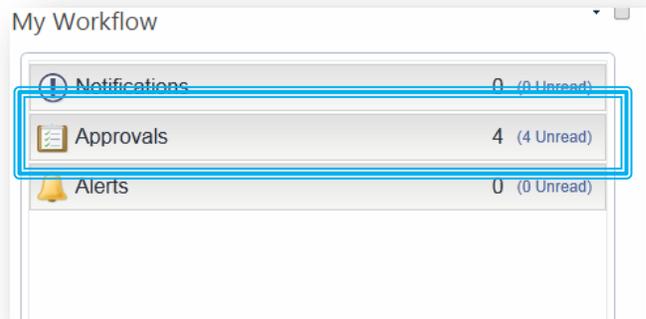
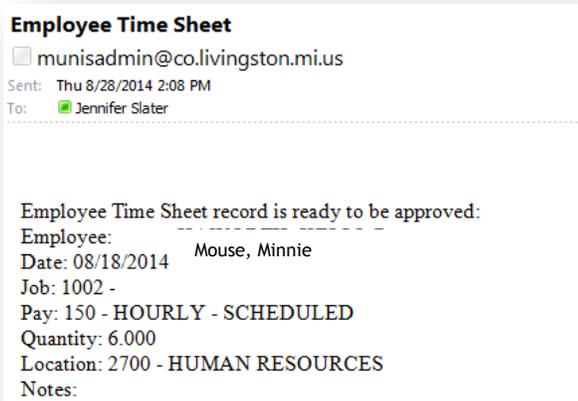
	Earned	Projected Earned	Projected Available*
VACATION (H)	37.00	37.00 through 12/20/2014	33.00 through 12/20/2014
SICK (H)	35.15	35.15 through 12/20/2014	35.15 through 12/20/2014
COMP TIME (H)	0.00	0.00 through 9/4/2014	0.00 through 9/4/2014
OVER MAX (H)	0.00	0.00 through 9/4/2014	0.00 through 9/4/2014
	72.15	72.15	68.15

Dates Requested	Amount	Type	Status	Reason	Comments
9/12/2014	4 hours	VACATION	InProgress		Going to Disney World!!!

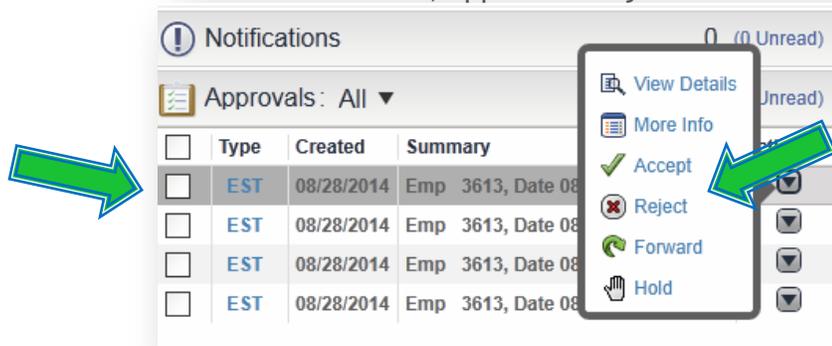
Approve | Reject | Forward to: _____ old Comments: _____ Add to calendar

Approving time off through MUNIS: *(you will not be able to see available balances through this view)*

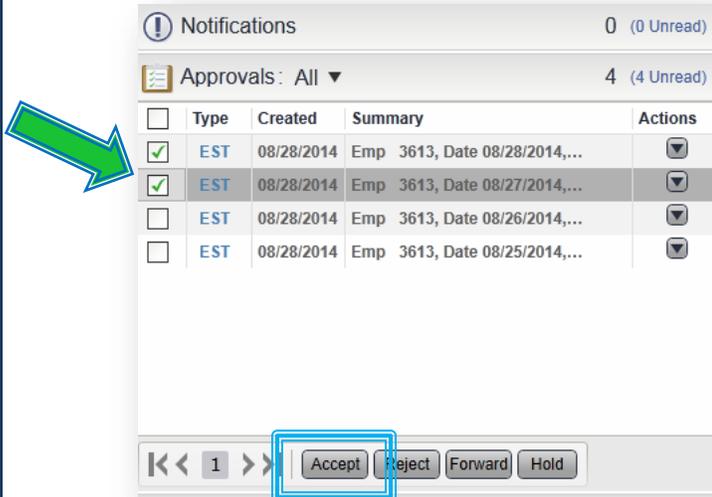
- Once your employee has entered their time, you will receive an email notification for their timesheet as well as any vacation requests.



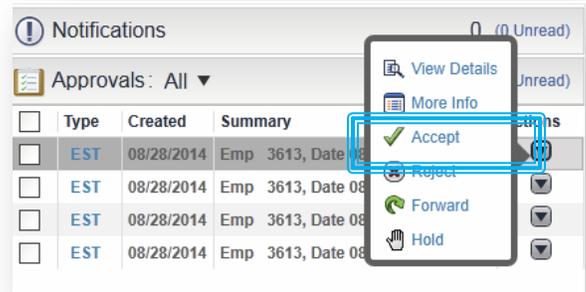
- Click on the **“Approvals”** tab to show all requests that are waiting to be approved. Click the down arrow to view details, approve or reject time



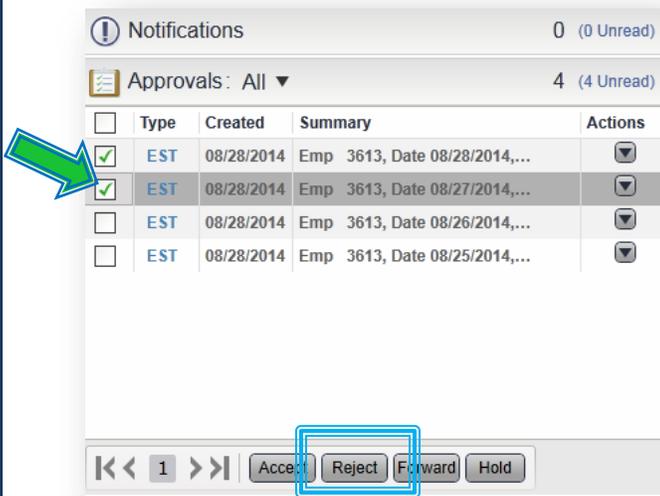
- **To Approve:** Check the days off you wish to approve, then click “Accept”



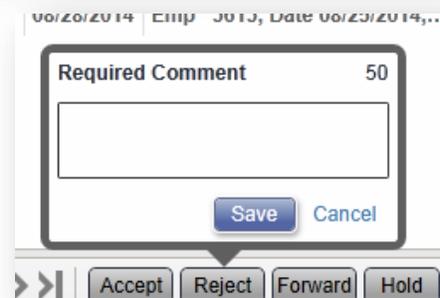
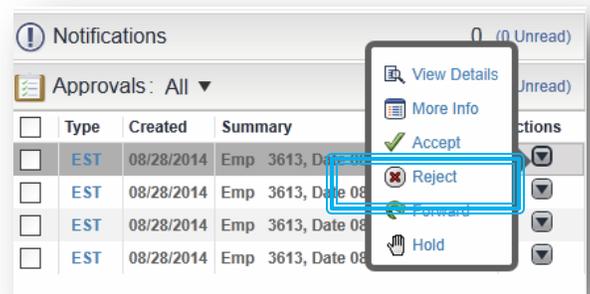
OR



- **To Reject:** Check the days off you wish to reject, then click “Reject”. You are also required to put a comment in for why you are rejecting that day. Your employee will receive an email saying that you have rejected that day and with your comments.



OR



- **To View More Details:** You can hover the day and it will display quick information including your employee's number, date, and number of hours. You can also click on the down arrow and choose more details about the request day. Then **Accept/Reject**.

Type	Created	Summary	Actions
EST	08/28/2014	Emp 3613, Date 08/27/2014,...	
EST	08/28/2014	Emp 3613, Date 08/26/2014,...	
EST	08/28/2014	Emp 3613, Date 08/26/2014, Quantity 4.000	

ESS Time Sheets
08/28/2014 02:08 PM

Details Reason | More Info

From: 08/26/2014
To: 08/26/2014
Emp: Mouse, Minnie
Location: 2700 - HUMAN RESOURCES
Job:
Pay: 150 - HOURLY - SCHEDULED

Accept Reject Forward Hold

Alerts 0 (0 Unread)

3. After you have either accepted or rejected your employee vacation requests. You will no longer see notifications for approvals.

My Workflow

Notifications 0 (0 Unread)

Approvals: All 0 (0 Unread)

Type	Created	Summary	Actions
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Accept Reject Forward Hold

Alerts 0 (0 Unread)

Settings Updated: 9/3/2014 12:30:36 PM

If you have any questions regarding requesting time off; please contact the Human Resources Department at: (517) 546-1010 or Humanresources@livgov.com