

Approving Leave & Overtime Requests

Supervisors of state employees who approve leave (RFLs) or overtime requests should use this job aid.

Note: You should check the **Approve Leave/Overtime Request** page frequently throughout each day to see if you have new leave or overtime requests.

You will receive an email reminder each day, only if there are unapproved requests waiting to be processed.

In this example, you will approve requested leave and overtime. One employee has requested 8 hours leave – five hours of vacation and three hours of personal. A second employee has requested three days off. The first employee has also requested to work 15 hours of overtime on a project during the pay period. (Remember to always follow your agency's rules for overtime requests.)

Step 1

Visit <http://myohio.gov>. Enter your User ID and Password and click **Sign In**.



Step 2

Move your cursor over the **Time and Money** tab in the top toolbar after logging in.

Select **Approve Leave/Overtime Request** from the drop-down list.



Step 3

Use the **Approve Leave/Overtime Request for Time Reporters** page to search by group ID, EmplID, a date range, or many other fields for the employees whose leave request you want to display.

The system automatically displays all employees whose leave requests you need to approve at the bottom of the page.

Approve Leave/Overtime Request for Time Reporters

Employee Selection Criteria		Get Emp
Description	Value	
Group ID	<input type="text"/>	<input type="button" value=""/>
EmplID	<input type="text"/>	<input type="button" value=""/>
Empl Rcd Nbr	<input type="text"/>	<input type="button" value=""/>
Last Name	<input type="text"/>	<input type="button" value=""/>
First Name	<input type="text"/>	<input type="button" value=""/>
Business Unit	<input type="text"/>	<input type="button" value=""/>
Job Code	<input type="text"/>	<input type="button" value=""/>
Department	<input type="text"/>	<input type="button" value=""/>
Supervisor ID	<input type="text"/>	<input type="button" value=""/>
Location Code	<input type="text"/>	<input type="button" value=""/>
Position Number	<input type="text"/>	<input type="button" value=""/>



Job Code	<input type="text"/>	<input type="button" value="Search"/>
Department	<input type="text"/>	<input type="button" value="Search"/>
Supervisor ID	<input type="text"/>	<input type="button" value="Search"/>
Location Code	<input type="text"/>	<input type="button" value="Search"/>
Position Number	<input type="text"/>	<input type="button" value="Search"/>

The system will display information about your employee(s) at the bottom of the page.

Step 4

Click the link in the **Name** column of the employee whose request(s) you want to view.

For this example, click the **Susan Employee** link.

Employees For George Manager0101					
Name	Employee ID	Empl Rcd Nbr	Unapproved Submitted Hours	Department	Reports To Pos
James Employee0102	10100903	0	24.000000	DAS	20000003
Susan Employee0101	10100621	0	10.000000	DAS	20000003

The screen displays Susan's leave and overtime request page.

Use this page to approve leave and overtime requests within the date range shown.

Step 5

- The **Leave/Overtime Request** field area shows the employee's requests for leave and comp time used/earned. Each day of leave or overtime requested will be displayed on a separate row.
- The **Request Working Overtime** field area shows the employee's request for working overtime during a future time period.
- The **Leave Balances** area shows the employee's balances for different types of leave.

Request Leave/Overtime

Name: Susan Employee0101 EmplID: 10100621
 Job Code: Customer Service Assistant 2 Empl Rcd Nbr: 0

Start Date: 03/19/2009 End Date: 03/19/2010 Approval Status: Not Approved

Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	*Quantity
<input type="checkbox"/>	Not Approved	04/21/2009	8:00AM	1:00PM	VACLV - Vacation Leave Used	5.000000
<input type="checkbox"/>	Not Approved	04/21/2009	2:00PM	5:00PM	PRSLV - Personal Leave Used	3.000000

Approved	*Start Date	End Date	*Quantity	Comments	Approver Em
Not Approved	04/12/2009	04/25/2009	15.000000	time and labor project	

The **Approval Status** dropdown list next to the **Refresh** button near the top of the page automatically displays **Not Approved**.

If you want to see the requests from this employee that you have already **Approved** or **Rejected**, click the dropdown list and select the appropriate item. Then, click the **Refresh** button.

Not Approved will always default in the dropdown list on the left side of the page because you have not yet approved the requests on this page.

Approval Status: **Approved**

Time Reporting Code	Quantity	Comments
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Dropdown menu options: Approved, Not Approved, Rejected, Request Canceled

The **Date Under Report** field in the **Leave/Overtime Request** field area displays the date(s) for which the employee requested leave.

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	
<input type="checkbox"/>	Not Approved	04/21/2009	8:00AM	1:00PM	VACLV - Vacation Leave Used	
<input type="checkbox"/>	Not Approved	04/21/2009	2:00PM	5:00PM	PRSLV - Personal Leave Used	

The **Start Time** and **End Time** display the beginning and ending time of the leave or overtime on each day.

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	
<input type="checkbox"/>	Not Approved	04/21/2009	8:00AM	1:00PM	VACLV - Vacation Leave Used	
<input type="checkbox"/>	Not Approved	04/21/2009	2:00PM	5:00PM	PRSLV - Personal Leave Used	

Time Reporting Codes (TRCs) show which type of time the employee has reported.

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	
<input type="checkbox"/>	Not Approved	04/21/2009	8:00AM	1:00PM	VACLV - Vacation Leave Used	
<input type="checkbox"/>	Not Approved	04/21/2009	2:00PM	5:00PM	PRSLV - Personal Leave Used	

The **Quantity** field displays the number of hours for the TRC in this row.

Time Reporting Code	*Quantity	Comments
VACLV - Vacation Leave Used	5.000000	
PRSLV - Personal Leave Used	3.000000	

In this example, Susan has requested **VACLV** (vacation leave) for five hours and **PRSLV** (personal leave) for three hours on the same day.

Change the dropdown list to the appropriate item:

- Approved
- Rejected

Step 6

In this example, you approve Susan's request for vacation and personal leave. Click the **Approved** item in the dropdown list.

Start Date 03/19/2009 End Date 03/19/2010 Approval Status

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	
<input type="checkbox"/>	Approved	04/21/2009	8:00AM	1:00PM	Vacation Leave Used	
<input type="checkbox"/>	Approved	04/21/2009	2:00PM	5:00PM	Personal Leave Used	

Repeat the previous step for any subsequent leave request(s).

Also, in this example, Susan has requested 15 hours of future overtime in the **Request Working Overtime** field area.

The request for working future overtime in the **Request Working Overtime** field area shows a **Quantity**, in hours, for working overtime during the time period between the **Start Date** and **End Date**.

Request Working Overtime				
Approved	*Start Date	End Date	*Quantity	Comments
Not Approved	04/12/2009	04/25/2009	15.000000	time and labor project

Submit Previous Em

The employee may enter comments in the **Comments** fields for his or her requests. You can make changes to any of the employee's comments in the **Comments** field before you submit your approval.

Change the dropdown list to the appropriate item:

- Approved
- Rejected

Step 7

In this example, you approve Susan's request for working overtime. Click the **Approved** item in the dropdown list.

Request Working Overtime				
Approved	*Start Date	End Date	*Quantity	Comments
Approved	04/12/2009	04/25/2009	15.000000	time and labor project

Submit Previous E

After you approve or reject all requests, click the **Submit** button to save your decision(s).

Step 8

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	
<input type="checkbox"/>	Approved	04/21/2009	8:00AM	1:00PM	Vacation Leave Used	
<input type="checkbox"/>	Approved	04/21/2009	2:00PM	5:00PM	Personal Leave Used	

Request Working Overtime				
Approved	*Start Date	End Date	*Quantity	Comments
Approved	04/12/2009	04/25/2009	15.000000	time and labor project

Submit Previous Employee

To process the previous/next employee's payable time, if applicable, click the **Previous or Next Employee** button.

Step 9

Leave/Overtime Request						
Cancel Request	Approved	*Date Under Report	Start Time	End Time	Time Reporting Code	
<input type="checkbox"/>	Approved	04/21/2009	8:00AM	1:00PM	Vacation Leave Used	
<input type="checkbox"/>	Approved	04/21/2009	2:00PM	5:00PM	Personal Leave Used	

Request Working Overtime				
Approved	*Start Date	End Date	*Quantity	Comments
Approved	04/12/2009	04/25/2009	15.000000	time and labor project

Submit Previous Employee

When finished, use the navigation bar to move to a different section of the Portal or click **Sign Out**.

Step 10

Home My Info Time & Money Health & Benefits Career Resources Employee Phone Search Help Ohio.gov

Welcome . You last signed in on Tuesday, September 13, 2011 at 10:47 AM | Sign out