

Workforce Tip Guide: Employee

Employee Workforce Tips: Requesting Time Off

- 1** To log onto Workforce you have the following options:
- www3.cfmws.com /workforce
 - CFMWS.com; Employee Zone; Workforce EmpCenter

2 Log on using your current wSSO username and password.

Request Access / Demande d'accès
Manage Your Account / Gérer mon compte

3

- 4** If you would like to request leave (vacation, family related, compensatory time off CTO), go into My Time Off.

5

6 Pick your pay-code option, start date, and end date of your leave. Then press enter details

Enter details for this date range.
Cancel this Time Off Request.

Action	Date Range	Paycode	Hours Requested
	11/29/2011	Vacation	7.5

- ➔ View and confirm details for this Time Off Request.
- ➔ Create new Time Off Request.
- ➔ Cancel this Time Off Request.

- 7** Review and press view and confirm that everything is correct; create new; or cancel.

Staff of the Non-Public Funds / Personnel des Fonds non publics

Home Help

Review/Finish Time Off Request

Request Summary

Date	Paycode	Hours Requested
11/29/2011	Vacation	7.5

Adjusted Bank Balances


Assignment	Bank Description	Initial Balance	Ending Balance
1767197	Vacation	49.50	42.00
1767197	Family Leave Days Usage	4.00	4.00
1767197	CTO Bank	0.00	0.00

Comments to Manager

Going to New York City for the weekend.

Exceptions

No exceptions.

 Submit this Time Off Request.
 Enter details for this date range.
 Cancel this Time Off Request.

This screen will confirm your request, and advise you of your previous vacation, family related, and used CTO days.

8

You may at this time enter in any additional comments to the manager.

Then after everything is confirmed you can either submit, enter new details, or cancel the time off request.

Staff of the Non-Public Funds / Personnel des Fonds non publics

Home Help

My Time Off

Your request has been submitted.

My Time Off

+ Create New Request

Current Past

Type	Start Date	End Date	Status
Time off - Vacation	11/29/2011	11/29/2011	Pending

9

The submission will have triggered an email to your Admin Manager to approve or reject your time off request.

Under "My Time Off" you will see that the vacation request is pending. It will remain that way until the request is approved or rejected.

10

When you click the "Home" tab at the top, it will take you back to the main page, and in the bottom right hand side of the screen, you will see "Personal Time Off Request" and you should see your request pending.

11

-----Original Message-----
 From: [Redacted]
 Sent: Wednesday, November 30, 2011 9:36 AM
 To: [Redacted]
 Subject: Time Off Request Pending

As you can see the email was automatically sent to your Admin Manager, this is the person that would [Redacted] requested time off. Please review for 12/01/2011

[Redacted] a demandé un congé. Vérifier la demande pour le 12/01/2011

To review please access: <https://www3.cfpsa.com/Workforce/>
 Pour effectuer les révisions suivez: <https://www3.cfpsa.com/Workforce/>

12

When the Admin Manager goes into to accept or reject your leave request, they will see your request broken down into days, and then they have the option to approve or reject.

13

SYSTEM@SVOTtWF0001
 [Redacted]

Time Off Request Rejected / Demande de congé refusée

The following emails are aggregated by the system:
 To: [Redacted]
 CC:
 BCC:

Your time off request for 12/01/2011 has been rejected

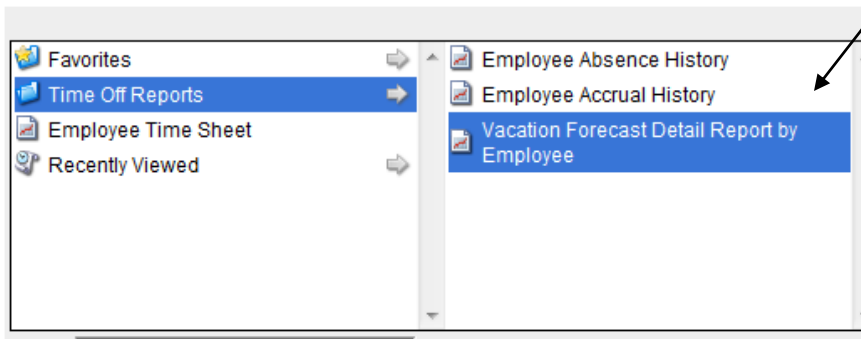
After your manager approves or rejects your request for leave, you will receive an email almost instantly stating if your request was approved or not.

14



Check my vacation balance?

15



16



Vacation Forecast Detail Report by Employee from 4/ 6/2014 to 12/31/2014

Commercial Policies V 1.0

Employee Name	Employee ID	Day of Week	Date	Initial Balance		Accruals		Vacation Already Approved		Ending Balance	
				Hours	Days	Hours	Days	Hours	Days	Hours	Days
		Sunday	04/06/2014	42.40	5.65	0.00	0.00	0.00	0.00	42.40	5.65
		Wednesday	04/30/2014	42.40	5.65	12.50	1.67	0.00	0.00	54.90	7.32
		Saturday	05/31/2014	54.90	7.32	12.50	1.67	0.00	0.00	67.40	8.99
		Monday	06/30/2014	67.40	8.99	12.50	1.67	0.00	0.00	79.90	10.65
		Thursday	07/31/2014	79.90	10.65	12.50	1.67	0.00	0.00	92.40	12.32
		Sunday	08/31/2014	92.40	12.32	12.50	1.67	0.00	0.00	104.90	13.99
		Tuesday	09/30/2014	104.90	13.99	12.50	1.67	0.00	0.00	117.40	15.65
		Friday	10/31/2014	117.40	15.65	12.50	1.67	0.00	0.00	129.90	17.32
		Sunday	11/30/2014	129.90	17.32	12.50	1.67	0.00	0.00	142.40	18.99
		Wednesday	12/31/2014	142.40	18.99	12.50	1.67	0.00	0.00	154.90	20.65

Balance at the end of each month