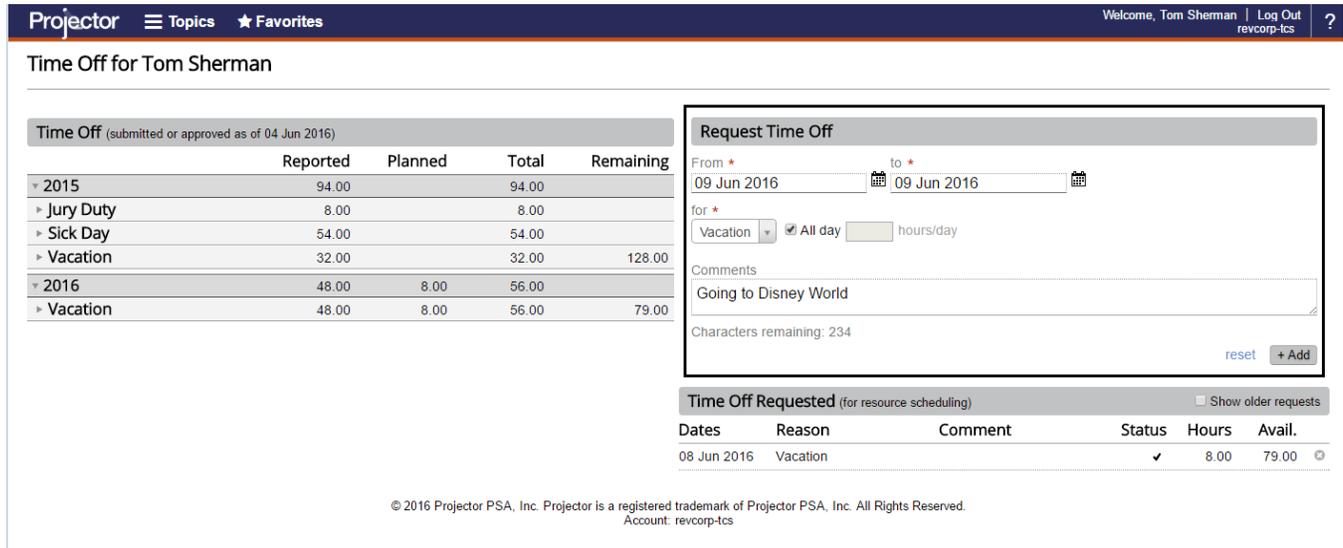


Time Off

 The Time Off area of Projector Web is used to view past time off, view future time off, and to request time off in the future. Which options are available to you depends on your installation configuration.

Time off requests are used for the future. It does not make sense to request time off for a sick day you took yesterday, but it does for the vacation you are planning next month. These requests are separate from time entry. Even if you request time off here, you will still need to visit time entry and enter the number of hours you took on a given day. Why don't we fill it in for you automatically? It is scheduled, isn't it?! Well, we have found that time off plans often change last minute, and rather than assuming how much time you took off on a given day, we ask that you explicitly enter it.

The Time Off view and request page is found by clicking **Topics | Deliver | Time Off** or by pointing your browser to <https://app.projectorpsa.com/timeOff/>



Time Off for Tom Sherman

Time Off (submitted or approved as of 04 Jun 2016)

	Reported	Planned	Total	Remaining
2015	94.00		94.00	
▶ Jury Duty	8.00		8.00	
▶ Sick Day	54.00		54.00	
▶ Vacation	32.00		32.00	128.00
2016	48.00	8.00	56.00	
▶ Vacation	48.00	8.00	56.00	79.00

Request Time Off

From * 09 Jun 2016 to * 09 Jun 2016

for * Vacation All day hours/day

Comments
Going to Disney World

Characters remaining: 234 reset + Add

Time Off Requested (for resource scheduling) Show older requests

Dates	Reason	Comment	Status	Hours	Avail.
08 Jun 2016	Vacation		✓	8.00	79.00

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Account: revcorp-tcs

Permissions and Settings

Each resource has access to their Time Off page. Administrators with the [cost center permission View Time Off for Others](#) can also view a resource's page.

To enable time-off requests, see the [general permission Resources can \(time off\)](#). You can choose from

- Read-only
- Request
- Book time off

Request Approval

Approvers for time off *requests* are:

- users with the [cost center permission Approve and Maintain Resource Time Off](#)
- user on a [resource's profile](#) set to **Approve Time Off Requests**

To actually approve time off, go to Topics | [Scheduled Time Off](#)

Actual approval

When a resource actually takes the time off, they'll enter it in time entry. Approvers for this time are:

- users with the [cost center permission Approve Time](#)
- user on a [resource's profile](#) set to **Approve Time**

Your minimum time off requesting granularity is determined by [scheduling granularity](#). Time off can be scheduled in increments as small as 3 minutes and as large as 8 hours. Requests cannot be longer than 365 days.

Balances shown in the Remaining column are set on a per resource basis from the [Time Off Reason Editor](#).



Zero Hours Requested

If you receive the message "No work hours remain for the date range" then there are two likely explanations. First, that it is already a scheduled holiday based on your location. You can check by viewing that day in time entry. If the day is grayed out, it is a holiday. Second, you already have a request in for that day.

Time Off

The screen is broken down into three subsections.

Historical and Future Time Off

Shows all the actual time off you took as of last week. Shows all the future time off you have scheduled from this week on. If a time off reason has tracking enabled then you'll see values in the Remaining column. The value can be positive or negative.

Time Off (submitted or approved as of 04 Jun 2016)				
	Reported	Planned	Total	Remaining
▼ 2015	94.00		94.00	
▶ Jury Duty	8.00		8.00	
▶ Sick Day	54.00		54.00	
▶ Vacation	32.00		32.00	128.00
▼ 2016	48.00	8.00	56.00	
▶ Vacation	48.00	8.00	56.00	79.00

Request Time Off

Only available if time off requests are enabled for your user. Enter the date range you would like off, the reason, the length of time, and an optional comment. On add, you'll be prompted to email a designated approver with your request.

REQUEST TIME OFF

From * 01 Jan 2015 to * 03 Jan 2015

for *
Personal Day All day hours/day

Comments
I plan on partying like it's 1999. I'll need two days to recover from my hangover.

Characters remaining: 173

reset

Submit time off request

8.00 effective hours requested

Send approval request by email to:

- Andy Smith
- Charles Flood
- Cindy Flynn
- Gabrielle Gonzalez
- Guest User
- Harve Solomon
- Harvey Sanchez
- Joe Collins
- Larry Krakauer
- Luke Wright

Message to approvers:
Delivery man coming.

Characters remaining: 235

Time Off Requested

Displays a list of all your time-off requests from today on. If you would like to see the status of older requests, tick the checkbox **Show older requests**. Results are shown through Jan 1 of the previous year.

TIME OFF REQUESTED (for resource scheduling) Show older requests

DATES	REASON	COMMENT	STATUS	HOURS
24 Nov 2014 to 26 Nov 2014	Vacation	I would like to tak...		24.00 
11 Dec 2014	Personal Day	Tom's birthday!!!		8.00 
24 Dec 2014	Vacation	Christmas Eve please!		8.00 
01 Jan 2015 to 02 Jan 2015	Vacation	I plan on partying ...		16.00 

Icon	Description
	Submitted, awaiting approval
	Approved
	Rejected
	Delete this request