

How to Approve VTO in UltiPro

How to Approve VTO

When an employee submits a Volunteer Time Off request, a message is sent to the supervisor. As a result, when the supervisor initially logs in to Time Management, a message appears notifying the supervisor of the request.

You have the option of responding to the request immediately or waiting until a later time. The message can be accessed later by selecting the MESSAGES tab, or the request can be accessed directly from the SCHEDULER tab, and then select REQUESTS.

Staff that use Smart Square for time off requests will need to go directly to their supervisor for VTO. The supervisor is responsible to add VTO within their timecard. You must add the organization where the employee would like to volunteer within the notes section in UltiPro.

You must respond to the Request before the requested Volunteer Time Off date.

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From the SCHEDULER page, in TIME MANAGEMENT, select the REQUESTS link to review the request.

The screenshot shows the UltiPro web interface. The navigation menu at the top includes 'Administration', 'Schedul... (circled)', 'Employee...', 'Reports', 'Preferences', 'EWS Setup', 'Users Setup', 'Company Setup', 'Rules Setup', 'NEWS', 'Payroll', 'HW Devices', 'Dashboard', and 'Access'. Below the menu, the 'Manage Time-Off Requests' page is displayed. It features a summary bar with 'TO DO' counts: 48 All, 47 New, 0 Modify Pending, and 1 Cancel Pending. Below this is a search filter section with 'Requested Date' (From: 09/05/2017, To: 09/05/2017) and 'Request Status' (Is: Pending). The result summary indicates '1 Employee, 0 Approved, 1 Pending, 0 Declined, 0 Canceled'. Action buttons for 'Approve', 'Deny', and 'Email Calendar Appointment' are visible. A table lists the request details for Donna Salak, showing 8.00 hours requested and 174.22 hours available, with a status of 'Pending'.

Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
Donna Salak	PTO	8.00	174.22			08/31/2017 02:26 PM	From: 09/05/2017 To: 09/05/2017	Linda Heffernan	Pending	07/01/2013

How to Approve VTO

Click on the  under the COMMENTS column.


Manage Time-Off Requests



TO DO 66 65 0 1
All New Modify Pending Cancel Pending

Find by: Requested Date From 10/12/2017 To 10/12/2017 Search
Request Status Is
Employee Name Contains salak
[Clear Filters](#)
Result Summary: 1 Employee, 0 Approved, 1 Pending, 0 Declined, 0 Canceled Displaying 1 to 1 of 1 record(s)

Action Approve Deny Email Calendar Appointment

<input type="checkbox"/>	Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input type="checkbox"/>	▶ Donna Salak	VOL TIME OFF	8.00	8.00			10/05/2017 03:52 PM	From:10/12/2017 To:10/12/2017	Linda Heffernan	Pending	07/01/2013

Page Size: 10

How to Approve VTO

The organization where the employee would like to volunteer will display in the COMMENTS section. Please verify the organization is a non-profit organization 501(c)(3) by visiting the following website: www.charitynavigator.org

If you would like to add a comment to this box, you may click in the ADD COMMENT box.

Click Save



Comments

Save Cancel

Comments:

Employee Comment:
Ne Humane Society

Add Comment:

[Empty text box]

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Select to either APPROVE or DENY the request

Manage Time-Off Requests



TO DO	66 All	65 New	0 Modify Pending	1 Cancel Pending
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Find by: Requested Date From 10/12/2017 To 10/12/2017 Search
Request Status Is
Employee Name Contains salak

[Clear Filters](#)
Result Summary: 1 Employee(s) Approved, 1 Pending, 0 Declined, 0 Canceled
Displaying 1 to 1 of 1 record(s)

Action: **Approve** Deny Email Calendar Appointment

<input type="checkbox"/>	Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input type="checkbox"/>	▶ Donna Salak	VOL TIME OFF	8.00	8.00			10/05/2017 03:52 PM	From: 10/12/2017 To: 10/12/2017	Linda Heffernan	Pending	07/01/2013

Page Size: 10

The changes are saved, and a message is sent to the employee, advising of the approval or denial; the approved time-off is posted to the employee's timesheet.