

## Quick Reference Guide for Manager View of Furlough Days

[Link to MyTime Supervisor Manual for Step by Step Instruction on Navigation and Leave Approval](#)

**Pay Periods During Which Furlough Days May Be Scheduled**  
**Deadline for all submissions is July 10th 2020**  
**[Instructions on Furlough submissions](#)**

07/10/2020-07/24/2020  
08/10/2020-08/24/2020  
09/10/2020-09/24/2020  
09/25/2020-10/09/2020  
10/25/2020-11/09/2020  
11/10/2020-11/24/2020  
11/25/2020-12/09/2020  
12/10/2020-12/17/2020  
01/05/2021-01/09/2021  
02/10/2021-02/24/2021  
03/10/2021-03/24/2021

The samples below will show how *Submitted* and *Approved* Furlough days may be viewed from the MyTime *Managers Tab* via the *Alerts (at the top)* or by using the *Related Panes Bar Widgets* and their associated calendar. Furlough dates can be viewed by each Pay Period or for the full span of Furlough from 7/10/2020 to 3/24/2021.

**!Note** Furlough leave requests not within the above designated Pay Periods must be *Refused*. Leave requests approved in error can be cancelled by the employee and resubmitted. Step by step instruction for MyTime Leave *Approval* or *Refusal* can be found in Section X of the Supervisor Manual.

Please follow these instructions to ensure all Furlough Absence leave requests are approved.

### Alerts

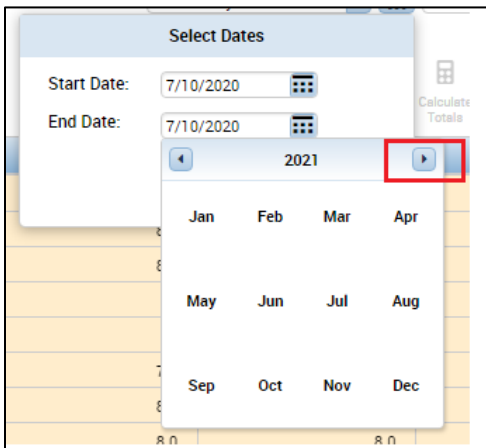
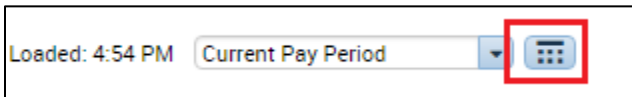


As with all *Time-Off Requests*, Furlough requests will show at the top of the supervisor's home page in MyTime.

- Select the *Alert* to be redirected to the *Requests* Widget

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code
vshurina	Time off Request	6/15/2020 4:09PM	Submitted	Shurina, Vanessa B	12/17/2020	Shurina, Vanessa B	12/17/2020	Furlough Absence
vshurina	Time off Request	6/15/2020 4:10PM	Submitted	Shurina, Vanessa B	1/08/2021	Shurina, Vanessa B	1/08/2021	Furlough Absence
vshurina	Time off Request	6/15/2020 4:11PM	Submitted	Shurina, Vanessa B	2/15/2021	Shurina, Vanessa B	2/15/2021	Furlough Absence

- Change the Calendar dates to the Furlough dates with a *Start* date of 7/10/2020 and *End* date of 3/24/21

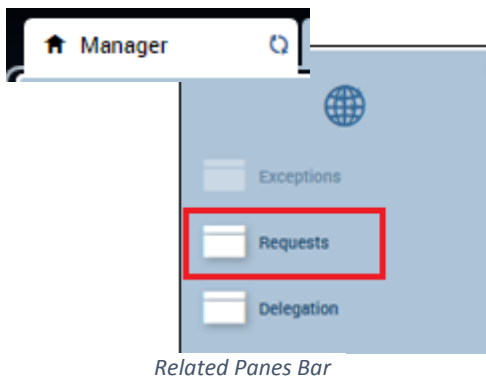


To quickly select the Furlough end date of 03/24/21, select the calendar within the *End Date* field and click on the name of the month at the top of the calendar. This will open the 12 month view.

Use the right arrow beside the month to scroll to the year 2021. Select the month of March, choose the 24<sup>th</sup> and then *Apply*.

- Approve or Refuse the Leave as noted in Section X of the manual.

Navigation from Managers Workspace (Tab) using the Requests Widget



Related Panes Bar

Starting from the Manager Tab, Select *Requests* from the *Related Panes Bar*

- On the Requests tab, change the Calendar from *Current Schedule Period* to Furlough date range of 7/10/20 – 3/24/21 (as seen above)
- Change *Submitted Status* field to *All Statuses* to view *Approved and Submitted Time off Requests*.

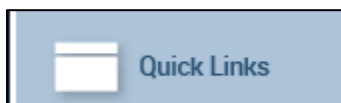
Requests								
Time-Off		All Statuses (9)		7/10/2020 - 3/24/2021, S.				
Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code
vchapman	Time off Request	6/09/2020 6:06PM	Approved	Shurina, Vanessa B	7/13/2020	Shurina, Vanessa B	7/20/2020	Annual Time
vchapman	Time off Request	6/15/2020 4:08PM	Approved	Shurina, Vanessa B	8/14/2020	Shurina, Vanessa B	8/14/2020	Furlough Absence
vchapman	Time off Request	6/15/2020 4:08PM	Approved	Shurina, Vanessa B	9/04/2020	Shurina, Vanessa B	9/04/2020	Furlough Absence
vchapman	Time off Request	6/15/2020 4:09PM	Approved	Shurina, Vanessa B	10/09/2020	Shurina, Vanessa B	10/09/2020	Furlough Absence

- Hover to the right of the Pay Code column to group by type of Time-Off Request

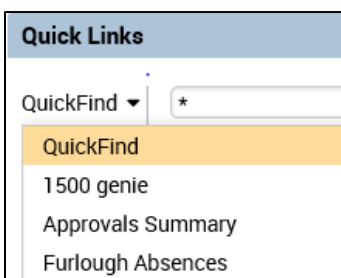
Pay Code
Furlough Absence
Furlough Absence
Furlough Absence
Furlough Absence
Furlough Absence

### Navigation from Managers Workspace (Tab) using the Quick Links Widget

Using the *Quick Links* from the Related Panes Bar, you can view the Requested hours of Furlough Absences by Pay Period. Adding the *GoTo* tool will allow the view of all Approved Furlough days outside the Pay Period and 30 day view restriction.



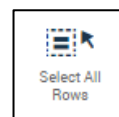
- Select *Quick Links*



- From the *QuickFind* dropdown, select *Furlough Absences*
- This will show you the number of Furlough days for the period of time in your Calendar selection, not to exceed 30 days.

If you wish to view more than the current Payroll Period or more than 30 days, you may do so by the Schedule tool.

- Change the Calendar days to the full span of Furlough Days (7/10/20-3/24/21)
- Select One employee or use the Select All Rows icon to highlight all rows



- Using the orange *GoTo* tool -Select *Schedules*
- Scroll through the *Schedule By Employee* to view all *Approved* Furlough days.

Loaded 3:00PM 7/10/2020 - 3/24/2021, S... All Home and Transferred... Edit

Refresh Share Go To

1 Selected  
7/10/2020 - 3/24/2021, Selected range of dates

▼ Go to widget

- Requests
- Audits
- Exceptions
- People Editor
- Reports
- Schedules**

Manager
Smith, Julie R
8.0 Chapman, Vickie L

Schedules Loaded: 3:25PM

View Column Selection Visibility Filter Select all Gantt View Sorting

By Employee					6/22 - 6/28			
Name	Person ID	Assigned Manager	Pay Rule	Sch Hrs.	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25
Shurina, Vanes...	000196346	Chapman, Vicki...	CE NoMeal Co...	80.00	8:00AM - 4:00PM	8:00AM - 4:00PM	8:00AM - 4:00PM	8:00AM - 4:00PM

- Use the *Share* feature found on the right side of the Schedules page to export all schedules into excel to allow sort by employee and leave type.



Employees requesting assistance with the Furlough Request for Time Off or Approvals may contact [tess@umw.edu](mailto:tess@umw.edu) or [payroll@umw.edu](mailto:payroll@umw.edu) for assistance.