

INCORPORATED VILLAGE OF FREEPORT

Procedural Guide



Submitting a Time-Off Request

Created By: Donald Dotson

Department: ITC

Date: 2/12/20

Version: 1

Description:

Guide will provide steps to submit different types of time-off requests (Vacation, Comp Time, Personal, Floating Holiday, Jury Duty, and Bereavement).



Time-Off Request



Login to Executime

(<https://executime.freeportny.gov:7130/ExecuTime/Index.do>)



Input field for username with a user icon on the right.

Input field for password with a lock icon on the right.

SIGN IN

LOCATION: default other...
[GO TO FAST CLOCK IN/OUT SCREEN](#)

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Before you start a time off request, you can view your accumulated under Benefits Summary.

Clock In/Out

Time Card Inquiry

Timesheet Entry

Time Summary

Benefits Summary

Benefits Calendar

Time-Off Request

Hours Request

Time Approval

Click Here





Time-Off Request



When your time is approved, it will be deducted from your current balance immediately. There may be a slight delay in your sick time being up to date. Please allow the appropriate department/office to update your time accordingly.

Benefits Summary									
TOTAL	APPROVED	PENDING	DECLINED	HISTORY					
Actions	Benefit Type	Current Balance	Approved	Pending	Used	Remaining	Acc. Type	Benefit Description	
	1							VACATION	
	2							SICK	
	3							PERSONAL	
	4							COMP	
	9							FLOAT HOLI	

Clicking on the hourglass for a specific benefit will show the history of that time request (approved, declined, pending, date when time was taken)

Benefits Summary									
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	1							VACATION	
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Click Here



Time-Off Request



To submit time off, Go to Time-Off Request

A vertical list of navigation items in blue boxes. From top to bottom: Clock In/Out, Time Card Inquiry, Timesheet Entry, Time Summary, Benefits Summary, Benefits Calendar, **Time-Off Request**, Hours Request, and Time Approval. A blue box labeled 'Click Here' has an arrow pointing to the 'Time-Off Request' item.

Click on the + Sign to begin a new time entry

A vertical list of navigation items in blue boxes. From top to bottom: Clock In/Out, Time Card Inquiry, Timesheet Entry, Time Summary, Benefits Summary, Benefits Calendar, **Time-Off Request**, Hours Request, and Time Approval. To the right of the menu is a vertical list of items. The top item is a blue box with a white plus sign (+). A blue box labeled 'Click Here' has an arrow pointing to this plus sign. Above the plus sign is the text 'Showing | 100 | per'. Below the plus sign is a minus sign (-). The rest of the vertical list consists of empty white boxes with horizontal lines.



Time-Off Request



Initially the screen will look like the screenshot below(minus the black bars)

Employee: [REDACTED]

Benefit Type	---380 (VACATION ELECTRIC)	<p>Name of benefits may vary based off department/office.</p>
Start Date	02/12/2020	
Start Time	08:30	
End Date	<input type="text"/>	
Benefit Hours Per Day	0.00 [hh:mm] or [hh:mm]	
Location	[REDACTED]	
WrkGroup	[REDACTED]	
Position	[REDACTED]	<p>Name of activity code may vary based off department/office.</p>
Shift		
Activity	5000-5IT004 (IT GENERAL LABOR)	
Comment	<input type="text"/>	

Save **Reset** **Back**



Time-Off Request



In this example, I will submit a request to use 5 days of personal time

Employee: [REDACTED]

Benefit Type	---382 (PERSONAL ELECTRIC) ▾
Start Date	02/24/2020
i Start Time	08:30 ←
i End Date	02/28/2020
i Benefit Hours Per Day	7 [hh.mm] or [hh:mm]
Location	[REDACTED]
WrkGroup	[REDACTED]
Position	[REDACTED]
Shift	
Activity	5000-5IT005 (IT LEAVE TIME/DAY) ▾
Comment	<input type="text"/>

Save Reset Back

Number of hours you want to use for the day. If you work 35 hours per week, you would enter 7 hours if you wanted to use the whole day

The time you want to start your request. If you are taking the whole day off, enter your normal start time for work.

Change activity code. Name of activity code will vary based off department/office.

You have the ability to write a comment with your time off request

Once you save your request, an email will be sent to your supervisor/department head regarding your pending request. Once a decision, you will receive an email to either your work or personal email reflecting the decision.



Time-Off Request



TimeOffRequest@freeportny.gov

Time-Off Approved: [REDACTED]

To [REDACTED]

We removed extra line breaks from this message.

Employee: [REDACTED]

The state of the following time-off request was set to APPROVED:

Start Time: Wed [REDACTED] 08:30:00 EST 2020 End Time: Wed [REDACTED] 15:30:00 EST 2020

Duration: 7.00 Hours

Type: 382 (PERSONAL ELECTRIC)

Comments:

Action initiated by [REDACTED]

Please visit [\[REDACTED\]](#) for further details.

***Note* you will receive an error message/warning if you try to request for more time than you have earned. For example, you want to request for 70 hours off using vacation time, but you only have 60 hours in your time bank. You will see the following message:**

System Error

Employee: [REDACTED]

Maximum benefit time exceeded. You have 56.00 hours available!

[Back](#)

Done! The next page will show how to submit a request for funeral leave or jury duty.



Time-Off Request



Submitting a Time-Off Request (Bereavement/Jury Duty)

Go to Hours request

- Clock In/Out
- Time Card Inquiry
- Timesheet Entry
- Time Summary
- Benefits Summary
- Benefits Calendar
- Time-Off Request

Hours Request

- Time Approval

Same process mentioned above

Employee: [REDACTED]

Type	390 (JURY DUTY ELECTRIC) ▾
Start Date	02/12/2020
Start Time	08:30
End Date	
Hours Per Day	0.00 [hh:mm] or [hh:mm]
Location	[REDACTED]
WrkGroup	[REDACTED]
Position	[REDACTED]
Shift	
Activity	5000-5GL003 (LEAVE TIME/DAYS) ▾
Comment	<input type="text"/>

Save Reset Back



Time-Off Request



Title	<i>Time-Off Requests</i>			
Description	Guide will provide steps to submit different types of time-off requests (Vacation, Comp Time, Personal, Floating Holiday, Jury Duty, and Bereavement).			
Created By	Donald Dotson			
Date Created	2/12/20			
Version Number	Modified By	Modifications Made	Date Modified	Status
1				