Getting Started
A Guide for Supervisors

How to Access TimeOut

There are two ways to access the TimeOut Leave Management System.

1. You can go directly to TimeOut by logging in to TechWorks and clicking on the Access TimeOut link.

2. When you receive an email notification that an action is required, there will be a hyperlink in the email that you can use to access TimeOut.

TimeOut Tabs

As a supervisor, you will have access to three tabs in TimeOut, You, Your people, and Reports. The menu options will change as you click on each tab.

Use the You tab when you are managing your own leave.

Switch to the Your people tab when you need to review or manage another employee’s request for time off or reported leave. You will automatically be able to view and take action on your direct reports’ leave requests/reports.

If you have been designated to act as a delegate for another supervisor, you will also be able to view their direct reports once you indicate that you want to act on behalf of that supervisor.

Other supervisory tools are also provided when this tab is selected.

When the Reports tab is active, you will be able to run reports to help you review and analyze leave information.

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**Report Leave Taken During the Previous Month**

At some point between the 1st and 5th days of a given month, you will need to report any time taken during the previous month. You are still required to submit a report even if you did not take any leave.

1. Log in to TechWorks and click the **Access TimeOut** link in the Time and Leave Management pagelet.

2. On the **You** tab, select the **Monthly Reporting** item from the menu.

3. Enter time taken and submit for review by your supervisor.

   **NOTE:** If you did not take any time off during the previous month, simply click the **Submit** button and then click **OK** to confirm submission that no leave was reported.

   For more details, refer to the *How to Report Monthly Leave* Quick Reference Guide.

**Request Time Off**

You can submit a request for time off at any time.

1. Log in to TechWorks and click the **Access TimeOut** link in the Time and Leave Management pagelet.

2. On the **You** tab, select the **Request TimeOut** menu item.

3. Enter the requests and submit for review by your supervisor.

   For more details, refer to the *How to Request Time Off* Quick Reference Guide.
Review and Certify an Employee’s Leave

At some point between the 6th and 10th days of a given month, you will need to review and certify all of the leave submitted as time taken by your direct reports. If there are any errors or omissions, you can make corrections during the certification process.

1. Log in to TechWorks and click the Access TimeOut link in the Time and Leave Management pagelet.

2. On the Your People tab, select the Monthly Certification item from the menu.

3. View the Certification table and reporting status of each employee. Click on the pencil icon for each employee.

4. Review the employee’s certification details and make corrections, if necessary. If the employee has not reported monthly leave, the supervisor should enter it on their behalf. Once you are satisfied that all information is correct, click the Certify button.

For more details, refer to the How to Certify Monthly Leave Quick Reference Guide.

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Process an Employee’s Leave Request

You will receive an email notification whenever one of your direct reports submits a request for time off. You can use the hyperlink provided in the email or log in to TechWorks to access TimeOut and review the request.

If you are already in TimeOut, you will see that you have requests to approve because the Approval Requests menu item will be highlighted in yellow and show the number of pending requests.

1. On the **Your People** tab, select the **Approval Requests** item from the menu.

2. For each employee’s requests, click **Process** to review the information.

3. Take action on each leave request by selecting **Decide Later**, **Accept**, or **Reject**. You can use the **Show Calendar** link to view the monthly calendar of all your employees to help assess coverage levels within your area for the requested date(s).

4. After making selections on each date requested, click **Submit**.

The employee will receive an email notification whenever a leave request is processed.

For more details, refer to the [How to Process Leave Requests](#) Quick Reference Guide.

If you need to make any changes or corrections, refer to the [How to Make Corrections to an Employee’s Previously Reported Leave](#) Quick Reference Guide.

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View Your Leave Balances

1. In TimeOut, your real-time leave balances are conveniently displayed at the top of the home page. By default, you will see balances as of the current date.

2. You can click on any date in the calendar grid displayed at the bottom of the page to show the balances as of the selected date.

NOTE: Clicking the Vacation/Sick Balances link displayed in the TechWorks pagelet will show you the current balances stored in PeopleSoft. PeopleSoft is only updated with TimeOut data once each month so this information may appear to be out-of-date. The PeopleSoft link is most useful for employees who are not using the TimeOut system.

Additional Resources

For more information, please go to the TimeOut Training Resources page, http://www.ohr.gatech.edu/timeout/training, or simply click on the How Do I …? menu item when you are using TimeOut.

You will be able to view system demonstrations, access additional quick reference guides and view other training resources.