



Quick Reference Guide

How to Certify Leave

Step 1: Access Monthly Certification

Supervisors should certify their employees' reported leave during the certification period which is the 6th through the 10th every month. Supervisors will receive e-mail notification to access the TimeOut System to complete the monthly certification. The supervisor's "Your People" tab displays direct report employees.

1 Click **Monthly Certification** on the menu to view the certification table and reporting status of each employee.

- Select an Employee
- Approval Requests (12)
- Monthly Certification**
- Org Chart
- Summary
- Transactions
- Record TimeOut
- Remove TimeOut
- Make Adjustments
- Vacation Payout
- Profile
- Policy History
- Monthly Reporting Logs
- Activity Log
- Work Week
- How do I...?

Step 2: View Monthly Certification

2 For each employee, click on their **Pencil Icon** to view their certification details page and to certify them individually. This is also where supervisors can go to report an employee's monthly leave if they did not report their time off.

TimeOut Certification for June 2011

Employee	Summary	Status		Certify
Hernandez,Rosa	No days on file	Not Reported	Show Reporting Log	<input type="checkbox"/>
Reid,John	Vacation 40.0	Certified	Show Reporting Log	<input checked="" type="checkbox"/>
Teasley,Sharon	Vacation 16.0	Certified	Show Reporting Log	<input checked="" type="checkbox"/>
Vacation,Anita	Sick 8.0	Certified	Show Reporting Log	<input checked="" type="checkbox"/>
Wood,Natalie Simone	No days on file	Not Reported	Show Reporting Log	<input type="checkbox"/>

[Certify All](#) [Certify Checked](#)

Note: To recertify an employee, click on and certify on that screen.

Follow this process to report an employee's leave and certify them individually:

June 2011 TimeOut Certification for Rosa Hernandez [Print](#)

June 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

A From: 06/15/11
To: 06/17/11

Day Type: Vacation

Time: Whole day(s)

Comment:

A- Select Days, Day Type, and Time
B- Click Add Days
C- Enter Message for Employee
D- Click Certify

[Show Reporting Log](#)
[Reset](#)
[Add Days](#)
[Go Back](#)

Date	Day Type	Hours	Comment
Wed 06/15/11	Vacation	8.0 hours	
Thu 06/16/11	Vacation	8.0 hours	
Fri 06/17/11	Vacation	8.0 hours	

C Message for Employee:

D [Certify](#)



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Step 3: View Employee Reporting Log

- Select an Employee
- Approval Requests (12)
- Monthly Certification**
- Org Chart
- Summary
- Transactions
- Record TimeOut
- Remove TimeOut
- Make Adjustments
- Vacation Payout
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- Policy History
- Monthly Reporting Logs
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While on the certification details page, click the employee's **Show Reporting Log** button to see the following details:

- Leave requests for the month
- Changes made during the reporting and certification periods

June 2011 Reporting History for Olya Klein

At the beginning of the reporting process the following TimeOut was on file:

Fri 06/10/11	Sick	8.0
Mon 06/13/11	Vacation	8.0
Tue 06/14/11	Vacation	8.0
Wed 06/15/11	Vacation	8.0
Thu 06/16/11	Vacation	8.0
Fri 06/17/11	Vacation	8.0
Mon 06/20/11	Vacation	8.0

On Thu 06/16/11 8:54 AM Olya Klein Reported with the following changes:

Excluded or Removed	Mon 06/20/11	Vacation	8.0
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❸ If the supervisor did not certify individual employees while viewing their certification details, the supervisor can return to the certification table to complete the process. Select employees to certify. Click **Certify All** for all employees or the **Certify** checkbox for individual employees.

The certification table remains available during the certification period if the supervisor needs to click on an employee's **Pencil Icon** to make additional changes to the monthly leave. Employees will receive an e-mail notification when changes are made to their monthly leave.

TimeOut Certification for June 2011

Employee	Summary	Status		Certify	
Hill, Steve	Sick 24.0	Reported	Show Reporting Log	<input checked="" type="checkbox"/>	
Klein, Olya	Vacation 40.0 Sick 8.0	Reported	Show Reporting Log	<input checked="" type="checkbox"/>	
Rotolo, Salvatore	Vacation 16.0	Reported	Show Reporting Log	<input checked="" type="checkbox"/>	

Certify All
Certify Checked

Note: To recertify an employee, click on and certify on that screen.