

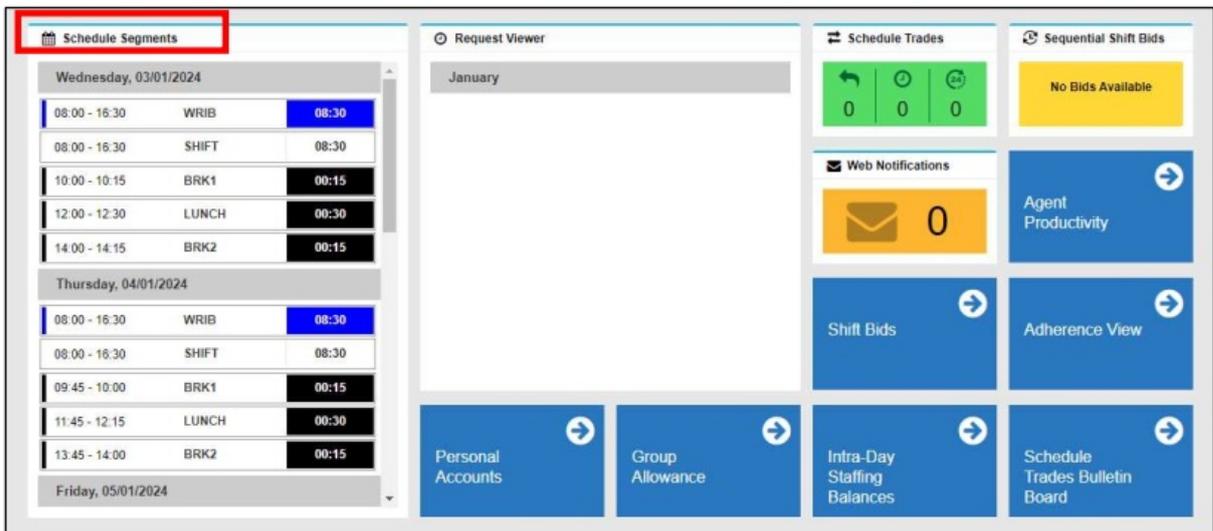
# Submitting Time-Off Requests in Alvaria

Last Modified on 01/08/2024 12:03 pm EST



## Requesting Time-Off in Alvaria

1. On the Home screen, click on "Schedule Segments".



2. Click the + sign and [Add Segment](#).

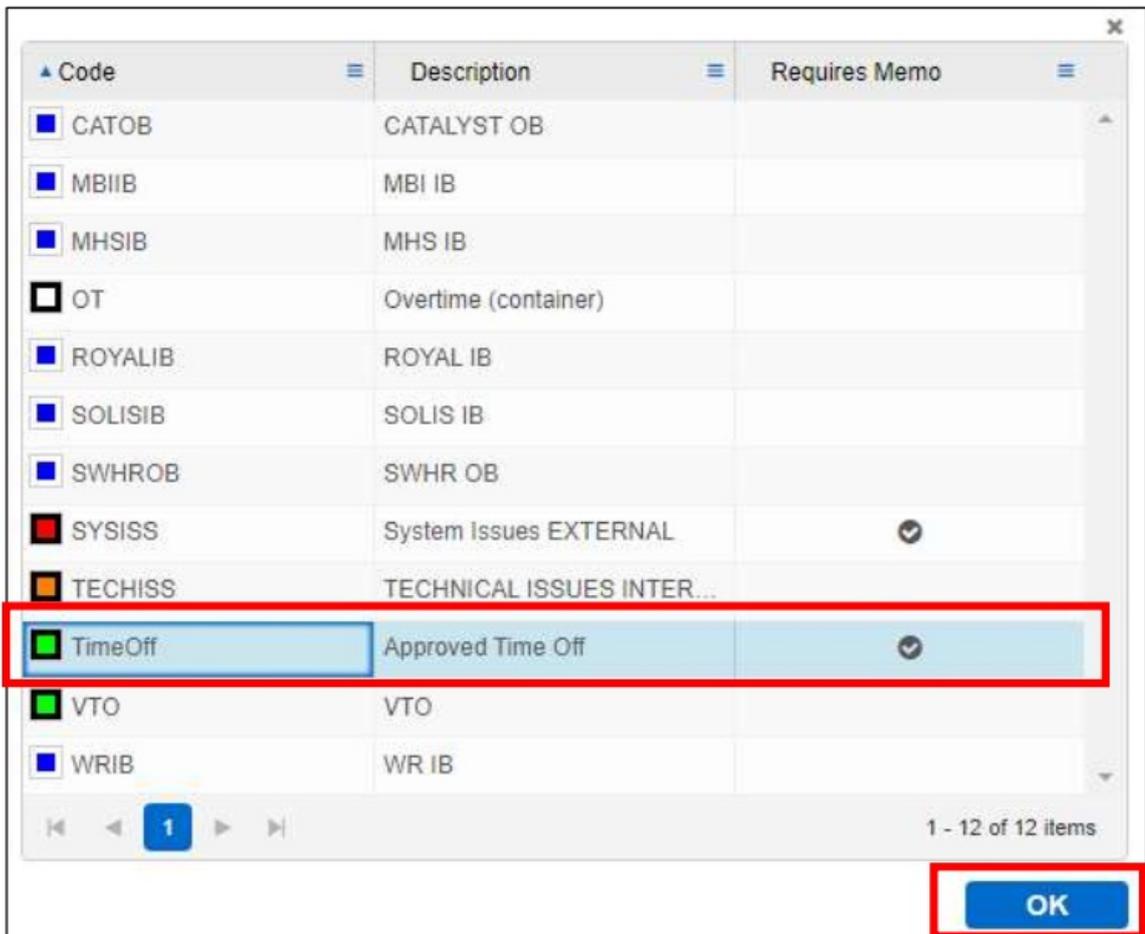


3. One the Add Segment window, you will fill in the details about the request.

1. To select the [Code](#), press the search button. Another box will open, press "Yes".



2. Select code "Time Off", then press [OK](#).



4. Select the start (From Date) and end (To Date) dates for the request.

<b>From Date: *</b>	<b>To Date: *</b>
08/01/2024	08/01/2024

5. If needing a full day, select the [All Day](#) button or select the [Start and Stop Time](#) for partial day requests. The duration will automatically adjust.

<input checked="" type="checkbox"/> <b>All Day</b>		
<b>Start Time:</b>	<b>Stop Time:</b>	<b>Duration:</b>
15:00	16:30	1 Hours 30 Minutes
<b>Begins:</b>		
Same day as the nominal date		

6. Next, enter in a comment regarding the request in the [Memo box](#). Then press, **OK**.

Memo: \*

PT APPT|

Cancel **OK**

7. Now the request will show in green as a pending change. To submit the request, you will need to press the [Save icon](#). The request is not submitted until it is saved, and you receive the "Success" window.

SCHEDULE EDITOR

07/01/2024 - 13/01/2024

07 January 2024 08 January 2024 09 January 2024 10 January 2024 11 January 2024 12 January 2024 13 January 2024

11:00

08 January 2024

15:00 - 16:30

+ [Request] (Approved) (New) [OK]

**Success**

Your schedule change request has been successfully submitted.

[Open new Request Viewer](#)

**OK**

8. Alvaria will provide an immediate response to your request. To see the results of the request, open the [Request Viewer](#).

1. **Open Status = Request Pending**
2. **Failed Status = Request Denied**
3. **Official Status = Request Approved**

Schedule Segments

Wednesday, 03/01/2024

08:00 - 16:30	WRIB	08:30
08:00 - 16:30	SHIFT	08:30
10:00 - 10:15	BRK1	00:15
12:00 - 12:30	LUNCH	00:30
14:00 - 14:15	BRK2	00:15

Thursday, 04/01/2024

08:00 - 16:30	WRIB	08:30
08:00 - 16:30	SHIFT	08:30
09:45 - 10:00	BRK1	00:15
11:45 - 12:15	LUNCH	00:30
13:45 - 14:00	BRK2	00:15

Friday, 05/01/2024

**Request Viewer**

January

Schedule Trades

0 0 0

Sequential Shift Bids

No Bids Available

Web Notifications

0

Agent Productivity

Shift Bids

Adherence View

Personal Accounts

Group Allowance

Intra-Day Staffing Balances

Schedule Trades Bulletin Board

### REQUEST VIEWER

← ★ →    12/31/2023 - 1/6/2024          **Week** ▼    **Month**

Drag a column header and drop it here to group by that column

Reques...	Earliest Affected ...	Latest Affected D...
<span>✖</span> Failed	1/3/2024	1/3/2024
<span>✔</span> Official	1/15/2024	1/15/2024

9. For additional details, you can double-click on the request and see the Request Details screen. An approved request will show "Pass" on all rules. A denied request will show "Fail" on the rule that is preventing it from being approved.

(Please get with your supervisor if you have questions on denied requests).

REQUEST DETAILS	
<span>←</span> <span>↺</span>	
<span style="background-color: #0070c0; color: white; padding: 2px;">Request Scorecard</span> Memo    Manual Updates	
<b>Dates</b>	1/15/2024 <span>🟢</span>
WRIB Closer GA <small>(WRIB Closer GA)</small>	<span>🟢</span> <b>Pass</b> <span>ℹ️</span>
Past Time Rule <small>(Past Time Rule)</small>	<span>🟢</span> <b>Pass</b> <span>ℹ️</span>
Request Date Window Rule <small>(Request Date Window Rule)</small>	<span>🟢</span> <b>Pass</b> <span>ℹ️</span>
IDP - Time Off <small>(IDP - Time Off)</small>	<span>🟢</span> <b>Pass</b> <span>ℹ️</span>

REQUEST DETAILS	
<span>←</span> <span>↺</span> <span>⬆️</span>	
<span style="background-color: #0070c0; color: white; padding: 2px;">Request Scorecard</span> Memo    Manual Updates	
<b>Dates</b>	08/01/2024 <span>🔴</span>
Past Time Rule <small>(Past Time Rule)</small>	<span>🟢</span> <b>Pass</b> <span>ℹ️</span>
Request Date Window Rule <small>(Request Date Window Rule)</small>	<span>🟢</span> <b>Pass</b> <span>ℹ️</span>
IDP - Time Off <small>(IDP - Time Off)</small>	<span>🔴</span> <b>Fail</b> <span>ℹ️</span>

10. Once your request is approved in Alvaria, the last step is [submitting the request in ADP](#). This will ensure you receive pay for that day (if you have available PTO hours). Leadership will then approve the request in ADP after verifying that the proper steps were taken in Alvaria.