## **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.

SCHEDULE EDITOR						d/TC-68.00) Central Time (US-	L Caratei
• •• × • • • •				< * > eresses.s	1301/2024 📋 Separat 🗸 Seculator	Day Mink of Murth Changes 0	
Add Segment	08 January 2024	09 January 2024	10. January 3034	11 January 2024	12 Jamoary 2024	13 January 2024	
8.00	Well (WH SD) (SMS) (Container)	wites own states own (containers)	WICHD (WRR RD (Container))	Winte OVR RD Containers	WATER (VML SHAFT		

- 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".

Code: *	
[] Search	Q

2. Select code "Time Off", then press OK.

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A Code	Description	=	Requires Memo	=
CATOB	CATALYST OB			^
MBIIB	MBI IB			
MHSIB	MHS IB			
ОТ	Overtime (container)			
ROYALIB	ROYAL IB			
SOLISIB	SOLIS IB			
SWHROB	SWHR OB			
SYSISS	System Issues EXTER	RNAL	0	
TECHISS	TECHNICAL ISSUES	INTER		_
TimeOff	Approved Time Off		0	
VTO	VTO			
WRIB	WR IB			-
H 4 1 - H			1 - 12 0	of 12 items

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

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

5. If needing a full day, select the All Day button <u>or</u> select the Start and Stop Time for partial day requests. The duration will automatically adjust.

Start Time:	Stop Time:	Duration:	
15:00	16:30	O 1 Hours 30 Minutes	C

6. Next, enter in a comment regarding the request in the Memo box. Then press, OK.

Memo: *		
PT APPT		
	Cancel	ОК

 $7. \ \mbox{Now the request}$  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.

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07 January 2026	08 January 2024	09 January 2026	90 January 2024	11 January 2024	12 January 2024	13 January 2024	Charges (1)	_
Day							<ul> <li>08 January 2024</li> </ul>	
11.00				_			15:00 - 16:30 + TimeOft (Approv	ed.
							Time Off)	-
				]				
Success			×					
Louis								
			<	1				
Your schedule	change request h	as been successfu	lily					
submitted.								
			1					
Open new Re	quest Viewer							
Open new Re	quest Viewer							
			OK					
			1000 C					

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 Segm	ents		O Request View	er			Chedule Trades	Sequential Shift Bids
Wednesday, 03/	01/2024		January				• 0 0	No Bids Available
08:00 - 16:30	WRIB	08:30					0 0 0	
08:00 - <mark>1</mark> 6:30	SHIFT	08:30						-
10:00 - <mark>1</mark> 0:15	BRK1	00:15					Web Notifications	•
12:00 - 12:30	LUNCH	00:30					0	Agent Productivity
14:00 - 14:15	BRK2	00:15						- Advances of San Property
Thursday, 04/01	/2024							
08:00 - 16:30	WRIB	08:30					Shift Bids	Adherence View
08:00 - 16:30	SHIFT	08:30						
09:45 - 10:00	BRK1	00:15						-
11:45 - 12:15	LUNCH	00:30		Ð		Ð	Ð	
13:45 - 14:00	BRK2	00:15	Personal		Group		Intra-Day	Schedule
Friday, 05/01/20	24		Accounts		Allowance		Staffing	Trades Bulletin

REQUES	TV	IEWER				
< * >	12	2/31/2023 - 1/6/2024	1	2	Week 🛩	Mont
Drag a colum	n hea	der and drop it here to grou	up by	that colu	imn	
Reques	=	Earliest Affected	=	Lates	t Affected D.	. =
C Failed		1/3/2024		1/3/202	4	
Official		1/15/2024		1/15/20	24	

9. For additional details, you can double-click on th 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		REQUEST DETAILS	
+ C		< 2 <b>⊼</b>	
Request Scorecard Memo	Manual Updates	Request Scorecard Memo	Manual Updates
Dates	1/15/2024 🔳		
WRIB Closer GA (WRIB Closer GA)	Pass 😑	Dates Past Time Rule	08/01/2024
Past Time Rule (Past Time Rule)	Pass 0	(Past Time Rule)	Pass 0
Request Date Window Rule (Request Date Window Rule)	Pass 0	Request Date Window Rule	Pass 🕚
IDP - Time Off	Pass 0	IDP - Time Off	Fail 🚯

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.

## PUBLISHED: 01/08/2024