

Final Round (Employees)

During the final round, employees can submit multiple lists that contain ranked annual vacation requests.

Adding Requests to a List

Begin by adding annual vacation requests from the calendar and your first list will automatically populate.

Ranked Requests

Drag and drop to sort.

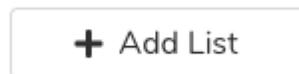
List #1 Delete List

1	Jan 2, 2020	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
2	Jan 21 - 22, 2020	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=
3	Jan 27 - 29, 2020	<input checked="" type="checkbox"/> Vacation Hrs Available	<input checked="" type="checkbox"/> Quota ●	Added by Manager	Unsaved	Delete	=

+ Add List

Multiple Lists

Employees can create multiple lists of ranked requests. If you wish to add another list for ranked annual vacation requests, click on the "Add List" button



From there, subsequent annual vacation requests you make from the calendar will be added to the newest list.

Ranked Requests

Drag and drop to sort.

List #1 Delete List

1 Jan 2, 2020 Delete =

Vacation Hrs Available
 Quota
 Added by Manager
Unsaved

2 Jan 21 - 22, 2020 Delete =

Vacation Hrs Available
 Quota
 Added by Manager
Unsaved

3 Jan 27 - 29, 2020 Delete =

Vacation Hrs Available
 Quota
 Added by Manager
Unsaved

List #2 Delete List

1 Feb 24 - 27, 2020 Delete =

Vacation Hrs Available
 Quota
 Added by Manager
Unsaved

2 Feb 20 - 26, 2020 Delete =

Vacation Hrs Available
 Quota
 Added by Manager
Unsaved

+ Add List

Employees can rearrange requests within lists, and between lists. For example, you can drag your first choice from List #2 to List #1.

Employees can also specify which list they prefer a request to be added to in the confirmation overlay when creating a new annual vacation request from the calendar.

New Vacation Request ×

Requested Dates: Feb 13, 2020

Likelihood Summary

Quota
 Vacation Hrs Available

Shift Details

Date	Shift	Hours	Quota
Feb 13, 2020	07:30 - 15:30 PST	8.000	-
1 DAYS	1 SHIFTS	8.000	

Vacation Banks

Bank Type	Available (hrs)	Requested (hrs)	Remaining (hrs)
Estimated Entitlement	157.500	8.000	149.500
Supplemental Vacation	0.000	0.000	0.000
	157.500	8.000	149.500

Add to List: #2 ▼

Use Supplemental Vacation 0.00 hrs
ADD VACATION REQUEST

Removing Lists

If you wish to delete a list, click on the "Delete List" button. If you delete a list, all requests contained in that list will be deleted.

A rectangular button with a red border and the text "Delete List" in red.

Processing

Each list will be processed separately by a manager or a designated approver. If the first list cannot be granted, the manager or approver will move to your next list until they can approve a request or there are not more lists.