Approve or Reject an Employee Time Off Request (TOR)

1. Login to Buworks Central and click on the **Manager Self Service (MSS)** tab.
2. You will see a link labeled **Approve Time Off** in the column to the left. Click on it.

3. If your worklist is empty, you will see a message with a green check mark “**Your worklist is empty.**”
4. When you have requests waiting to be approved/rejected you will be able to see the request with the name of the employee requesting time off on the form header. You can verify that the employee has enough leave balance by clicking on the Quota Overview tab. You can optionally add a note on the request before approving/rejecting it (example: if rejecting, use the note box to explain why the TOR was rejected). Click on the button to Approve or Reject the request.

**NOTE:** If a Manager needs to approve a TOR that has been edited or deleted by a direct report and is now an entry in the worklist, the Manager should approve the edit/deletion by clicking on the Approve button. Additionally he/she must remember to click on the SEND button as the last step to officially complete the process.

5. A message “**Time Off Request was sent successfully**” will appear. Click on NEXT> button on the header to proceed to next request for approval. If the NEXT> button is greyed out, it implies that there are no more requests. You may close the window by clicking on red X on top right corner.
Manager Substitution

Step 1: Click on the **Worklist** tab. If your worklist is empty, click on the drop down on the farthest right corner, under or next to the **Refresh** button. Click on **Manage Substitution Rules**.

Step 2: If your worklist has one or more requests waiting to be approved, click on **Manager Substitution**.
Step 3: You first need to define a rule for substitution and then activate the rule. Click on **Create Rule**.

Step 4: Type the name of the person you want to substitute in your absence. When a pop-up box appears asking you to confirm your choice of nominee, click on **Apply**. Choose one among the two options: **Receive my tasks** or **Fill in For Me** (If you are unexpectedly absent, and you have indicated your absence through a TOR, the nominee takes over your tasks immediately). Click on **NEXT** button.
Step 5: In this step, you activate the rule and save it. You can specify the rule to take effect at once or on a future date. For the substitution to begin on a specific date in the future, choose **ON** and use the calendar tool on the right side of the date box to choose a specific date. Now, click on **Save**. Your substitution settings are now saved. You may close the window and exit the screen.

Step 6: When you return from your absence, you can turn off the substitution rule by clicking on the **Turn Off** button on the Manager Substitution rules screen.
Requesting for Time Off on Behalf of an Employee

Step 1: Click on the **Manager Self Service (MSS)** tab. On the column farthest to the left, click on **General Information**

Step 2: Click on Employee Name that you want to enter time request for. Now, click on the **Time Off Request** link on the bottom right corner of screen. The Time Off Request screen comes up with the header displaying the name of the employee for whom you are requesting time off. Proceeding forward, follow the same instructions as you would to request time off for yourself.
Accessing the Worklist as a Substitute

Step 1: Click on the **Worklist** tab. You can choose the option **Items on Behalf of** and choose a name from the drop-down list or you can choose the option **All Items**.