

## Floating Day Request

Note: the test server url is used in this manual. The live server is located in this url: <https://view.med.cornell.edu/vacation-request>

1. Submit a new floating day request – click on the “Floating Day” item on the top of the navigation menu.

A screenshot of a web browser showing the 'Floating Day' request form. The browser's address bar displays 'https://view-test.med.cornell.edu/vacation-request/floating-day'. A red banner at the top states: 'THIS IS A TEST SERVER. USE ONLY FOR TESTING. LIVE SITE IS HERE.' The navigation menu includes 'Home', 'My Requests', 'Away Calendar', 'Incoming Requests', 'My Group', 'Manage Groups', 'Request Carry Over', and 'Floating Day' (which is highlighted). A blue informational box reads: 'The Juneteenth Holiday may be used as a floating holiday only if you have an NYPH appointment. You can request a floating holiday however, it must be used in the same fiscal year ending June 30, 2022. It cannot be carried over.' The form fields are: 'Request Submitter:' (Oleg Ivanov - oil2002 (CWID)), 'Person Away:' (Oleg Ivanov - oil2002 (CWID)), 'Phone Number for the person away:' (+1 123 456-7890), and 'Organizational Group:' (Organizational Group). The 'Floating Day:' dropdown is set to 'Juneteenth'. A checkbox for 'This person has worked or plans to work on Juneteenth:' is unchecked. A blue box below states: 'Please make sure the date for the requested day off occurs during the current fiscal year between 07/01/2021 and 06/30/2022.' The 'The floating day requested for this fiscal year is:' dropdown is set to 'Floating Date'. An orange 'Submit' button is at the bottom. The footer includes 'ORDER © 2022 Cornell University.' and 'Pathology and Laboratory Medicine Department at Weill Cornell Medicine.'

All fields must be filled out, by clicking the “Submit” button, the form will be validated and errors will be displayed. The floating day is limited to the current fiscal year between 07/01/2021 and 06/30/2022, however, this restriction can be removed on the site settings by admin.

A second screenshot of the same 'Floating Day' request form, but with some fields updated and a validation error. The 'Organizational Group:' is now 'Pathology Informatics (for review by Jeff Hernandez)'. The 'This person has worked or plans to work on Juneteenth:' checkbox is now checked. The same blue box about the fiscal year is present. A new red error box at the bottom states: 'Please enter the date for the requested day off.' The orange 'Submit' button remains at the bottom. The footer is identical to the first screenshot.

Update Vacation Request Specific Site Parameters

Defaults

Vacation Academic Year Start (July 1st): Jul 1 2020

Vacation Academic Year End (June 30th): Jun 30 2020

Link to list of holidays (http://intranet.med.cornell.edu/hr/): http://intranet.med.cornell.edu/hr/

Vacation days accrued per month by faculty (2): 2

Maximum number of carry over vacation days per year (for example 15): 15

Note for vacation days:

Note for carry over vacation days: As per policy, the number of days that can be carried over to the following year is limited to the maximum of 15

Floating Day Link Name (i.e. Floating Day): Floating Day

Floating Day Note: The Juneteenth Holiday may be used as a floating holiday only if you have an NYPH appointment. You can request a floating holiday however, it must be used in the same fiscal year ending June 30, 2022. It cannot be carried over.

Restrict Floating Date Range: ☒

Submit

Only one Juneteenth floating day can be approved per academic year. It is possible to cancel or request a cancellation request, on the fly, without leaving the form.

THIS IS A TEST SERVER. USE ONLY FOR TESTING. LIVE SITE IS HERE.

The Juneteenth Holiday may be used as a floating holiday only if you have an NYPH appointment. You can request a floating holiday however, it must be used in the same fiscal year ending June 30, 2022. It cannot be carried over.

Floating Day

Request Submitter: Oleg Ivanov - ol2002 (CWD)

Person Away: Oleg Ivanov - ol2002 (CWD)

Phone Number for the person away: +1 123 456-7890

Organizational Group: Pathology Informatics (for review by Jeff Hernandez)

Floating Day: Juneteenth

This person has worked or plans to work on Juneteenth: ☒

Please make sure the date for the requested day off occurs during the current fiscal year between 07/01/2021 and 06/30/2022

The floating day requested for this fiscal year is: 03/22/2022

A Juneteenth floating day request ID #2 for 02/22/2022 has already been submitted for this 2021-2022 academic year for Oleg Ivanov on 02/11/2022 at 21:51, but it is still pending review. Only one Juneteenth floating day can be approved per academic year. To submit a new floating day request for the same academic year, you would first need to cancel of this previous request by pressing [Cancel the 02/22/2022 Juneteenth floating day request](#).

A Juneteenth floating day ID #1 of 02/22/2022 has already been approved for this 2021-2022 academic year by Oleg Ivanov on 02/11/2022 at 21:44. Only one Juneteenth floating day can be approved per academic year. To submit a new floating day request for the same academic year, you would first need to request cancellation of this previous request by pressing [Request cancellation of the 02/22/2022 Juneteenth floating day request](#).

Submit

2. Approve/Reject the form by the group's approver.

Approver/Reject the floating day request is similar to the usual vacation/business requests: by the links in the email notifications, by “Review” link in the action menu. The comment can be added by the approver.

**Floating Day Request**

**OLEG IVANOV**  
Software Engineer  
Pathology Informatics  
Pathology and Laboratory Medicine  
Weill Cornell Medical College

**PREFERRED CONTACT INFO:**  
email: oiv2002@med.cornell.edu  
ph: (516) 900-4246

**MAIN OFFICE:**  
room: K-515  
ph: (516) 900-4246

**HOME:**  
ph: (514) 663-4466

Phone Number for the person away: +1 123 456-7890

Organizational Group: Pathology Informatics (for review by Jeff Hernandez)

Status: ☒ Pending\* ☐ Approved\* ☐ Rejected\*

Approver Comment: test1

Floating Day: Juneleenth

This person has worked or plans to work on Juneleenth: ☒

Please make sure the date for the requested day off occurs during the current fiscal year between 07/01/2021 and 06/30/2022

The floating day requested for this fiscal year is: 02/22/2022

[Submit Review](#)

### 3. View the floating day requests

#### a) “Incoming Requests” page

**Incoming Floating Day Requests**

Start Date: [ ] End Date: [ ] Floating Day: [ ] Filter: [ ]

Oleg Ivanov - oiv2002 (CWID) Submitter - Name or User Name: [ ] Organizational Group: [ ]

☐ Pending Requests ☐ Approved Requests ☐ Rejected Requests ☐ Requested Cancellations ☐ Approved Cancellations ☐ Rejected Cancellations

Request ID	Academic Year	Date Submitted	Person Away	Group	Status	Date Status Changed	Floating Day	Worked	Requested Day	Actions
2	2021-2022	02/11/2022 16:51:11	Oleg Ivanov +1 123 456-7890	Pathology Informatics	Pending		Juneleenth	Yes	02/22/2022	Action
1	2021-2022	02/11/2022 16:44:43	Oleg Ivanov +1 123 456-7890		Approved	03/10/2022 16:09:01	Juneleenth	Yes	02/22/2022	Action

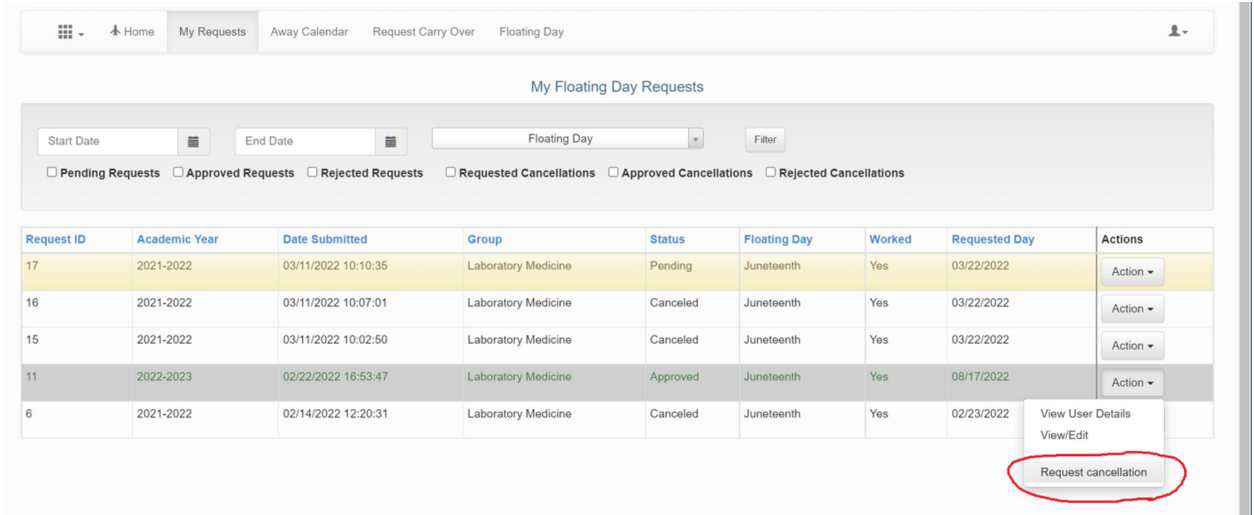
#### b) “My Group” page in the new column “Floating Days”.



4. Cancellation previously submitted floating requests – is similar to the vacation/business requests.

Pending requests can be canceled by a submitter.

Approved requests can be canceled by admin only, however, the submitter can submit a cancellation request and wait for the approver to cancel this approved request.



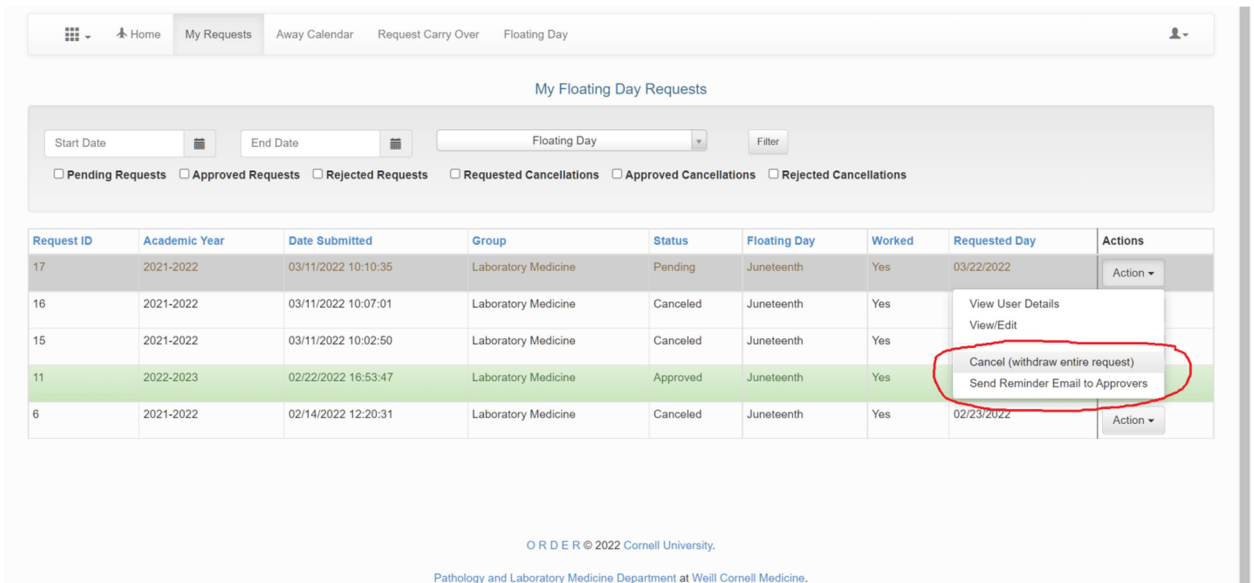
My Floating Day Requests

Start Date: [ ] End Date: [ ] Floating Day: [ ] Filter: [ ]

☐ Pending Requests ☐ Approved Requests ☐ Rejected Requests ☐ Requested Cancellations ☐ Approved Cancellations ☐ Rejected Cancellations

Request ID	Academic Year	Date Submitted	Group	Status	Floating Day	Worked	Requested Day	Actions
17	2021-2022	03/11/2022 10:10:35	Laboratory Medicine	Pending	Juneteenth	Yes	03/22/2022	Action ▾
16	2021-2022	03/11/2022 10:07:01	Laboratory Medicine	Canceled	Juneteenth	Yes	03/22/2022	Action ▾
15	2021-2022	03/11/2022 10:02:50	Laboratory Medicine	Canceled	Juneteenth	Yes	03/22/2022	Action ▾
11	2022-2023	02/22/2022 16:53:47	Laboratory Medicine	Approved	Juneteenth	Yes	08/17/2022	Action ▾
6	2021-2022	02/14/2022 12:20:31	Laboratory Medicine	Canceled	Juneteenth	Yes	02/23/2022	Action ▾

View User Details  
View/Edit  
Request cancellation



My Floating Day Requests

Start Date: [ ] End Date: [ ] Floating Day: [ ] Filter: [ ]

☐ Pending Requests ☐ Approved Requests ☐ Rejected Requests ☐ Requested Cancellations ☐ Approved Cancellations ☐ Rejected Cancellations

Request ID	Academic Year	Date Submitted	Group	Status	Floating Day	Worked	Requested Day	Actions
17	2021-2022	03/11/2022 10:10:35	Laboratory Medicine	Pending	Juneteenth	Yes	03/22/2022	Action ▾
16	2021-2022	03/11/2022 10:07:01	Laboratory Medicine	Canceled	Juneteenth	Yes		Action ▾
15	2021-2022	03/11/2022 10:02:50	Laboratory Medicine	Canceled	Juneteenth	Yes		Action ▾
11	2022-2023	02/22/2022 16:53:47	Laboratory Medicine	Approved	Juneteenth	Yes		Action ▾
6	2021-2022	02/14/2022 12:20:31	Laboratory Medicine	Canceled	Juneteenth	Yes	02/23/2022	Action ▾

View User Details  
View/Edit  
Cancel (withdraw entire request)  
Send Reminder Email to Approvers

ORDER © 2022 Cornell University.  
Pathology and Laboratory Medicine Department at Weill Cornell Medicine.

A submitter can resend a reminder email to an approver to review the floating request.