

# Quick Reference Guide

## Time Off Requests for Managers

### Time Off Request Process

#### Introduction

How to Access the Time Off Request Process

Viewing Time Off Balances

Requesting Time Off

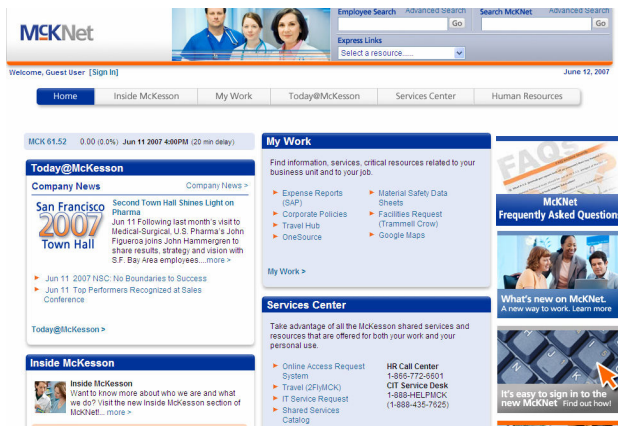
Help

### Introduction

Most\* exempt employees will report exception time off (Paid Time Off, Jury Duty, Bereavement, Floating Holiday) using McKesson's Time Off Request Process. Managers will be notified via e-mail when an employee requests time off and Managers can choose to approve or deny the request using the time-off approval tool or the manager can choose

### How to Access the Time Off Request Process

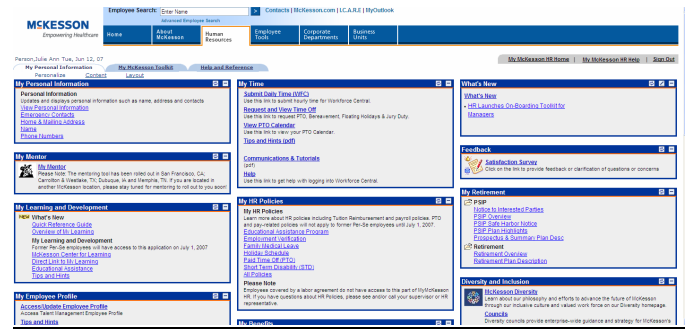
First sign in to the McKesson Employee Portal (McKNet).



Click on My McKesson HR located in the Human Resources section.

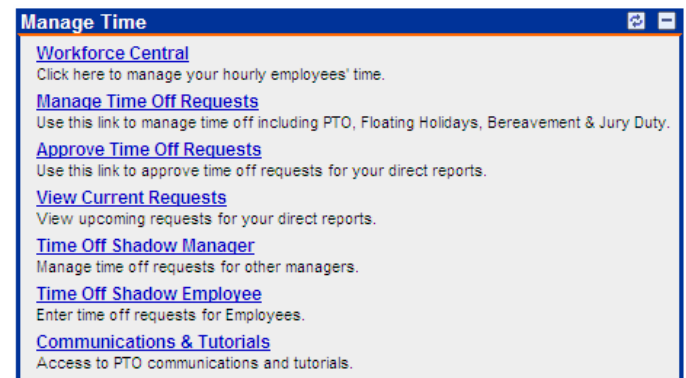


When you link to My McKesson HR you will see a section labeled My Time.



Within the Manage My Time you can choose to:

- **Manage Time Off Requests** which provides a view of all of your employees and all of their requests
- **Approve Time Off Requests** which allows you to approve all pending time off requests
- **View Current Requests** which allows you to view all of the upcoming requests of your employees
- **Time Off Shadow Manager** which allows you to delegate your employees to someone else (this is used when you will be out of the office or offline for an extended period of time)
- **Time Off Shadow Employee** which is for authorized users only. This view is for employees assigned as timekeepers.



# Quick Reference Guide

## Time Off Requests for Managers

### Manage Time Off Requests

Selecting Manage Time Off Requests allows you to see a list of your direct reports and their current balances.

You can link to all upcoming PTO for your direct reports from this page by clicking on the link labeled Upcoming PTO for Direct Reports.

View Requests

#### View Requests and Balances

##### Select Employee

Following is a list of your direct reports. To record time-off on behalf of an employee, click on the employee name. To see all of the time-off requests for an employee, click on All PTO Requests.

[Upcoming PTO for direct reports](#)

Direct Reports For Marion Merck				
Name	Department	Current PTO Balance	Legacy Balance	
<a href="#">Bennett, Rodger S</a>	HRIS Support	45.65	24.00	<a href="#">All PTO Requests</a>
<a href="#">Boyle, Karen L</a>	HRIS Support	49.33	16.00	<a href="#">All PTO Requests</a>
<a href="#">Brown, Larry C</a>	HRIS Support	49.33	0.00	<a href="#">All PTO Requests</a>
<a href="#">Gelson, Edward L</a>	HRIS Support	33.33	0.00	<a href="#">All PTO Requests</a>
<a href="#">Mueller, Kathleen F</a>	HRIS Support	30.83	1.33	<a href="#">All PTO Requests</a>
<a href="#">Nelson, Erik A</a>	HRIS Support	13.03	64.00	<a href="#">All PTO Requests</a>
<a href="#">Shelton, Erik Q</a>	HRIS Support	49.33	0.00	<a href="#">All PTO Requests</a>
<a href="#">Venkatesan, Lakshmanan</a>	HRIS Support	49.33	6.67	<a href="#">All PTO Requests</a>
<a href="#">Whitney, Christopher</a>	HRIS Support	49.33	0.00	<a href="#">All PTO Requests</a>

ENTER SCREEN SHOT

### Time Off Employee Delegate

Authorized employees can record time off for employees without access to McKNet. This feature is only available for those authorized employees.

ENTER SCREEN SHOT

### For Help

For help, please call the Employee Service Center at 866-772-6601.

### Approve Time Off Requests

You can approve or deny time for your direct reports by selecting the approve or deny button. Click on start date to see the details of the request. Please note that if you do not approve or deny the request within 8 days.

#### Approve Time Off Requests

for Person, Julie Ann

Emplid 14573

Listed below are time off requests that require action. Select the Approve button to approve the request or the Deny button to deny the request. Click on Start Date to see the details of the request. If no action is taken, the request will be automatically approved within 8 days.

Go To: [Quick Reference Guide](#)

### View Current Requests

You can view the time-off employees have pending by clicking on View Current Requests. This view helps you to better track who will be out of the office.

ENTER SCREEN SHOT

### Time Off Shadow Manager

You can delegate another employee to manage your salaried employee's time for you while you are away on Paid Time Off or personal business for any length of time. To delegate, click on the Time Off Shadow Manager link and choose your delegate.