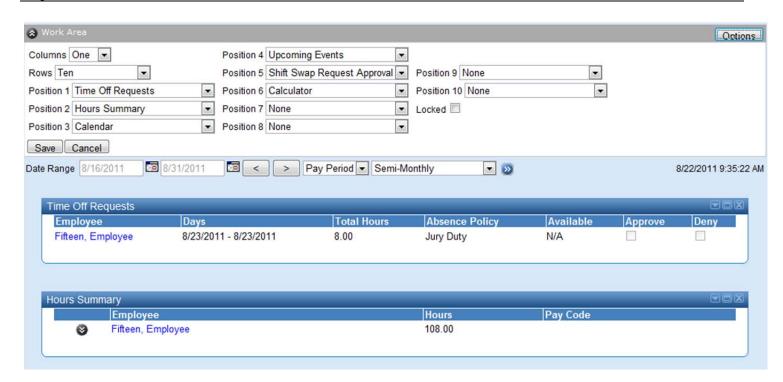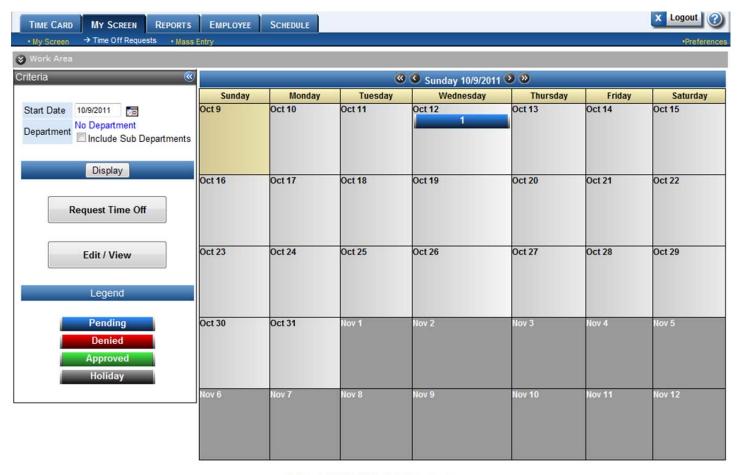# My Screen

The My Screen page is used by all users in the TimeForce II system. This page is a resource that shows data from different sections of the TimeForce II system and displays it all in one screen. The available options are:

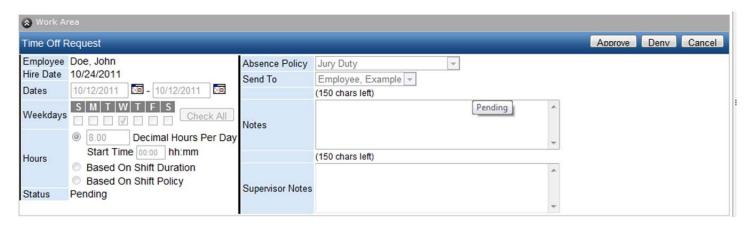| Option Name	Option Details
Time Off Requests	Displays all time off requests and shows current approval status.
Unapproved Errors	Displays information about time card errors.
Hours Summary	Displays information about the worked hours on the time card.
Calendar	Displays information about schedule and days off.
Calculator	Used to convert hours from Decimal Hours to Hours and Minutes format and vice versa.
Approaching Threshold	Displays all employees that have more worked hours than the specified number in the time frame.
Upcoming Events	Displays information about upcoming events: Birthdays, Incident Follow-up, Scheduled Review, and Certification Expiration.
Shift Swap Request Approval	Displays information about any shift swap requests and the current approval status.

Approving Time Off Requests

The Time off Requests page is used to submit a request for time off to a supervisor electronically. Once the request has been sent, the employee can view the current status from here as the request will display on the calendar and will be color coded according to its current approval status.

To view the details of time off request, click on the request on the calendar (shown as the absence request in blue on October 12th) with your mouse.

To approve or deny the absence request, click on the Approve or Deny button. To leave the absence request as pending, click on the Cancel .