Oracle ESS Time Off Requests – Vacation/Sick/PTO

You may submit a time off request for vacation, sick leave, or personal time off by accessing Oracle's Employee Self Service (ESS). It will be your responsibility to submit a Time Off Request immediately upon your return from any unplanned absence.

After you submit a request via ESS, the system will route your request to your supervisor for approval. If you have an individual work email, you will receive notification when your supervisor approves or declines your request. If you do not have an individual work email address, you may log into Oracle to view the status of your request, or, your General Manager will notify you of an approved or declined request.

Note: Managers in Training (MIT's) taking time off will need to continue sending PAR Forms to the Salaried Payroll Department. Once they have completed the MIT Program they should begin submitting their time off requests through Oracle ESS.

Step 1. From the Intranet, select **Applications** then **Oracle ERP**. Once you are logged in to Oracle, select the responsibility **Landry's Time off Request, Standard**. From the Intranet you may also access ESS by selecting Landry's Employee Portal.

Step 2. Click on the **Time off Request** link. Under this function you will be able to create a Time off Request, view pending and approved requests, absence history, and accrual balances.

Step 3. To review available time off balances, click on **Entitlement Balances,** then **Show Accrual Balances**.

Step 4. Your accrual balances are now displayed in the area immediately below the **Show Accrual Balances** link (now displayed as **Hide Accrual Balances**).

> **Note:** The balances shown are as of the current date. If you have a request that has been approved for a future date, this will not be reflected in the balance. The balance does not decrease until the requested time off has passed. However, you can change the effective date to view the balance as of a future date.

Step 5. You can view approved future absences or pending time off requests (absences requested but not yet approved) under **Absence Summary**.

Step 6. To create an absence request, select **Create Absence** under the **Absence Summary** tab.

Step 7. Select the appropriate **Absence Type** from the pull down menu. Salaried exempt employees must select from the <u>Salaried</u> options. Non-exempt employees will select from the Hourly options (except as noted below in Step 9.1 for Golden Nugget Biloxi and Lake Charles salaried employees).

Step 8. You may use the calendar to enter a **Start Date** and **End Date**, or simply type this information into the applicable field.

    Correct Entry Example: The employee is requesting one full day off by entering a **Start Date** of 03-25-2015 and an **End Date** of 03-25-2015.

Step 9. Enter the total amount of time that you are requesting off from work. Alternatively, you may click on the **Calculate Duration** button. (**Note:** The **Calculate Duration** button will not take half days or regularly scheduled days off into consideration, so you must double check that the entry is correct.)

    9.1. Exempt (salaried) employees will enter the total number of paid <u>days</u> off they are requesting in the **Total** field. ***Do not include regularly scheduled days off***. Enter .5 for half days. ***Note: Golden Nugget Biloxi salaried employees will select GNBX PTO and must enter the total number of paid hours they are requesting in the Total field. Golden Nugget Lake Charles salaried employees must choose GNLC PTO and must enter the total number of paid hours they are requesting in the Total field.***

Step 10. You may optionally enter any comments for your manager's review in the **Comments** box.

Step 11. When you have completed your entries, click on the **Next** button. (**Note**: You do not need to complete the **Replaced By** field.)

Note: Oracle ESS does not recognize regularly scheduled days off. Therefore, if you submit a time off request that is shorter in length than the actual calendar days of the request, you will receive a warning message.

Example: John requested vacation for Friday, 03/27/15 through Monday, 03/30/15. This represents 4 calendar days. However, John is normally scheduled off on Saturday and Sunday, and therefore is only requesting 2 vacation days. John will receive an error message since his request of 2 days is shorter in duration than the actual number of calendar days that he will be off work, which is 4 days.

Step 12. If you receive a warning message, check your entries to ensure they are correct. Once you have ensured that your entries are correct, click on the **Next** button.

Step 13. Review the information in the **Create Absence: Review** section. Under the Approvers field, the person listed should be the direct supervisor/General Manager (GM's should see the name of their RVP).

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Step 14. If you are satisfied with your changes, you may click the **Printable Page** button to print a copy of this page for your records and click the **Submit** button.

Step 15. The confirmation window will display, indicating the request was submitted successfully. Click on the **Home** button to return to your Oracle home page.

Change or Cancel a Time Off Request:

To change or cancel a time off request, select Absence Summary and then Update or Delete next to the applicable request. The change or delete request will be routed to your supervisor for approval.

Notifications:

The Notifications function is Oracle's internal email system, where you will be notified of any approvals, rejections, or requests for information of a time off request. These notifications will also be sent to your Landry's email account. For those that do not have an individual Landry's e-mail, your General Manager will notify you of any requests for additional information, or of a denied or approved time off request.

Step 1. Any activity regarding a time off request will appear as a notification on the **Worklist** section of the homepage. If you have navigated away from the homepage, you may access the Worklist by selecting the **Notifications** icon or the **Homepage** icon in the upper right corner of the page.

Step 2. To review a notification, click on the appropriate subject line of the notification.