

ROUND THREE QUICK USER GUIDE

Round 3: This process acts as a set of multiple mini rounds that allows employees to create multiple lists for vacation requests. The more lists you have, the more chance you have for approved vacation, but please note only **ONE** request **per list** can be approved at a time. Each list will be reviewed, and either approved or denied based on quotas.

What is different?

- Submit a minimum of three requests up to a maximum of 20 requests spread out over multiple lists.
- Requests can be either blocks or single requests – choose more than one block and/or any variation of single days to achieve your minimum vacation entitlement.
- Employees must schedule their minimum vacation entitlement required for their union.
- Designated approvers will review each set of lists in seniority order before returning to the most senior person for the next set of lists.
- If all requests are denied in the first list and a second list is submitted, the second list will be reviewed in lieu of the first.

Multiple lists

To add an additional list, click on 'Add List'.

- Once you add an additional list, any new vacation requests will be added to the newly created list.
- To rearrange your requests between lists or to reorder your lists, click and drag the request you wish to move and drag it in the correct order you want them to be approved.
- Multiple lists can be considered "and" options, meaning you want a date on one list and on the others.
- Dates listed under the same list should be considered "or" options as two requests under the same list will not be approved.

Multiple Lists, "AND"

The screenshot shows a user interface for creating vacation lists. At the top, there's a 'List #2' section with a date range 'Nov 21 - 22, 2022' and status indicators for 'Vacation Hrs Available', 'Quota', and 'Utilization'. Below this is an '+ Add List' button. A red box highlights this button, and a red bracket points to it with the text 'Under the same list, "/>

Processing

Designated approvers will process each list separately. If an employee's first list is denied, the manager/approver will move to the next list until they can approve a request or until there are no more lists.

Review your ranked lists

Each 'Ranked Request' section contains the following information:

- Requested vacation dates.
- Likelihood summary: indicates if there are any conflicts regarding the daily quota.
- Status: indicates the current status of your request (pending, approved or not approved).

Manage your ranked lists

- Re-order your requests by preference of approval order.
- Delete: to remove a vacation request.
- Edit Dates: If changes need to be made, delete the request and re-enter the dates.
- Minimum: three vacation requests in Round 3.
- Maximum: 20 vacation requests in Round 3.

Submitting your ranked list

To submit your list of vacation requests, click 'Submit Vacation Requests'.

SUBMIT VACATION REQUESTS