Leave requests in myFOX

Leave Requests
View Details

Žádanky
Zobrazit detaily

- New Leave requests application available in **myFOX** under new tile
- It replaces old „Leave requests" on Foxportal – *the application will be gradually accessible, starting in September 2022. Both platforms will be temporarily available.*
- Application accessible even outside company network (same as myFOX) – both from PC/mobile browser
  New possibility to **attach electronical attachments** (scan or photo)
  New possibility of **bulk approvals**
- Single approver role (direct supervisor) for all request types

BASIC RULES

Absence requests:

It is possible to request the same absence types as on Foxportal.

Rules and conditions for particular absence types **do not change** and are covered in **relevant directives**.

It is only possible to plan an absence **against planned shift time**. The application checks the shift plan data and **does not allow** the user **to plan** the absence **outside planned working hours**.

In case that the employee can not access the application (including attaching electronic documents) he applies in a standard way and uses the paper form of Leave request.

Following absence types are available in the application:

- ✓ Holiday
- ✓ Compensatory time
- ✓ Unpaid leave
- ✓ Doctor (accompaniment to)*
- ✓ Blood donation *
- ✓ Obstacles *
- ✓ Homeoffice
- ✓ Business trip
- ✓ Volunteering.

* For these types of requests the user provides **an electronic document** (photo or scan) to confirm the reason for the absence. The direct superior is informed about the planned absence via email notification and approves it based on the attached document, provided by the employees after their return to work.

Overtime requests:

Overtime requests are only available for employees with negative attendance regime, those fulfill the criteria for this settings defined in relevant directive. Overtime requests are **approved** by **direct superior** (previously approved by CC manager). Overtime hours are **set for payment by default**. However, the employee can request a transfer of overtime hours to following months via the apllication. There is no change in overtime processing for other employees.

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Základní části:

|		
1	**My Calendar**	*Creating requests and displaying details* of existing records (Edit/Display mode). All attendance records are dispayed (even those that are not based on Leave Request, for example illness, paternal leave etc.)
2	**Team Calendar**	*Team view* – support for more efficient planning / substitutability aspect (Absent/Working elsewhere/Present logic)
3	**My Requests**	*Overview of leave requests* – full history incl. approved absences (requests from Foxportal displayed with a special status)[1]
4	**Attendance**	*Attendance details* (including previous months) and functionality for *overtimes transfer*
5	**My Inbox**	*Requests processing –* approving requests (superior), attaching documents (requestor)

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[1] The only exception are Overtime requests created on Foxportal, that are still waiting for approval. These are not available to dislay.

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My Calendar

Visualization of previous, current and 10 following months with a possibility of quick selection of particular date (month/year).
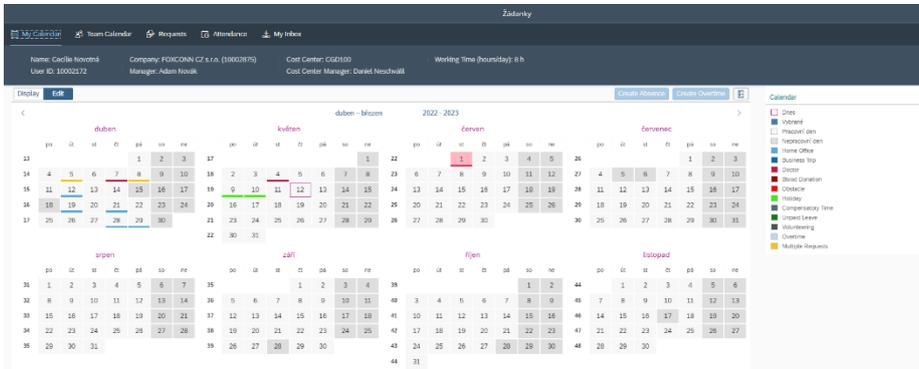
- ✓ **User details**
- ✓ **Color legend** for quick overview
- ✓ **Approved request** – color stripe in a particular date
- ✓ **Request waiting for approval** – color stripe and the red highlighted day field

- *„Display" mode*

    o Overview of the **absence details** (absence type, date, number of hours spent, deputy, request status)

    o *For requests created on Foxportal/in aFOX the number of hours is not displayed ("-" symbol is displayed instead). However, the attendance sheet shows the correct amount of consumed hours.*

- *„Edit" mode*

    o **Creation of requests** – possibility to select several days/weeks at once

    o If the days do not follow each other, the system will automatically create several requests (e.g. I can simply request a vacation for all Fridays of the month by checking specific boxes in the calendar)

    o After selecting the day, the user then selects either the option "New absence" or "New overtime"

    o The user fills in the details in the dialogue window (*= required information)

        ▪ Type of absence*

        ▪ Time* – particular time within a shift is chosen by setting the slider

        ▪ Deputy – a colleague representing the applicant during his absence (**it is neccessary to pick the name from loaded list – please search by family name using diacritics**)

        ▪ Note (mandatory for overtime requests)

    o The request is sent to the superior for approval

Multiple selection for creating a leave request:

By clicking on calendar week number the user can quickly select all days with planned shift within the relavant week. It is possible to create one request for the whole selection.
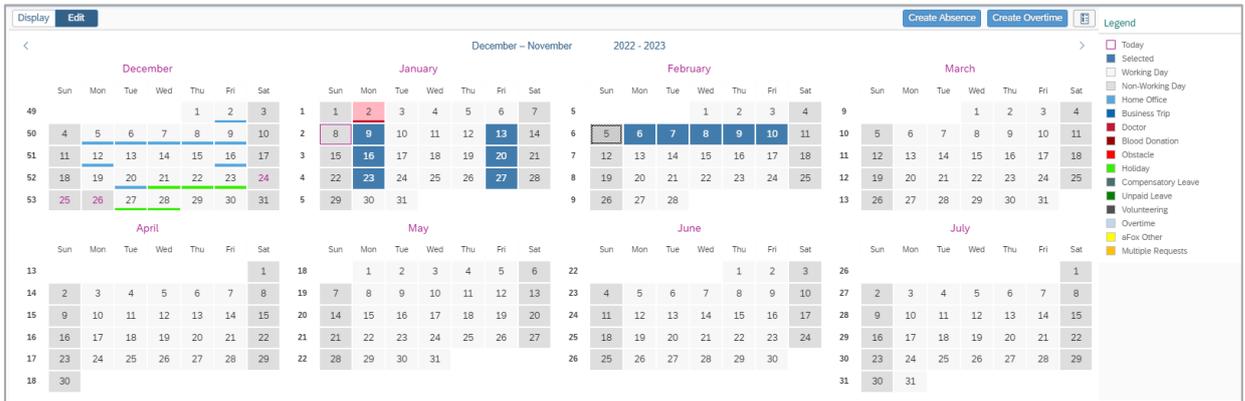
Request details:

For the correct entry, it is necessary to pick the selected user (for deputy role) from list:

Team calendar

The team calendar is a view of absences within the team. Each employee can see his colleagues (i.e. employees who are managed by the same superior in the organizational structure, regardless of the cost centre), leading employees can also see their subordinates (the view "*My team*" = subordinates and "*My colleagues*" = employees led by the same superior distinguishes).
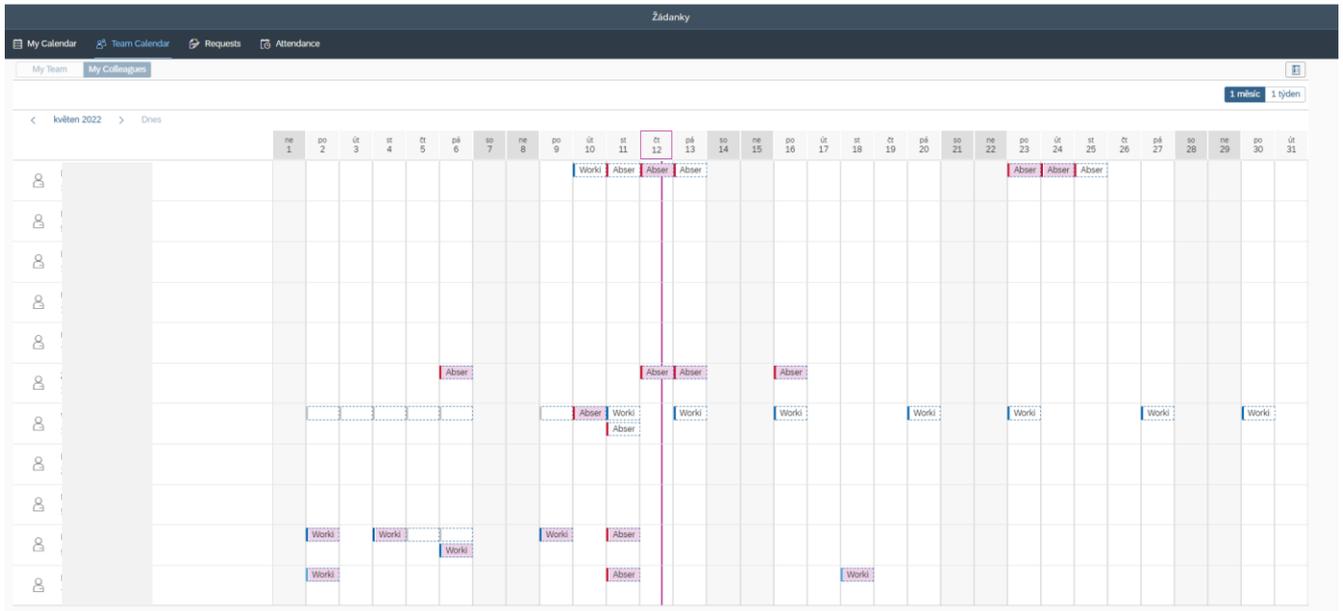

In accordance with GDPR, specific types of absences are hidden in the team calendar, the display is only in the logic:

- *At work*   the employee outside his/her standard working hours
- *Work elsewhere*   the employee is not present at the workplace, but performs activities for the employer
- *Absence*   the employee draws the absence

As in "My Calendar", absences/requests **pending approval** are highlighted in **red.**.

It is also possible to print the team calendar through the standard menu of the web browser, we recommend adjusting the scale.

FOXCONN
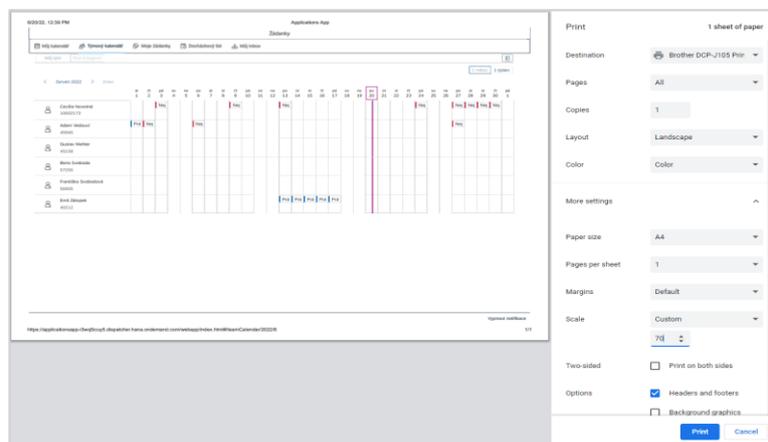
My requests

Line listing of requests with detail - creation date, request type, required date, time, length of absence in hours and request status.

The filter above the table enables **searching according to the required parameters**, in the table it is possible to **sort** the absences according to values in any column (sorting is set under the gear icon on the right above the table).

In the detail dialogue, it is possible to generate a pre-filled form to be used for absence documentation (for example for medical treatment. This function is available under „Print" button. However, it is possible to use another pass format to confirm the absence, important is the content - **name, ID, date of absence and stamp/signature of the confirming person/institution** (GP, blood donation center etc.).

Newly, the applicant can also **delete** the request in the status "**Waiting for approval**" (or "**Waiting for document**" for a request with an attachment) and therefore **withdraw the absence request**.

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Attendance sheet

Display of the **attendance overview for the given month** (employee details, monthly summary, hours worked, absence and leave balance) and **overview of overtime worked**. The same values are displayed as on the Foxportál/AFox.

Details of movements (arrival/departure) and drawn absences are displayed for individual days.

Absences that are **highlighted in the table with exclamation marks** (e.g. **!!! Doctor !!!**) are not yet fully approved and are waiting **for delivery and approval of the confirmation**.

Transfers of overtime hours

All approved and worked overtime hours are primarily intended for reimbursement. If the employee wants to use the option and transfer overtime hours to the following month (e.g. to be used up in the form of compensatory leave), the employee can enter the appropriate number of hours in the "**For transfer**" field, which will not be compensated but will be transferred to the following month.

Attendance lock

Once the **attendance is locked** at the end of the month, **it is not possible to create new requests for the given month**, nor to edit already created ones. If a request needs to be deleted or modified, please contact the attendance administrator.

My Inbox

This section displas requests that **require an active step on his/her part.**

In this section, **the applicant** sees only requests that **require the attachment of a confirmation of the absence.** These requests are in the "**Waiting for document**" status and the user selects and inserts an attachment - a photo or a scan of the confirmation - in the detail dialog window. At the same time, the applicant can **adjust the time of absence** in this step - e.g. delay at the doctor - the time of absence will be corrected according to reality.

Absences that require the attachment:

- Doctor
- Blood donation
- Obstacles on the side of the employee

The comfirmation of absence **must include:**

- Employee´s name and ID
- Date
- Stamp and signature (doctor, transfusion station, authorized institution or person)

Details about documentation and conditions for specific absence types may be provided by attandance administrator or payroll administration.

A supervisor can see all requests **submitted by subordinates for approval**. He/She can approve absences individually (after clicking on the detail of the request) or in bulk. Only requests with the same status can be approved together - i.e. "Waiting for approval - absence", "Waiting for approval - overtime" or "Waiting for approval - document".

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Overview of request types and creation of the rules

Request type*	Proof of document	Time limit	Note
Medical treatment	✓ 🖼📎	Min 15 min/max the whole shift	Medical treatment of an employee or accompanying someone to a doctor. Possibility to adjust the length of absence according to reality in the phase of documenting the absence.
Holiday	x	½ a shift or the whole shift	The application displays the balance of vacation to be planned (so it also deducts already planned and approved vacation in the future from the total entitlement). Less than half a shift can only be scheduled if the hourly balance is < ½ shift.
Compensatory time off	x	Min 15 min/max the whole shift	Taken from approved and worked overtime hours.
Unpaid time off	x	Min 15 min/max the whole shift	In the application form, the employee confirms consent to the deduction from the salary due to the insurance payment done by the employer during the absence.
Obstacles on the part of the employee	✓ 🖼📎	Min 15 min/max the whole shift	Obstacles on the part of the employee according to legal rules (e.g. wedding, funeral).
Business trip	x	Min 15 min/max the whole shift	
Blood donation	✓ 🖼📎	Min 15 min/max the whole shift	The employee attaches a **blood donation certificate** (issued by the transfusion station). If the employee undergoes only an initial examination and the blood collection itself is not performed, the absence is reported as a doctor's visit (for the necessary period).
Home Office	x	½ a shift or the whole shift	Standard 8 days per month, details in Internal HR Instruction No. 21 Home office.
Volunteering	✓	Min 15 min/max the whole shift	Participation in the event is confirmed by the Compliance department. The employee submits a confirmation of participation to the attendance administrator or to the payroll office, not to the electronic application form.
Overtime	x	Min 15 min, before/after the shift, outside the shift	Available to employees in negative attendance mode

* In the case of ambiguities regarding entitlements and attendance rules, the applicant can contact the attendance administrator and consult his intention.

ABSENCE VS SCHEDULED SHIFT

All-day absence

Absences must copy shift plans. If you are absent all day, the system will automatically load the time of the planned shift and it is not necessary to modify the absence time in any way.

Shorter absence

Unless otherwise limited for a specific absence, when creating a request, the user can set any length of absence on the slider (from 15 minutes to the entire length of the shift). At the same time, he/she can postpone this absence at will within the entire shift.

In the case of holiday, the possibility of drawing is limited to the length of **the whole or half of the planned shift,** and it is not possible to draw the absence to a lesser extent (the exception is drawing up the rest of the leave at the end of the calendar year).

If the employee does not return to the workplace after the end of the absence, it must be entered so that **the start time of the absence corresponds to the end time of his/her presence –** the absence end time is 30 minutes before the planned shift end time**.**

E.g. You have a scheduled shift 8-16:30, you request a half-day holiday in the afternoon 12:00-16:00. All times are correct in the attendance sheet, .there is no saldo.

Nová absence		
Typ absence		
Typ absence:	Dovolená	
Dostupné hodiny:	224	
Detail absence		
Zvolené datum:	5. 1. 2023	
Čas od - do: *	12:00	16:00
Čerpané hodiny:	4h	

22	Po	08:00-16:30	08:00	12:00	8,00				Dovolená (myFox)	4,00	0,00

For other absence types, aFOX deducts the 30min break, the requests should be created in the actual lenght of the absence + the break, that means, that the absence end time equals to the planned shift end time.

E.g. half day homeoffice – the request is created for 12-16:30, the request itself is 4.5hrs, but aFOX makes the standard correction so that all times are correct in the attendance sheet.

Typ absence		
Typ absence:	Home Office	
Dostupné hodiny:	-	
Detail absence		
Zvolené datum:	5. 1. 2023	
Čas od - do: *	12:00	16:30
Čerpané hodiny:	4.5h	

17	St	08:00-16:30	08:00	12:00	8,00				Home office (myFox)	4,00	0,00

REQUEST STATUS

Absence request without attachment (one-step workflow)

Absence requests that are not accompanied by a confirmation can have the status:

- "Waiting for Approval - Absence" (after creation)
- "Approved Absence" (after superior´s approval)
- "Rejected absence" (if the application is rejected)

Request for overtime (one-step workflow)

Overtime requests may have the status:

- "Waiting for Approval - Overtime" (after creation)
- "Approved Overtime" (after superior´s approval)
- "Rejected absence" (if the application is rejected)

Absence request with attachment (two-step workflow)

Absence requests for which the applicant attaches a confirmation in the application can have the following status:

- "Waiting for document" (after creating the request)
    - The request will be displayed to the applicant in the My Inbox section
    - When uploading an attachment, it is possible to edit the time of absence according to reality
    - The supervisor will receive an email notification about the planned absence
- "Waiting for Approval– document" (after attaching the confirmation)
    - The request with confirmation will appear in the My Inbox section to the supervisor/approver
- "Approved Absence" (after superior´s approval)
- "Rejected absence" (if the application is rejected)

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FAQ

When can I start using the new Requests in myFOX?

In the first phase, the new application will be accessible only to selected groups of employees in pilot project. Employees will be informed about its availability by email. After the end of the pilot, the Application will be made available to all employees, the information will be communicated well in advance on Foxportal.

When will Requests stop working on the old Foxportal?

As soon as we expand the use of the new Requests from the pilot to regular operation and the application is accessible in myFOX to all employees, access to the old Requests on Foxportál will be terminated. The date will be as well timely communicated.

Can my supervisor approve a Requests from Foxportál in myFOX?

No. Despite the fact that it will be possible to temporarily use both platforms and employees will also see tasks created on Foxportál in myFOX, approval of the request is required where it was created.

I sent a Request through Foxportál, will I see it in myFOX?

Partially.In myFOX, you will see all approved requests created on Foxportál (both absences and overtimes) and Foxportal absence requests, that are waiting for approval. Foxportal overtime requests that have not been approved yet are not available in myFOX. Although you will not see a specific number of hours for Foxportal requests (you will see „-„ in Hours field), they will be entered correctly in attendance.

Will I also see the absences entered by the attendance administrator in myFOX?

Yes. The user will see in his/her calendar not only requests sent via myFOX, but also requests sent from Foxportal as well as absences entered into attendance by other means (e.g. incapacity for work, caring for a family member - OCR). In the calendar, absences entered directly in Afox are marked in yellow as "Afox others".

Will the absence items available in Outlook calendar?

Yes, but not automatically. The requestor will receive an email notification after request approval, which contains the absence as .ics attachment. The users can decide to save it to their calendar or not. The same applies to manager/deputy colleague.

Can I turn off email notifications?

Yes. The user can turn notification off for the whole appliacation so that he does not receive any emails. Custom settings (emails for selected absence types) is not available.

Can I cancel already approved

Yes, but indirectly. You need to aks your attendance administrator.

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NEWS AND CHANGES

How do electronic attachments work? Do I have to bring the doctor's confirmation in paper?

If you create an absence request in myFOX for purposes like the doctor visit, blood donation or obstacles on the employee part, an electronic attachment is required for them. You can find the request that is waiting for a document in the "My Inbox" tab in the application, it will have a blue status "Waiting for document". In the details of the absence, select the file from the PC (photo, scan confirmation) with the "Attach document" button and send the request to the superior. He/She approves or rejects the absence based on the document. Once the request is confirmed, the document remains stored in the system and you do not need to deliver the paper document at all.

Does the confirmation have to be on an official form? Is the form available in the application?

Printing from the application is possible – you can generate the prefilled form by clicking „Print" in absence details (in „My Request" section). However, the confirmation can also be supplied in another form (e.g. the standard Leave request for medical treatment on the SEVT form), it is important that it contains all the necessary data - employee's name, ID, date (and time) of absence and stamp and signature of the doctor/confirming institution.

Who approves the requests in myFOX?

All requests are approved only by direct superior. There is no multi-level approval process. Each employee is responsible for complying to company policies and attendance rules.

How should I request overtime hours transfer?

As soon as your overtime requests are approved, you can request the transfer to following months (overtime hours are primarily set for payment). In „Attandance Sheet" you can use the „For payment" field to set a required number of hours for ttransfer.

TROUBLESHOOTING

I cannot send a request for the selected day - the "Create absence" button is not active.

The application allows you to create an absence only on the day when you have a scheduled shift in Afox. If the given day is displayed as a non-working day, you probably do not have a shift scheduled in the attendance system. Please contact the attendance administrator.

I see an incorrect information in the Requests. Who should I contact?

Create a JIRA ticket on myFOX, under the title "Requests". We will check the functionality of the application and the data in aFox. You can also reach HR IS team on **.zadanky** distribution email.

I cannot create a Request for the current month, the system reports that the month is locked even though it is not the end of the month.

In this case, it is a temporary lock of the attendance by the payroll office. Inform your supervisor about the planned absence and create a request form later (attendance will be temporarily locked for a maximum of 48 hours).

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