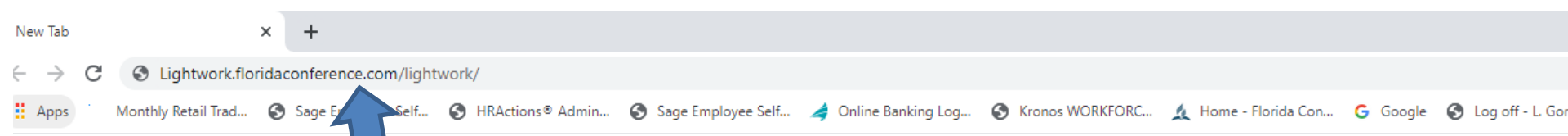


Request Time Off

Lightworks



Enter the Lightworks link using any browser.
[Lightworks.floridaconference.com/lightworks/](https://lightworks.floridaconference.com/lightworks/)



Search Google or type a URL

- Logged Out
- Sage Employ...
- Seacoast Bank
- AASI.net
- Respondent ...
- Sage Employ...
- 403
- Home
- LightWork
- Add shortcut



Seventh-day Adventist® Church

FLORIDA CONFERENCE

Welcome to LightWork!
New to LightWork? [Register here!](#)

Username

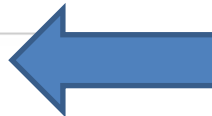
Password

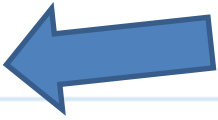
Remember Me

Sign in

[Forgot your username or password?](#)

Enter Username and
Password





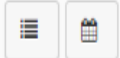
After successfully logging in, the system will automatically take you to your Dashboard as seen on the screen. Click on the triple lines to expand the menu



Dashboard



Employee Time Of



Employee First Date ▾ Last Date ▾ Hours ▾

No Records Found



« ‹ 1 › » 25 ▾

Employee

Gordon, Lylitte Aideen

« ‹ 1 › » 25 ▾

Click Timesheets

LightWork



Dashboard



About Me



Timesheets



Imports



Exports



People



Analytic Reporting



Maintenance



Dashboard

Employee Time Off Requests



Employee

First Date

Last Date

Hours

No Records Found

LightWork



Dashboard



Dashboard

About Me



Timesheets



Timesheet List

Reports

List My Punch Users

Process

Process Holiday Pay

Process Auto Pay

Time Off

Request Time Off

Process Time Off

Schedules

Imports



Exports



People



Analytic Reporting



Maintenance



Employee Time Off Requests



Employee	First Date	Last Date	Hours
----------	------------	-----------	-------

No Records Found

Click on Request Time Off



LightWork



Dashboard



Timesheets - Request Time Off - New

About Me



Timesheets



Employee



Timesheet List

Attendance Plan



Reports

Notes / Reason

List My Punch Users

Process

Process Holiday Pay

Process Auto Pay

Time Off

Request Time Off

Process Time Off

Schedules

Imports



Days

No Records Found

Start Time

Click on the magnifying glass to search the employee. If you are requesting for yourself, your name should be already listed above. If you are requesting for yourself skip pages 8 through 10 and proceed to page 11 of the manual.



Enter the name of the employee. First name or last name will do.

Employee Lookup



Lyllite Gordon



Direct Reports Only

Employee ID ↕

Name

Company ID ↕

Status ↕

No Records Found

« ‹ 1 › » 10 ▾

✓ Okay

✗ Cancel

Employee Lookup

X

Lyllite



Direct Reports Only

Employee ID

Name

Company ID

Status

222017

Gordon, Lyllite Aideen

FLC

Active

« ‹ 1 › » 10 ▼

✓ Okay

✗ Cancel



Click on the employee's name

Direct Reports Only

Employee ID	Name	Company ID	Status
222017	Gordon, Lyllite Aideen	FLC	Active

Navigation icons: back, forward, page 1, page 10

After clicking on the employee's name above the "Okay" button will activate. Click on the "Okay" button



Buttons: Okay, Cancel



Employee

Gordon, Lylitte Aideen

Attendance Plan

Sick, LT

Notes / Reason

Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

After clicking the “Okay” button, it will take you back to the main screen for Request Time Off as seen above. Click on the “Attendance Plan” drop down menu and choose the code: Vacation, Sick LT or Sick ST. To the right above, is the total accrued hours the employee earned. The information above shows that the employee as of 05/31/2021 has 42.08 hours available.



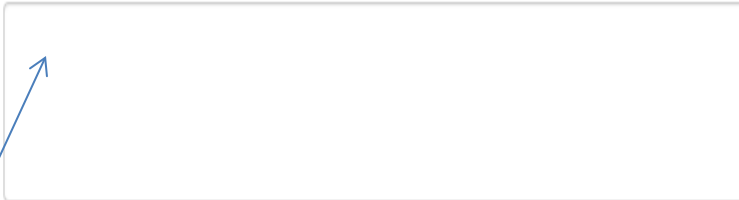
Employee

Gordon, Lyllite Aideen

Attendance Plan

Sick, LT

Notes / Reason



Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

You can also add notes/reason for the request time off



Employee Gordon, Lylitte Aideen

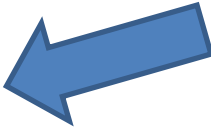
Attendance Plan Sick, LT

Notes / Reason

Attendance Plan Details	
Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

Days

+ Add Day



Now that you have selected the code, it's time to enter the date of your time off request. Please click on "Add Day"

Start/End

Hours Day

No Records Found





Employee

Gordon, Lyllitte Aideen



Attendance Plan

Sick, LT

Notes / Reason

Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

Days

+ Add Day

1.) After clicking the “Add Day” button, the current date will appear. Click the “Start/End button



Start/End Hours

Date	Start Time	End Time	Hours	Day	
6/23/21	8:00 AM	8:00 AM	0.0	Wednesday	✖



2.) Click on the date, start time, and end time for editing. To enter total hours. Please see next page.



Employee

Gordon, Lylitte

Attendance Plan

Sick, LT

Notes / Reason

Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

To enter total hours click the "Hours" button

Days

+ Add Day

Start/End Hours

Date	Hours	Day
6/23/21	0.0	Wednesday





Employee

Attendance Plan

Notes / Reason

Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

Enter the total requested hours here

Days

Date	Hours	Day	Start/End	Hours
6/23/21	0.0	Wednesday		





Once the hours are entered, click on the box with the green check mark to approve

Employee

Attendance Plan

Notes / Reason

Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

Days

+ Add Day

Start/End Hours

Date	Hours	Day	
6/23/21	8.0	Wednesday	x





Employee Gordon, Lyllite
Status Submitted
Attendance Plan Sick, LT
Pay Code Long Term Sick
Notes / Reason

Attendance Plan Details

Carry Over 0
Accrued 42.08
Taken 0
Available 42.08
As Of 5/31/21
Year End 12/31/69
Y/E Date -

Days

+ Add Day

After approving, you will see a new column added, entitled "Status". You will know that you have successful requested time off because under the "Status" column it will say "Submitted".

Start/End Hours

Date	OVR	Hours	Day	Status	
6/23/21		8.0	Wednesday	Submitted	0



Cancel Request Time Off

Lightworks



Click the box with the red X to cancel requested time off while still on the Request Time Off main screen.

Employee Gordon, Lylitte
Status Submitted
Attendance Plan Sick, LT
Pay Code Long Term Sick
Notes / Reason

Carry Over 0
Accrued 42.08
Taken 0
Available 42.08
As Of 5/31/21
Year End 12/31/69
Y/E Date -

Days

+ Add Day

Start/End Hours

Date	OVR	Hours	Day	Status	
🕒 6/23/21		8.0	Wednesday	Submitted	🚫



Click the "Yes" button

Confirm



Are you sure you want to Cancel the Time Off Request?

✓ Yes

✗ No



Employee Gordon, Lylitte

Status Cancelled

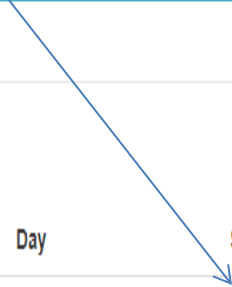
Attendance Plan Sick, LT

Pay Code Long Term Sick

Notes / Reason

Approval Notes

You will know that you have successfully cancelled your requested time off because the Status will say "Cancelled"



Days

Start/End Hours

Date	OVR	Hours	Day	Status
6/23/21		8.0	Wednesday	Cancelled



If you have exited the Request Time Off main screen and realize you've requested the wrong day and want to cancel it, then the cancellation needs to be done in the Dashboard.



LightWork

Home ? Help

Last Updated At 9:43:15 PM

Dashboard

About Me

Timesheets

Employee Time Off Requests

My Team

Open Timesheets - Period 1 / 1

Timesheet List

Reports

List My Punch Users

Process

Process Holiday Pay

Process Auto Pay

Time Off

Request Time Off

Process Time Off

Schedules

Imports

Exports

Employee

First Date

Last Date

Hours

No Records Found

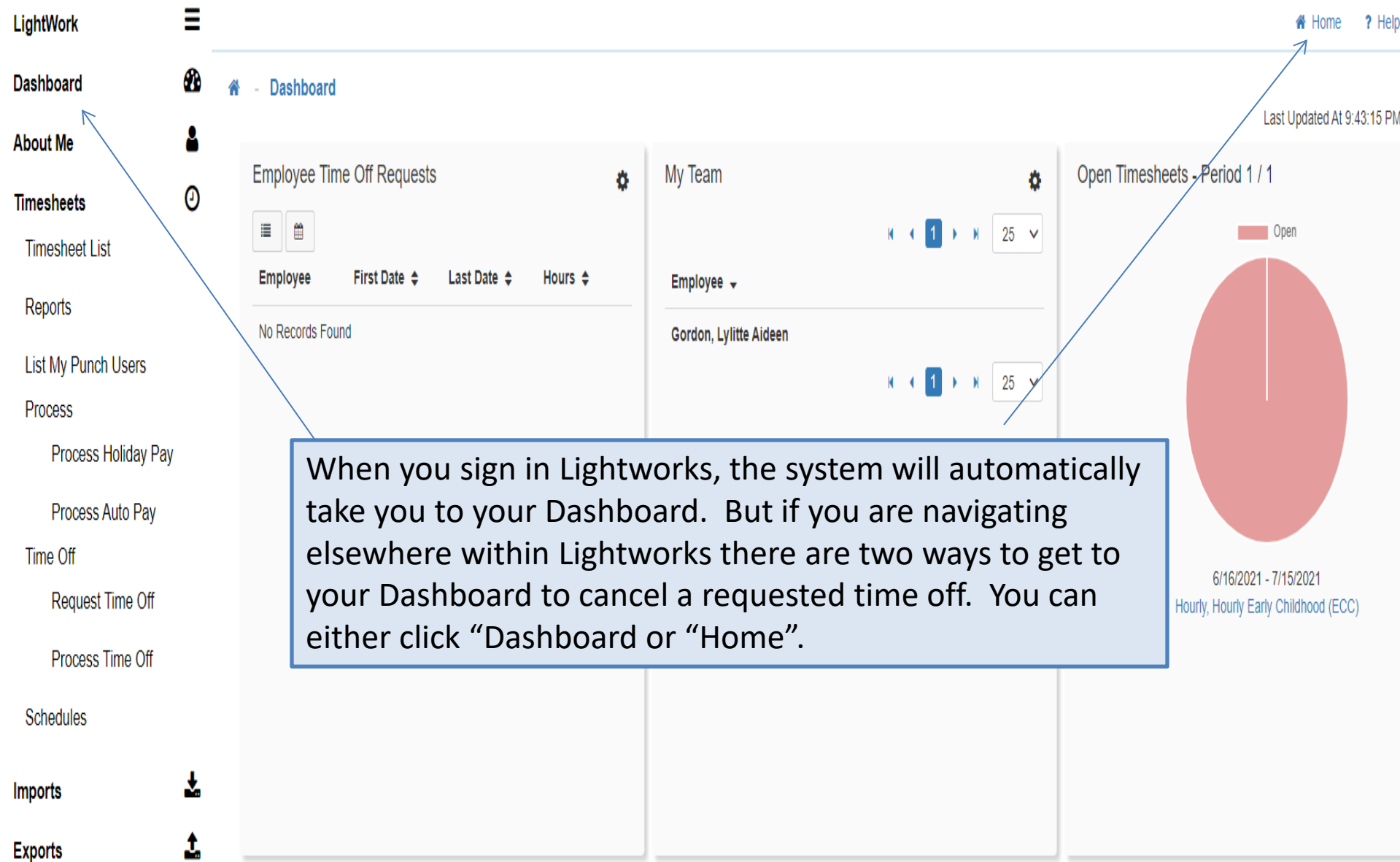
Employee

Gordon, Lylitte Aideen

Open

6/16/2021 - 7/15/2021

Hourly, Hourly Early Childhood (ECC)



The screenshot shows the LightWork dashboard interface. On the left is a vertical navigation menu with icons for Home, About Me, Timesheets, Reports, List My Punch Users, Process, Process Holiday Pay, Process Auto Pay, Time Off, Request Time Off, Process Time Off, Schedules, Imports, and Exports. The main content area is divided into three panels: 'Employee Time Off Requests' (showing 'No Records Found'), 'My Team' (listing 'Gordon, Lylitte Aideen'), and 'Open Timesheets - Period 1 / 1' (displaying a pie chart for 'Open' status). A text box is overlaid on the dashboard, and two blue arrows point from it to the 'Dashboard' and 'Home' links in the top navigation bar.

When you sign in Lightworks, the system will automatically take you to your Dashboard. But if you are navigating elsewhere within Lightworks there are two ways to get to your Dashboard to cancel a requested time off. You can either click "Dashboard" or "Home".

Last Updated At 9:43:15 PM

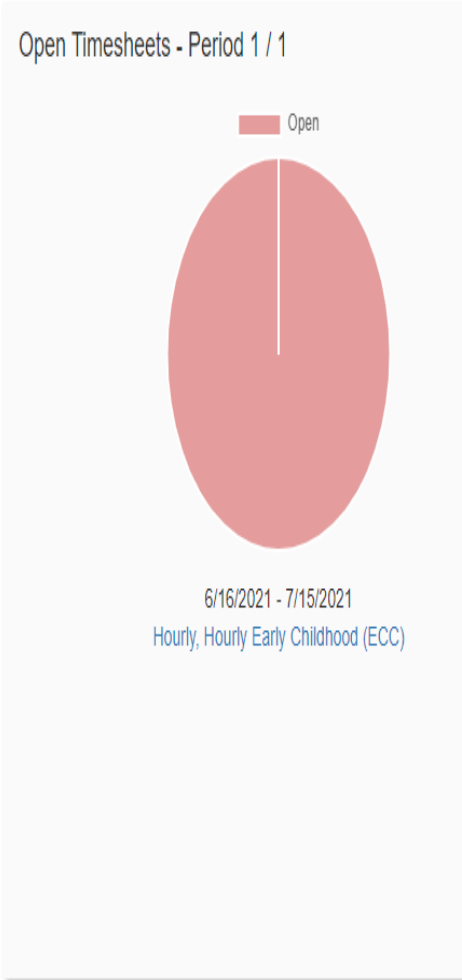
Employee Time Off Requests

☰ ☰

Employee	First Date	Last Date	Hours
No Records Found			

My Team

Employee: Gordon, Lylitte Aideen



Once in the Dashboard, click the "Calendar" button

Month Week Day

June 2021

Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2 9a Parker, Roger	3	4	5
6	7	8	9	10	11	12
19	20	21	22 8a Gordon, Lylitte 8a Gordon, Lylitte	23	24	25
26	27	28	29 8a Gordon, Lylitte	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Click on the date you want to cancel. It should be highlighted in blue. The gray highlight means the requested time off have already been cancelled. The blue highlight means the request is active.





Click the box with the red X

Employee Gordon, Lylitte
Status Submitted
Attendance Plan Sick, LT
Pay Code Long Term Sick
Notes / Reason

Attendance Plan Details

Carry Over	0
Accrued	42.08
Taken	0
Available	42.08
As Of	5/31/21
Year End	12/31/69
Y/E Date	-

Days

+ Add Day

Date	OVR	Hours	Day	Status	Start/End	Hours
🕒 6/23/21		8.0	Wednesday	Submitted		🚫



Click the "Yes" button

Confirm

×

Are you sure you want to Cancel the Time Off Request?

✓ Yes

✗ No



Employee Gordon, Lylitte

Status Cancelled

Attendance Plan Sick, LT

Pay Code Long Term Sick

Notes / Reason

Approval Notes

You will know that you have successfully cancelled your requested time off because the Status will say "Cancelled"

Days

Start/End Hours

Date	OVR	Hours	Day	Status
6/23/21		8.0	Wednesday	Cancelled

