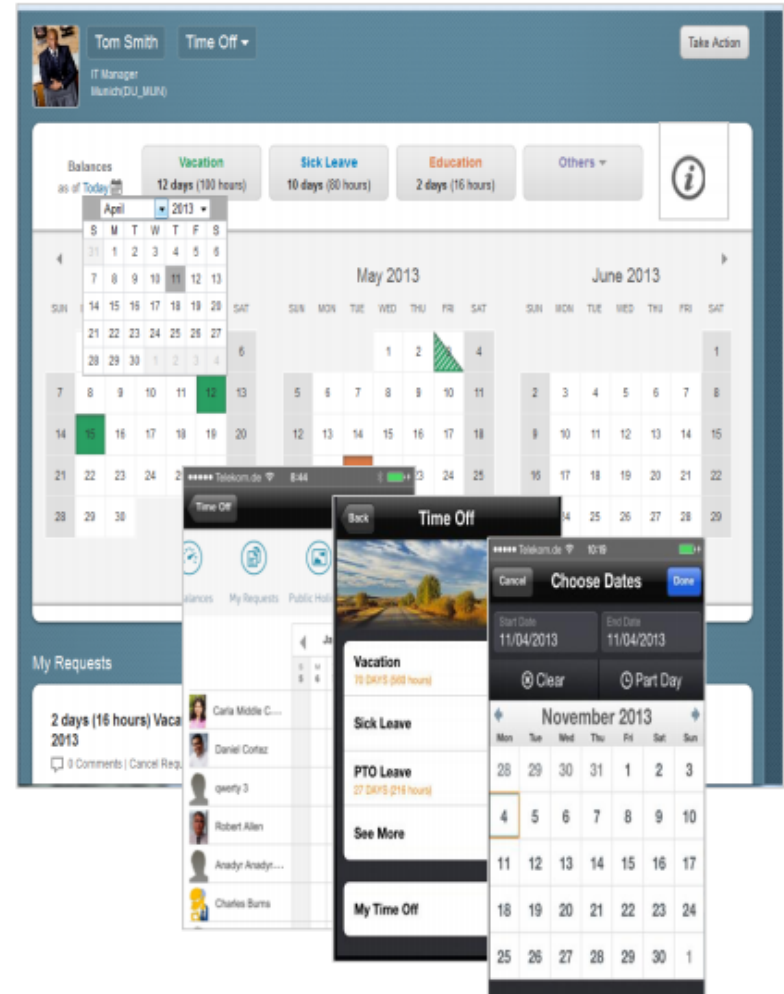


Time-Off Function in Employee Central

Employee Central Time-off will replace GTM-EZ TimeSheet for exempt employees in USA



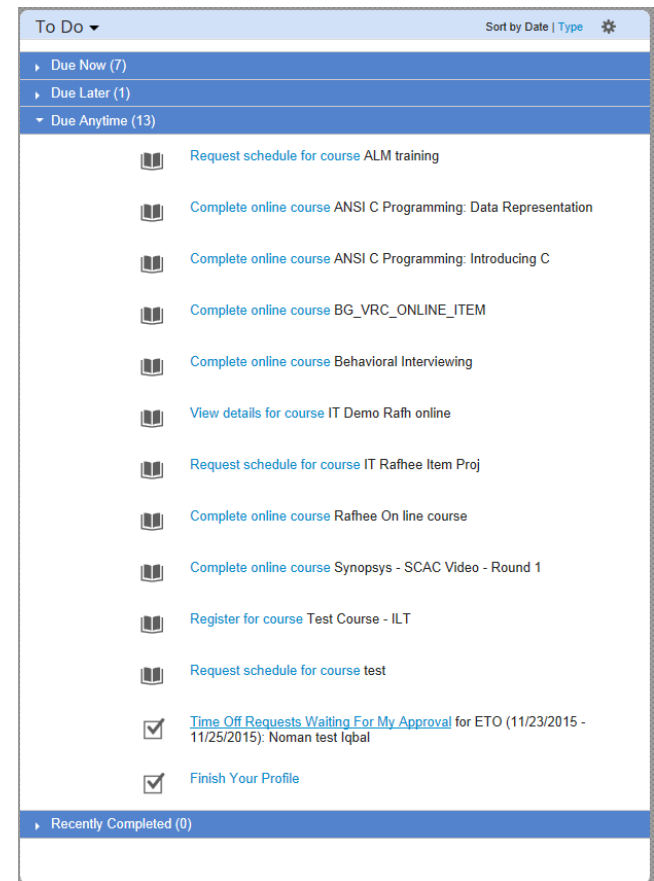
Navigation To Time-off Approvals

- Employee Central Can be accessed from Synopsys World under Quick Links.
- Employee Central can also be accessed through URL <http://myec>

The screenshot displays the Synopsys World intranet interface. At the top, the navigation bar includes the Synopsys World logo, links for RESOURCES and DEPARTMENTS, and buttons for MyIT and SSR. A search bar for the intranet is also present. The main content area features a large banner for 'Q2FY18 Financial Results Announced' with a 'Learn more' link. Below the banner is a 'Quick Links / Role Based' section with a list of links: Employee Central (highlighted), Expense & Travel - Concur, Fiscal Calendars, Learning, Lookup, Managers' Resource Center (MRC), PIC (Product Information Center), Policy Library, Portal Services, Procurement - Ariba P2P, and Software Engineering Portal. To the right, there are three news tiles: 'Don't Miss Out!' for a midyear FOCUS event, 'CAUGHT ON CAMERA' with a photo of a group in Shanghai, and '83% Participation in Shape Synopsys Survey'.

Navigation To Time-off Approvals

- Time-off workflow approval requests are part of manager To-Do portlet on EC home page.
- Click on 'Due Anytime' tab to view absence request waiting on approval
- Click on 'Time off request' link to view further details and approve




Time-off approval

Step 1: Check The details of absence request

Step 2 :Add comments if applicable

Step 3: Click Approve or Decline

Do you approve this request?

 **ETO (11/23/2015 - 11/25/2015): Noman test Iqbal**
Initiated by Noman test Iqbal on November 17, 2015
[View Workflow Participants](#)

Employee Time

- User: Noman test Iqbal
- Deduction Quantity: 24
- Time Type: ETO (US_FTO)
- Start Date: 11/23/2015
- End Date: 11/25/2015
- Time Off Used: 24 hours (3 days)
- Approval Status: Pending
- Cancellation Workflow Request: [?](#)
- Flexible Requesting: No
- Last Modified On: 11/17/2015


Time Calendar

Date	Deduction Quantity	Number Of Days	Number Of Hours	(1) More
11/23/2015	8	1	8	Details
11/24/2015	8	1	8	Details
11/25/2015	8	1	8	Details

No others absent during

November 2015														December...						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5
Noman test Iq...							[Green Hatched Box]													

Comment

 Write a comment