

NAI—Time Off Request Tracking

Requestor User Documentation

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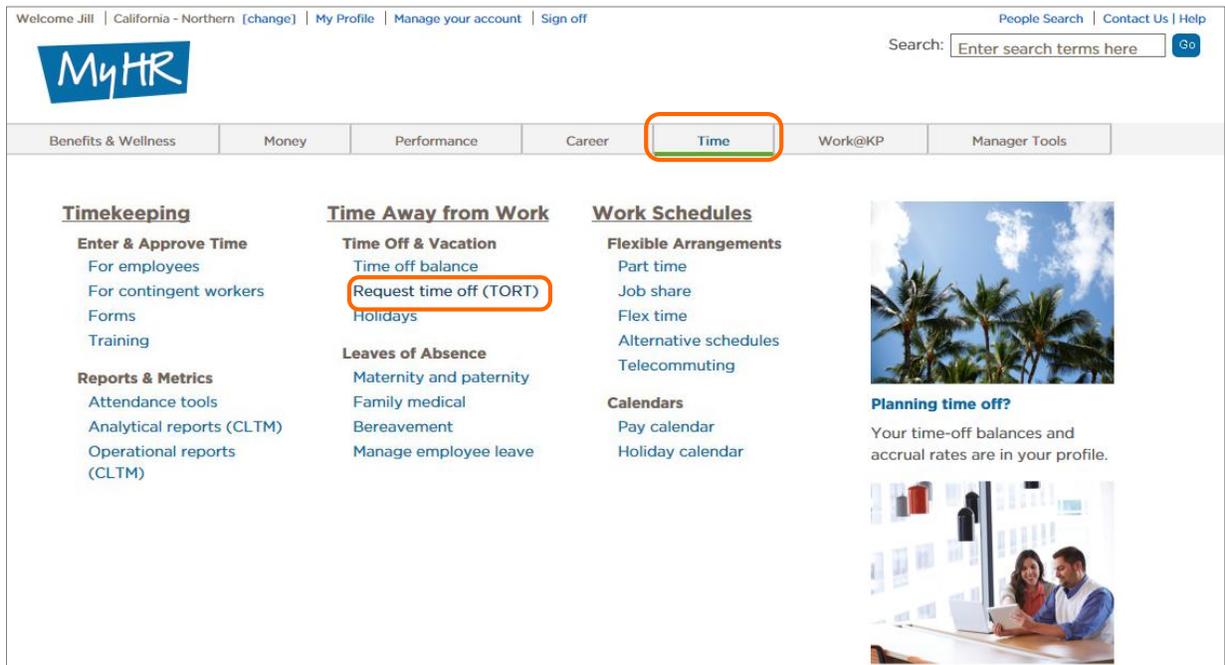
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TORT basics

Accessing TORT

To access TORT:

1. Begin on My HR: insidekp.kp.org/myhr
2. Click **Sign on** and sign on using your KP single sign-on. See *KP single sign-on* later in this job aid for detailed steps.
3. Click the **Time** tab.
4. Click **Request time off (TORT)**.



Note: Please use Internet Explorer or Google Chrome to use the TORT application.

KP single sign-on

The KP single sign-on provides secure and convenient access to many KP applications. With your NUID and a single password, you can sign on to the following applications:

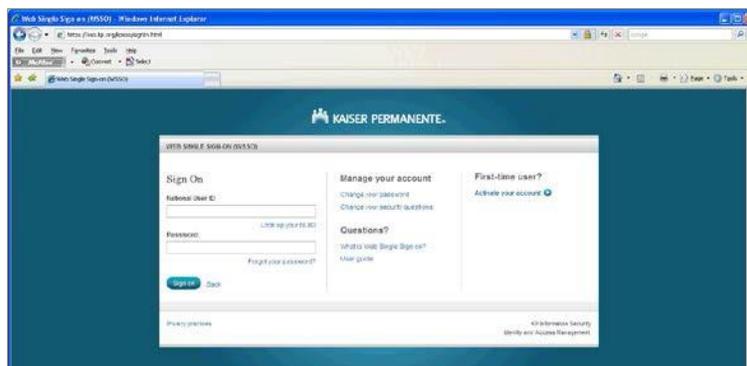
- Time Off Request Tracking (TORT)
- My HR
- KP Learn
- Many others

All of these applications automatically redirect you to the single sign-on to provide secure access after entering your NUID and password.

If you do not have a single sign-on account, click the **Activate your account** link and follow the prompts. Use the links under Manage your account if you forget your password, to change your password, or for password reset questions. Direct questions about this sign-on process to your local help desk.

Signing on

1. Type your NUID in the National User ID (NUID) field.
2. Type your single sign-on password in the Password field.
3. Click the **Sign on** button.



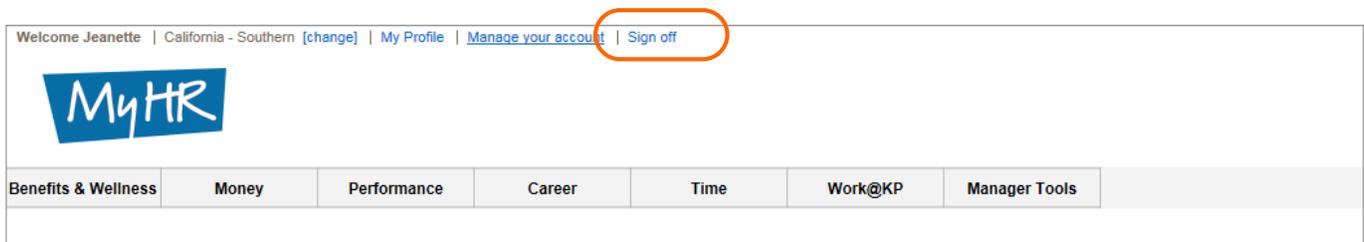
Single sign-on provides secure access to Kaiser Permanente applications.

Important: Do not bookmark (add as a favorite) the single sign-on page. Instead, bookmark each application that uses the single sign-on. Wait until after you have signed on and accessed the TORT application, and then add that page as a favorite. When you access that bookmark, you are redirected to the single sign-on, then back to the TORT application. After 30 minutes of inactivity, users must reenter their NUID and single sign-on password to continue working. Unsaved work may be lost, so save often

Note: Two distinct TORT web addresses are used: one, to request time off and the other, to process requests. Approvers who use both must clearly label favorites/bookmarks to distinguish between the two.

Signing off

To sign off, click **Sign off** at the very top of the screen. Signing off is a good security practice, and it prevents people from inadvertently requesting time off using your account instead of their own.



Introduction to TORT

Time Off Request Tracking (TORT) is Kaiser Permanente's tool for requesting, processing, tracking, and reporting vacation (PTO – paid time off / ETO – earned time off), vacation bids, float, flexible personal days (life balance days), birthday holidays, and other types of time off (which include jury duty, union business, bereavement leave, training/meetings, education time, doctor appointments, unpaid time, and LMP time). Employees use TORT to request planned time off. Authorized approvers process (approve, deny, return, or place on hold) requests for planned time off from members of their approval group.

The process for requesting and/or tracking sick time, leaves of absence, and other regulated leaves remains unchanged.

Requesting time off

Using TORT, users can check their current vacation (PTO/ETO) and flexible personal day balances, request time off, and receive email notifications when requested time off is processed. Approved and pending time-off requests are listed, along with the current status of each request. Past time-off requests are listed on the My Time Off Request History tab.

Note: TORT does not change any of the time-off benefits users enjoy under their union contract or Kaiser Permanente policies. These benefits vary widely across the organization. Because of this variety, some portions of TORT may not apply to everyone. Always follow existing policies when requesting time off. Contact a manager, labor steward, or contract specialist with any policy questions that arise.

Approving time off

Authorized approvers use TORT to review, then approve, deny, return, or place on hold time-off requests from employees in their approval group.

Authorized approvers are notified twice a day by email when members of their approval group submit a request. Authorized approvers are also notified of the need to process employee-requested retractions of approved time-off requests.

Process overview

Employee submits request

Employees submit time-off requests to authorized approvers who process (approve, deny, place on hold, or return) the requests.

Note: Only active KP employees on the My HR system can use TORT. Contractors and temporary employees cannot use TORT.

Approver processes request

When an employee submits a request, it is sent to the employee's authorized approver. The authorized approver is the person who is authorized to approve time-off requests. An authorized approver may be a primary approver or an approver proxy. When the authorized approver approves the request, the employee can then take the time off. Approvers may also deny a request, return it to the requestor, or put a request on hold before taking any further action.

Note: Only active KP approvers in the My HR system can use TORT. If the primary approver has an inactive status (due to a transfer, retirement, having left KP), neither employees nor approver proxies within their approval group can use the TORT system until a new primary approver is set up in TIME.

Primary approver

The primary approver in TORT is always a reflection of the primary approver set up in the TIME system.

Approver proxies

In some cases, a different approver, known as an approver proxy, may be designated to process time-off requests in addition to the primary approver.

Saving a draft request

When an employee creates a new time-off request, he or she can submit it immediately or save it as a draft. When a request is saved as a draft, it is not forwarded to the authorized approver, and the hours are not subtracted from the requestor's available balances. Later, the requestor can choose to either edit and submit the request or delete it.

Withdrawing a request

After a time-off request is submitted, the requestor can withdraw it if the authorized approver has not yet processed it. Submitting a request for time off subtracts the time off from the requestor's available balance in TORT. If the request is withdrawn or denied, the time is added back to the requestor's available balances.

Note: If an authorized approver places a request on hold, the requestor can still withdraw it.

Retracting a request

After a time-off request is approved, the requestor cannot delete or withdraw it, but he or she can request a retraction. The authorized approver must process the requested retraction. When the authorized approver approves the retraction, the requestor's time off is cancelled. If the requested retraction is denied or not processed, the request remains approved.

Note: The requestor can also partially retract day(s) within his or her time-off request.

Resubmitting a returned request

In some cases, the authorized approver may return a request to the requestor without approving or denying it and suggest changes to the date(s) or time(s) of the request. The requestor can do one of the following:

- Withdraw the request.
- Resubmit the request as is.
- Edit and resubmit the request.

Note: If the requestor decides to edit and resubmit the request, the system retains the original date and time of the request so that the requestor does not lose his or her place in the request queue.

Approver override

If the approver denied a request, using the override allows the approver to change the status from Denied to Approved.

Once the approval (override) is made, the approver cannot take any further action on the request unless the requestor retracts the request. In the case of an approved (overridden) request, the requestor receives an email notification and an alert is displayed in the Alerts portlet.

Note: The approver can also override a denied retraction request to approved.

Time-off request statuses

Time-off requests change status as they are processed. See *Viewing details on the status of a request* later in this job aid for information on how to see the status of time-off requests.

Status	Detail	Description
Draft	Draft Saved by Employee	The time-off request is saved, but not submitted. Drafts can be deleted or edited and submitted. If the draft is not submitted by the end date of the request, it is deleted by the system.
Submitted	Pending Action by Approver	The time-off request is submitted, but not yet approved or denied by the approver.
Withdrawn	Removed by Employee	The time-off request is submitted, not yet approved or denied, and withdrawn by the employee.
On Hold	Placed on Hold by Approver/System	A time-off request has been placed on hold by the authorized approver, or a vacation bid request has been automatically placed on hold by the system. After the end date of the hold, the approver must approve, deny, or return the request, or place a new hold. If the approver does not take action before the end date of the hold, the system releases the hold. Holds cannot be placed within the 15-day period before the first day of the time-off request.
Approved	Processed by Approver	Time off is approved.
Approved	Denied Overridden to Approved	A time-off request that was previously denied is approved.
Approved	Reapproved (Retraction Denied)	Retraction was requested by the employee and denied by the authorized approver. This includes partial-retraction requests.
Approved	Approved Days of a partially approved request	A time-off request is approved for specific days within a partially approved request.
Denied	Processed by Approver	Time off is not approved.
Denied	Denied Days of a partially approved request	A time-off request is denied for specific days within a partially denied request.
Submitted	Recalled (Retraction Requested)	A retraction was requested by the employee, but it has not been processed yet. This includes partial-retraction requests.
Retracted	Removed (Retraction Approved)	A retraction was requested by the employee and approved by the authorized approver. This includes partial-retraction requests.
Returned	Approver Requests Resubmit	The time-off request is returned by the approver without being approved or denied, but with suggested changes to the date(s) or time(s) of the request. The employee can resubmit the request with or without making the suggested changes, or withdraw the request.
Resubmitted	<ul style="list-style-type: none"> • Changes made to Resubmitted Request • Resubmitted without changes 	The request returned by the approver has been resubmitted by the employee. The text in the Detail column indicates whether the employee made changes to the returned request before resubmitting it.

Email notifications

Employee notifications

Employees receive email notification of the following:

- Approval or denial of time-off requests
- Partial approval or denial of time-off requests
- Approval or denial of retractions of time-off requests
- Future requests for flexible personal days and float that exceed the available time-off balance
- Returned requests
- Approved (overridden) requests

Approver notifications

Authorized approvers receive email notification of the following:

- Requests for time off from members of their approval group
- Requests for retraction of time-off requests from members of their approval group
- Withdrawal of requests that the approver has placed on hold
- Approved (overridden) requests

Types of time off and policies

TORT does not change any of the time-off benefits employees enjoy under union contracts or Kaiser Permanente policies. These benefits vary widely across the organization. Because of this variety, some portions of TORT may not apply to all employees. Always follow existing policies when requesting time off. Contact the approving manager, labor steward, or contract specialist with any policy questions that arise.

TORT employee interface

This is a typical TORT screen.

Welcome Jill | California - Northern [change] | My Profile | Manage your account | Sign off

People Search | Contact Us | Help

Search: Enter search terms here

MyHR

Benefits & Wellness | Money | Performance | Career | Time | Work@KP | Manager Tools | Bookmark this page

Back to: KP and Me > Benefits, Pay and Employment > Time Off

Typical screen size

My Time Off Requests (15) | My Time Off Request History (0) | Vacation Bidding (3)

My List View | Calendar Week View

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/26/2017-05/27/2017	4.00	Vacation Bidding	Denied	Processed by Approver
05/28/2017	(P) 1.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
06/03/2017-06/04/2017	2.00	Vacation (PTO/ETO)	Submitted	Recalled (Retraction Requested)
06/11/2017-06/14/2017	4.00	Vacation Bidding	Retracted	Removed (Retraction Approved)
06/11/2017-06/12/2017	2.00	Vacation (PTO/ETO)	Approved	Processed by Approver
06/21/2017-06/22/2017	4.00	Other	Approved	Processed by Approver
06/27/2017-06/30/2017	4.00	Vacation (PTO/ETO)	Approved	Processed by Approver
07/10/2017-07/12/2017	24.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
08/09/2017-08/11/2017, 08/14/2017-08/18/2017	64.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver

(P) Request Contains one or more Partial Days.

[Create New Time Off Request](#)

Alerts

Time Off Request (06/21/2017 - 06/22/2017) is approved.

Time Off Request (06/27/2017 - 06/30/2017) is approved.

Time Off Request (06/11/2017 - 06/12/2017) is approved.

Time Off Request (05/26/2017 - 05/27/2017) is denied.

Employee Information

Employee (NUID) **fname lname (B136345)**

Preferred e-mail Address **krishna.kishore.chodey@kp.org**

Primary Approver **fname lname**

To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org

[Show Employee Details](#)

Time Off Detail

[Create a Time Off Request](#)

Please select the desired date or dates.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Total				0.00	0.00

2017 May

S	M	T	W	T	F	S
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
		Bid	Bid			Bid
28	29	30	31	1	2	3
Vac		Bid	Bid			

Select a date or a range of dates.

My Time Off Balances

Vacation (PTO/ETO)

Current Balance 900.00

- Future Requests * 237.00

Available Balance 507.00

Float

Current Balance NA

- Future Requests 8.00

Available Balance NA

Flexible Personal Days

Current Balance 900.00

- Future Requests 0.00

Available Balance 900.00

Current Balance is the Current balance from HR Systems

Future Requests equals future submitted requests plus future approved request (Does not include Draft Requests)

Available Balance equals Current Balance minus Future Requests

PTO equals Paid Time Off

ETO equals Earned Time Off

*Vacation (PTO/ETO)

Future Requests does NOT include SUBMITTED Vacation Bidding requests not yet approved.

Do It Now

[Create New Request](#)

[Review Time Off Policies](#)

[Time Off Requestor Job Aid](#)

[Take TORT Training](#)

[How to find TORT Training Loading Issue? View Fix](#)

[Spanish Materials \[pdf\]](#)

[Questions? View FAQs](#)

[TORT SharePoint Site](#)

To contact us with questions, feedback or suggestions, e-mail us at NAT-TORT@kp.org

[My Profile](#)

To see the full screen on most computers, scroll down or up. The orange box shows a typical screen size.

Interface elements

My Time Off Requests

This tab displays the time-off request history for the current year.

- **List View:** This view displays time-off requests; this is the default view. The requestor's current time-off requests are listed at the top of the page in a scrollable list on the My Time Off Requests tab.
- **Calendar Week View:** This view displays all time-off requests in a read-only view for all employees in an approval group. Float employees can request that their approving managers grant access to view any additional approval groups in the Calendar Week View.

My Time Off Request History

This tab displays the time-off request history for the current year and the previous year.

Vacation bidding

Vacation bidding is available in the TORT system. After an employee has submitted a vacation bid request, it is automatically placed on hold by the system. When the approver is ready to process the vacation bid requests, he or she clicks Show All Requests to view and process the vacation bid requests.

Approved and denied vacation bid requests are listed on the My Time Off Requests tab. Be sure to submit vacation bid requests only when the department manager has notified you that it is OK to begin submitting bids through TORT. The ability to use this functionality in TORT does not change any current contractual provisions or policies. If questions arise about a department's bidding period or bidding process, contact the approving manager, labor steward, or contract specialist.

Time Off Detail

The Time Off Detail section, located in the center of the screen, provides a summary of the available vacation (PTO/ETO) and flexible personal day balances, a calendar for selecting days off, and a form for specifying the type(s) of time off. It also shows details about a specific time-off request.

Portlets

The right-hand column displays a series of portlets with the following information from top to bottom:

Alerts: This portlet shows the authorized approver's approval or denial of a requestor's time-off requests.

Employee Information: This portlet displays the requestor's name, NUID, preferred email address, and primary authorized approver's name. (Only the primary approver's name is displayed.) Employee Details expands to display the job code, seniority date(s), union group, department, location, and shift.

Note: In some regions, the seniority date(s) is available for vacation bidding. The seniority date can be added in TORT when labor and management jointly agree to add it to TORT.

My Time Off Balances: This portlet displays current and available balances for the time-off types for which a requestor is eligible. As long as the requestor's TIME card is coded correctly, after the pay period has passed, TORT updates the hours based on the requestor's TIME card. The TORT profile only tracks time-off requests; it does not change the requestor's current balance.

Where to go for more help

The Do It Now portlet at the bottom right of the TORT screen provides links and additional information on ways to get help using TORT.

Review Time off Policies: This link opens a document with information on time-off policies.

Time Off Requestor Job Aid: This link opens the PDF file for this job aid.

Take TORT Training: This link goes directly to KP Learn where helpful, interactive TORT training is available.

How to find TORT Training: This link opens a document that provides step-by-step instructions on how to find the training on KP Learn.

Loading Issue? View Fix: This link provides instructions on how to change your computer loading settings to fix the prolonged loading, spinning issue users see when processing time-off requests.

Spanish Materials: This link opens a document that has the TORT job aid and FAQs translated into Spanish.

Questions? View FAQs: This link opens a document that lists the answers to frequently asked questions.

TORT SharePoint Site: This link directs you to important TORT reporting, communications, and training materials.

NAT-TORT@kp.org: Send an email to this address if questions, feedback, or suggestions arise.

Super User Contact List: This link appears only for users in the SCAL Region; it opens a document listing expert TORT users in the Southern California Region to contact with TORT questions.

Changing the requestor's preferred email address

TORT email notifications regarding approvals and denials of time-off requests are sent to the address(es) specified in the Employee Information portlet. By default, the requestor's KP email address is used. Update the default to send notifications to an alternate email address or to both the default address and an alternate address.

1. Click the **Edit** drop-down arrow in the Employee Information portlet.

The screenshot shows the MyHR portal interface. At the top, there is a navigation bar with "Welcome Jeanette", "California - Southern [change]", "My Profile", "Manage your account", and "Sign off". A search bar is on the right. Below the navigation bar are tabs for "Benefits & Wellness", "Money", "Performance", "Career", "Time", "Work@KP", and "Manager Tools". The main content area is titled "Back to: KP and Me > Benefits, Pay and Employment > Time Off". It features a table of "My Time Off Requests (66)" with columns for "Date(s) Requested", "Hours Requested", "Time Off Request Type", "Status", and "Detail". The table lists several requests, including one for 06/23/2017-06/24/2017 with 22.00 hours, which is "Recalled (Retraction Requested)". To the right of the table is an "Employee Information" portlet for "Ugliest S Otter (K208892)". The "Preferred e-mail Address" is "x.y@kp.org", and an "Edit" button is circled in red. Below the table is a "Time Off Detail" section with a "Printable Version" button.

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
06/23/2017-06/24/2017	22.00	Multiple (Combined)	Submitted	Recalled (Retraction Requested)
06/25/2017	10.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially retracted request
06/26/2017	10.00	Vacation (PTO/ETO)	Submitted	Days Recalled (Partial Retraction Requested)
06/27/2017	10.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially retracted request
06/28/2017	10.00	Vacation (PTO/ETO)	Submitted	Days Recalled (Partial Retraction Requested)
06/29/2017	10.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially retracted request
06/30/2017	10.00	Vacation (PTO/ETO)	Retracted	Removed (Partial Retraction Approved)
07/01/2017	10.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially retracted request
07/02/2017	10.00	Vacation (PTO/ETO)	Retracted	Removed (Partial Retraction Approved)

A new window is displayed.

This screenshot shows a close-up of the "Employee Information" portlet. The "Preferred e-mail Address" is "x.y@kp.org". An "Edit" button is circled in red. A dialog box is open, titled "Select your preferred address for Time Off Request e-mail notifications." It has two radio buttons: "x.y@kp.org" (which is selected) and "Alternate e-mail address". Below the radio buttons are two "Enter email address" input fields and a "Save" button.

2. Select the **Alternate email address** check box to add an alternate address.
3. Select the text in the first **Alternate email address** field, and then type the alternate email address over the selected text.
4. Select the text in the second **Alternate email address** field, and then retype the alternate email address over the selected text.

Employee Information

Employee (NUID)
Ugliest S Otter (K208892)

Preferred e-mail Address
x.y@kp.org

Edit ▾

Select your preferred address for Time Off Request e-mail notifications.

x.y@kp.org

Alternate e-mail address

Enter email address

Please type your e-mail address again.

Enter email address

Save

5. To use both addresses, leave both check boxes selected. To use only the alternate address, click the primary address check box to clear it.
6. Click **Save**.

The preferred email address information is updated. All notification emails from TORT are sent to the updated preferred email address or addresses.

Employee Information

Employee (NUID)
Ugliest S Otter (K208892)

Preferred e-mail Address
x.y@kp.org

Edit ▾

Select your preferred address for Time Off Request e-mail notifications.

x.y@kp.org

Alternate e-mail address

requestor@gmail.cc x

Please type your e-mail address again.

Enter email address

Save

Requesting time off

When creating a time-off request, complete the following steps:

1. On the My Time Off Requests tab, click the **Create New Time Off Request** link.

Welcome Shernetle | California - Southern [change] | My Profile | Manage your account | Sign off

People Search | Contact Us | Help

Search: Enter search terms here

MyHR

Benefits & Wellness | Money | Performance | Career | Time | Work@KP | Manager Tools

Bookmark this page

Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (3) | My Time Off Request History (0) | Vacation Bidding (0)

My List View | Calendar Week View

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/29/2017	8.00	Other	Submitted	Recalled (Retraction Requested)
05/30/2017	8.00	Vacation (PTO/ETO)	Returned	Approver Requests Resubmit
02/12/2018-02/16/2018	40.00	Vacation (PTO/ETO)	Approved	Processed by Approver

(P) Request Contains one or more Partial Days.

[Create New Time Off Request](#)

Alerts

Time Off Request (05/30/2017) is returned.

Employee Information

Employee (NUID) **fname Rosileen Iname (A993302)**

Preferred e-mail Address **x.y@kp.org**

Primary Approver **fname Iname**

To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org

[Show Employee Details](#)

My Time Off Balances

After clicking the *Create New Time Off Request* link, the *Time Off Detail* shows available balances and the calendar used to select time-off dates at the bottom of the page. It may be necessary to scroll down to see the calendar.

Time Off Detail

Create a Time Off Request

Please select the desired date or dates.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Total				0.00	0.00

2018 February

S	M	T	W	T	F	S
28	29	30	31	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	1	2	3

Select a date or a range of dates.

Float

Current Balance NA

- Future Requests 0.00

Available Balance NA

Flexible Personal Days

Current Balance 500.00

- Future Requests 0.00

Available Balance 500.00

Current Balance is the Current balance from HR Systems

Future Requests equals future submitted requests plus future approved requests (Does not include Draft Requests)

Available Balance equals Current Balance minus Future Requests

PTO equals Paid Time Off

ETO equals Earned Time Off

*Vacation (PTO/ETO)

Future Requests does NOT include SUBMITTED Vacation Bidding requests not yet approved.

Do It Now

[Create New Request](#)

[Review Time Off Policies](#)

[Time Off Requestor Job Aid](#)

[Take TORT Training](#)

[How to find TORT Training Questions? View FAQs](#)

[Loading Issue? View Fix](#)

[Spanish Materials \[pdf\]](#)

[Super User Contact List](#)

[TORT SharePoint Site](#)

To contact us with questions, feedback or suggestions, e-mail us at WAT-TORT@kp.org

- Click the date(s) in the calendar to select the date(s) for the time-off request. If all of the dates are the same type and amount of time off, select all the dates at once.

Time Off Detail
Create a Time Off Request
 Please select the desired date or dates.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Total				0.00	0.00

2018 February

S	M	T	W	T	F	S
28	29	30	31	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	1	2	3

Select a date or a range of dates.

Do it Now

- Create New Request
- Review Time Off Policies
- Time Off Requestor Job Aid
- Take TORT Training
- How to find TORT Training Loading Issue? View Fix
- Spanish Materials [pdf]
- Questions? View FAQs
- TORT SharePoint Site
- To contact us with questions, feedback or suggestions, e-mail us at NAT-TORT@kp.org
- My Profile

After selecting the date(s), the Request Time Off section to the right of the calendar is displayed. The current month is displayed. You can select dates from the current date onward. To select a future month, click the arrow to the right of the month.

- Type the number of **hours per day** requested in the field corresponding to the desired type of time off. Select **Partial Day** to request part of a day off. If you selected more than one day in the previous step, the hours entered apply to **each day** selected.

Time Off Detail
Create a Time Off Request
 Please select the desired date or dates.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Total				0.00	0.00

2018 February

S	M	T	W	T	F	S
28	29	30	31	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	1	2	3

Request Time Off
 *Required

* Duration
 Full Day Partial Day
 The hours entered below are applied to each calendar day and cannot be greater than your scheduled hours.

Hours per Day	Time Off Type	Resulting Balance
0	Vacation (PTO/ETO)	543.00
0	Float	NA
0	Other Leave Option*	<<Set>>
0	Flexible Personal Days	900.00

0.00 Hours Requested Per Day

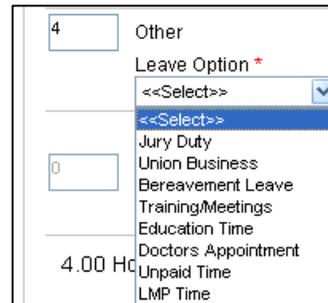
Next Cancel

For example, if a normal workday is 8 hours and the request is for 2 days of PTO, type 8 in the Vacation (PTO/ETO) field.

4. Press TAB.
5. Repeat steps 2 to 4 until all of the desired time off is entered.

In addition to vacation (PTO/ETO) and flexible personal days, you can request float time off and other time. Other time off includes the following types of time off:

- Jury duty
- Union business
- Bereavement leave
- Training/meetings
- Education time (requires comments)
- Doctor appointments
- Unpaid time
- LMP time

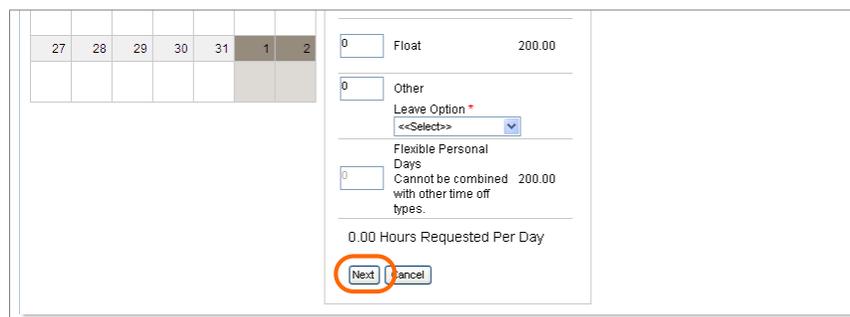


A screenshot of a software interface showing a dropdown menu. The menu is open, displaying a list of options: '<<Select>>', '<<Select>>', 'Jury Duty', 'Union Business', 'Bereavement Leave', 'Training/Meetings', 'Education Time', 'Doctors Appointment', 'Unpaid Time', and 'LMP Time'. The 'Jury Duty' option is highlighted in blue. To the left of the dropdown, there is a text input field containing the number '4'. Below the dropdown, there is another text input field containing '0.00 Hrs'.

The TORT system calculates the hours of time off requested by multiplying the hours entered for each type of time off by the number of days requested. For example, selecting 2 days on the calendar and entering 8 hours (a normal work day) in the Vacation (PTO/ETO) field, and then selecting 1 day on the calendar and entering 8 hours in the Float field, results in 16 hours being subtracted from the paid time-off or earned time-off balance, and 8 hours being subtracted from the float balance.

Note: Flexible personal days **cannot** be combined in the same request with other types of time off.

6. Click **Next**. Scroll down to see the Next button if necessary.



A screenshot of a software interface for requesting time off. On the left, there is a calendar grid showing dates from 27 to 31, with the 1st and 2nd of the following month highlighted. To the right of the calendar, there are several input fields: 'Float' with a value of 200.00, 'Other' with a value of 0, and 'Flexible Personal Days' with a value of 0. Below these fields, there is a message: 'Cannot be combined with other time off types.' At the bottom, there is a label '0.00 Hours Requested Per Day' and two buttons: 'Next' and 'Cancel'. The 'Next' button is circled in red.

7. If needed, type a comment in the Enter Comments field (optional). Use this field to provide additional information to help the approver in processing a request.

8. Click **Submit** to send the request to the authorized approver.

The request displays in the My Time Off Requests list as Submitted. The requestor is notified by email when a request is processed (approved, denied, or returned) by the authorized approver.

Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (13) | My Time Off Request History (0) | Vacation Bidding (3)

My List View | Calendar Week View | Printable Version

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/26/2017-05/27/2017	4.00	Vacation Bidding	Denied	Processed by Approver
05/28/2017	(P) 1.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
06/03/2017-06/04/2017	2.00	Vacation (PTO/ETO)	Submitted	Recalled (Retraction Requested)
06/11/2017-06/14/2017	4.00	Vacation Bidding	Retracted	Removed (Retraction Approved)
06/11/2017-06/12/2017	2.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
07/10/2017-07/12/2017	24.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
08/09/2017-08/11/2017, 08/14/2017-08/18/2017	64.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
08/21/2017-08/22/2017	16.00	Multiple (Combined)	Submitted	Pending Action by Approver
09/25/2017-09/28/2017	32.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver

(P) Request Contains one or more Partial Days.

Create New Time Off Request

Alerts
Time Off Request (05/26/2017 - 05/27/2017) is denied.

Employee Information
Employee (NUID) fname Iname (B136345)
Preferred e-mail Address x.y@kp.org
Edit
Primary Approver fname Iname
To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org
Show Employee Details

My Time Off Balances
Vacation (PTO/ETO)

Note: TORT does not change any of the time-off benefits enjoyed under a union contract or Kaiser Permanente policies. These benefits vary widely across the organization. Because of this variety, some portions of TORT may not apply to everyone. Always follow existing policies when requesting time off. Contact the approving manager, labor steward, or contract specialist with any policy questions that arise.

Saving a time-off request as a draft

You can save a time-off request as a draft and submit it later. Draft time-off requests are not reflected in the available time-off balances and are not sent for approval.

1. Create a time-off request, but instead of clicking Submit, click **Save As Draft**.

The screenshot shows a calendar interface for selecting dates. The dates 29, 30, and 31 are highlighted in green and labeled 'Vac'. Below the calendar is a text input field labeled 'Enter Comments'. At the bottom of the form, there are three buttons: 'Submit', 'Save As Draft' (which is circled in red), and 'Cancel'.

The screenshot shows the MyHR system interface. The top navigation bar includes 'Welcome Shernette', 'California - Southern [change]', 'My Profile', 'Manage your account', and 'Sign off'. The main navigation menu includes 'Benefits & Wellness', 'Money', 'Performance', 'Career', 'Time', 'Work@KP', and 'Manager Tools'. The 'Time' tab is selected, and the page title is 'Back to: KP and Me > Benefits, Pay and Employment > Time Off'. The 'My Time Off Requests (3)' tab is active, showing a table of requests. The table has columns for 'Date(s) Requested', 'Hours Requested', 'Time Off Request Type', 'Status', and 'Detail'. The row for '02/05/2018-02/06/2018' is circled in red, showing 16.00 hours requested for 'Vacation (PTO/ETO)' with a status of 'Draft' and detail 'Draft saved by Employee'. On the right side, there is an 'Alerts' section with a message 'Time Off Request (05/30/2017) is returned.' and an 'Employee Information' section for Rosileen Iname (A993302).

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/29/2017	8.00	Other	Submitted	Recalled (Retraction Requested)
05/30/2017	8.00	Vacation (PTO/ETO)	Returned	Approver Requests Resubmit
02/05/2018-02/06/2018	16.00	Vacation (PTO/ETO)	Draft	Draft saved by Employee

The request displays in the My Time Off Requests list as a draft.

Editing a draft request

You can edit and then submit draft time-off requests.

1. On the My Time Off Requests tab, click the date(s) of the draft request. Scroll down to see time-off details at the bottom of the screen.
2. Use the detail calendar to add or delete days in the draft request:

To add days to a draft time-off request:

- a. Select the date(s) to add.
- b. Type the number of hours per day in the appropriate field for the type of time off being requested, and then press TAB.
- c. Click **Next**.

To delete days from a draft time-off request:

- a. Select the date(s) to be deleted.
- b. Click the **Delete** link at the top right of the Request Time Off section.

Time Off Detail

Draft Time Off Request

Time Off Request for: **Ugliest S Otter (K208892)**

Saved on: **06/22/17 04:41 PM GMT-07:00**

This time off request has been saved as a draft. If this draft is not submitted before the last day of the request, it will be deleted.

[Delete Request](#)

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	08/22/2017	Tuesday	Full Day	8.00	
Vacation (PTO/ETO)	08/23/2017	Wednesday	Full Day	8.00	
Total				16.00	0.00

2017
August

S	M	T	W	T	F	S
30	31	1	2	3	4	5
			Vac	Vac	Vac	Vac
6	7	8	9	10	11	12
Vac	Vac	Vac	Bid	Vac	Vac	Float
13	14	15	16	17	18	19
Oth	Oth	Oth			Vac	Vac
20	21	22	23	24	25	26
		Vac	Vac			
27	28	29	30	31	1	2

Request Time Off [Delete](#)

***Required**

***Duration**

Full Day Hours

The hours per Day Time Off Type Resulting Balance
calendar day and cannot be greater than your scheduled hours.

Hours per Day	Time Off Type	Resulting Balance
<input type="text" value="8"/>	Vacation (PTO/ETO)	467.00
<input type="text" value="0"/>	Float	406.00
<input type="text" value="0"/>	Other	
Leave Option * <<Select>>		
<input type="text" value="0"/>	Flexible Personal Days Cannot be combined with other time off types.	440.00
<input type="checkbox"/>	Birthday	

8.00 Hours Requested Per Day

[Next](#) [Cancel](#)

3. After editing, submit the request or save it as a draft.

20	21	22	23	24	25	26
		Vac				
27	28	29	30	31	1	2

Enter Comments

[Submit](#) [Save As Draft](#) [Cancel](#)

Deleting a draft request

1. On the My Time Off Requests tab, click the date(s) of the draft request.

Welcome Jeanette | California - Southern [change] | My Profile | Manage your account | Sign Out

MyHR

Benefits & Wellness | Money | Performance | Career | Time | Work@KP | Manager Tools

Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (67) | My Time Off Request History (4) | Vacation Bidding (1)

My List View | Calendar Week View

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
08/11/2017	5.00	Vacation (PTO/ETO)	Submitted	Days Recalled (Partial Retraction Requested)
08/12/2017	5.00	Float	Approved	Approved Days of a partially retracted request
08/13/2017	5.00	Float	Retracted	Removed (Partial Retraction Approved)
08/13/2017	5.00	Other	Approved	Approved Days of a partially retracted request
08/14/2017	5.00	Other	Approved	Reapproved (Partial Retraction Denied)
08/15/2017	5.00	Other	Approved	Approved Days of a partially retracted request
08/16/2017	5.00	Other	Retracted	Removed (Partial Retraction Approved)
08/16/2017-08/16/2017	10.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
08/22/2017-08/23/2017	16.00	Vacation (PTO/ETO)	Draft	Draft saved by Employee

(P) Request Contains one or more Partial Days.

Create New Time Off Request

Alerts: Time Off Request (08/10/2017 - 08/11/2017) is retracted.

Employee Information: Employee (NUID) Uglilest S Otter (K208892), Preferred e-mail Address xy@kp.org, Primary Approver CYNTHIA N MAY-CURRY

My Time Off Balances

2. To delete the request, click the **Delete Request** button.

Time Off Request

08/22/2017 - 08/23/2017

16.00 hours

Vacation (PTO/ETO)

Submit

Cancel

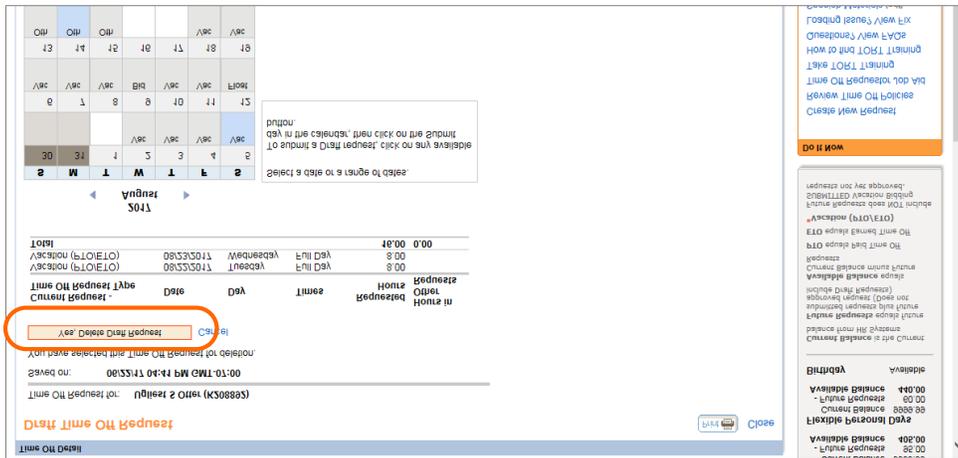
Print

Close

Message: You have selected this Time Off Request for deletion.

The message “You have selected this Time Off Request for deletion.” displays.

3. Click the **Yes, Delete Draft Request** button.



The selected draft request is permanently deleted and no longer appears in the My Time Off Requests list.

Requesting a partial day off

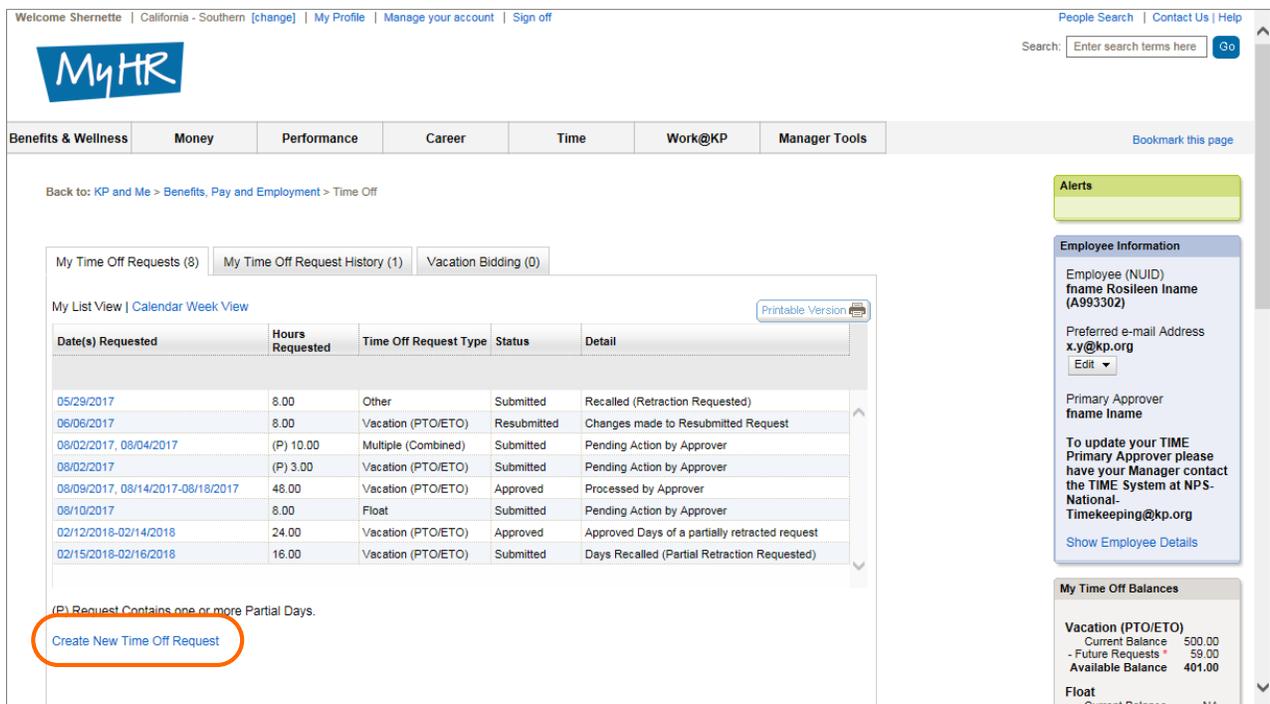
In addition to requesting a full day of time off, some employees can request partial days off or multiple partial days in one working day.

Note: Some employee groups do not have partial days.

To request a partial day, ask the approving manager for guidance on the appropriate process for the department.

TORT allows requestors to make up to 3 partial time-off requests for a **maximum** total of 16 hours in 1 day.

1. On the My Time Off Requests tab, click the **Create New Time Off Request** link.



After clicking the Create New Time Off Request link, the Time Off Detail shows available balances and the calendar used to select time-off dates.

2. Select the date for a time-off request by clicking the date on the calendar.

Time Off Detail
Create a Time Off Request
Please select the desired date or dates.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Total				0.00	0.00

2017 August

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	Vac	Float	10	11
13	14	15	Vac	Vac	Vac	19
20	21	22	Vac	Vac	Vac	26
27	28	29	30	31	1	2

Select a date or a range of dates.

PTOB
Current Balance NA
Future Requests 8.00
Available Balance NA

Flexible Personal Days
Current Balance 500.00
Future Requests 0.00
Available Balance 500.00

Current Balance is the Current balance from HR Systems
Future Requests equals future submitted requests plus future approved request (Does not include Draft Requests)
Available Balance equals Current Balance minus Future Requests
PTO equals Paid Time Off
ETO equals Earned Time Off
*Vacation (PTO/ETO)
Future Requests does NOT include SUBMITTED Vacation Bidding requests not yet approved.

Do it Now

- Create New Request
- Review Time Off Policies
- Time Off Requestor Job Aid
- Take TORT Training
- How to find TORT Training Questions? View FAQs
- Loading Issue? View Fix
- Spanish Materials [pdf]
- Super User Contact List
- TORT SharePoint Site
- To contact us with questions, feedback or suggestions, e-mail us at NAT-TORT@kp.org

After a date is selected, the Request Time Off section to the right of the calendar displays.

3. Select **Partial Day**.

Time Off Detail
Create a Time Off Request
Please select the desired date or dates.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Total				0.00	0.00

2017 August

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	Vac	Float	10	11
13	14	15	Vac	Vac	Vac	19
20	21	22	Vac	Vac	Vac	26

Request Time Off
*Required

Duration
 Full Day Partial Day

The hours entered below are applied to each calendar day and cannot be greater than your schedule.

Hours per Day	Time Off Type	Resulting Balance
0	Vacation (PTO/ETO)	404.00

To request multiple partial days where the start and end times are the same, select multiple days after selecting the Partial Day option. For multiple partial times within one day, submit separate partial-day requests.

- Select the start time and end time for a partial-day request by selecting the hours, minutes, and AM or PM from the drop-down lists.

- Enter the number of hours requested in the field corresponding to the desired type of time off (Vacation (PTO/ETO), Float, Other, or FPD). The number of hours requested must not exceed the time span entered in the previous step.

- When selecting **Other**, select a leave option to indicate the purpose of the time off.

7. Click **Next**.

0 Float 200.00
4 Other
Leave Option *
Doctors Appointment
Flexible Personal Days
0 Cannot be combined with other time off types. 200.00
4.00 Hours Requested Per Day
Next Cancel

8. Scroll down if needed, and click **Submit** to send the request to the authorized approver.

27 28 29 30 31 1 2
Enter Comments
Submit Save As Draft Cancel

The time-off request is listed on the My Time Off Requests tab with a status of Submitted. The status in the list is updated when the request is approved, denied, or placed on hold. Requestors are notified via email when the request is approved or denied. “(P)” designates a partial-day request.

My Time Off Requests (9) My Time Off Request History (1) Vacation Bidding (0)

My List View | [Calendar Week View](#) [Printable Version](#)

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/29/2017	8.00	Other	Submitted	Recalled (Retraction Requested)
06/06/2017	8.00	Vacation (PTO/ETO)	Resubmitted	Changes made to Resubmitted Request
08/02/2017	(P) 4.00	Other	Submitted	Pending Action by Approver
08/02/2017, 08/04/2017	(P) 10.00	Multiple (Combined)	Withdrawn	Removed by Employee
08/02/2017	(P) 3.00	Vacation (PTO/ETO)	Withdrawn	Removed by Employee
08/09/2017, 08/14/2017-08/18/2017	48.00	Vacation (PTO/ETO)	Approved	Processed by Approver

Vacation bidding

You can use the TORT system to submit vacation bid requests. The vacation bidding process in the system is similar to the process of requesting other time off. Be sure to submit vacation bid requests only when the department manager has notified requestors to begin submitting them through TORT. The ability to use this functionality in TORT does not change any contractual provisions or policies.

Note: Contact your manager, labor steward, or contract specialist if questions arise about the department’s bidding period or bidding process

Creating a vacation bid request

1. Click the **Vacation Bidding** tab.
2. Click the **Create New Vacation Bid Request** link.

Welcome Shernetta | California - Southern [change] | My Profile | Manage your account | Sign off

People Search | Contact Us | Help

Search: [Enter search terms here] Go

Benefits & Wellness | Money | Performance | Career | Time | Work@KP | Manager Tools | Bookmark this page

Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (9) | My Time Off Request History (0) | **Vacation Bidding (0)**

PLEASE ONLY UTILIZE THIS VACATION BIDDING TAB WHEN YOUR DEPARTMENT MANAGER HAS NOTIFIED YOU TO BEGIN SUBMITTING VACATION BIDDING REQUESTS THROUGH TORT. TORT DOES NOT CHANGE YOUR CURRENT CONTRACTUAL PROVISIONS OR POLICIES IN PLACE. THANK YOU.

No Vacation Bid Requests Created.

Approved and Denied Vacation Bid requests are in your My Time Off Request tab

Create New Vacation Bid Request

Alerts

- Time Off Request (08/09/2017 - 08/18/2017) is approved.
- Time Off Request (09/20/2017 - 09/21/2017) is on hold.

Employee Information

Employee (NUID)
Rose Rosileen Falcon (A993302)

Preferred e-mail Address
xy@kp.org
Edit

Primary Approver
fname lname

To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org

Show Employee Details

My Time Off Balances

After clicking the *Create New Vacation Bid Request* link, the *Time Off Detail* shows the calendar used to select time-off dates at the bottom of the page. Scroll down to see the calendar if necessary.

Time Off Detail

Create a Vacation Bid Request

Please select the desired date or dates.

Current Request -	Date	Day	Times	Requested	Day in Other
Time Off Request Type				Hours	Request(s)
Total				0.00	

2018
November

Select a date or a range of dates.

S	M	T	W	T	F	S
28	29	30	31	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	1

Summary:

- Future Requests: 64.00
- Available Balance: 396.00
- Float:
 - Current Balance: NA
 - Future Requests: 8.00
 - Available Balance: NA
- Flexible Personal Days:
 - Current Balance: 500.00
 - Future Requests: 0.00
 - Available Balance: 500.00

Current Balance is the Current balance from HR Systems
Future Requests equals future submitted requests plus future approved request (Does not include Draft Requests)
Available Balance equals Current Balance minus Future Requests
PTO equals Paid Time Off
ETO equals Earned Time Off
*Vacation (PTO/ETO)
Future Requests does NOT include SUBMITTED Vacation Bidding requests not yet approved.

Do It Now

- Create New Request
- Review Time Off Policies
- Time Off Requestor Job Aid
- Take TORT Training
- How to find TORT Training Questions? View FAQs
- Loading Issue? View Fix Spanish Materials [pdf]
- Super User Contact List
- TORT SharePoint Site
- To contact us with questions, feedback, suggestions...

- Click the date(s) in the calendar to select them for a vacation bid request. To request the same number of hours for multiple days, select all of the dates at once.

After you select a date, the Request Time Off section to the right of the calendar displays.

- Type the number of **hours per day** requested in the **Vacation Bidding** field.
- Press TAB, then click **Next**.

- Select a rank number from the Choice/Rank drop-down list. Ranking requests allows you to submit multiple requests for the same days. For example, you can submit a request for the entire week of Thanksgiving and rank it as a first choice. Then, you can submit a request for just the day after Thanksgiving and rank it as a second choice.

Note: Selecting a rank is required before proceeding to the next step. If a department does not prioritize vacation bid requests, choose **Not Applicable** from the Choice/Rank drop-down list.

18 19 20 21 22 23 24
 Bid Bid Bid Bid
 25 26 27 28 29 30 1

<<Select>> Choice/Rank*
 <<Select>>
 1
 2
 3
 4
 5
 Not Applicable
 Submit Save As Draft Cancel

7. If needed, type a comment in the Enter Comments field (optional). Use the comment to explain the priority of a request.
8. Click **Submit** to send the request to the authorized approver.

18 19 20 21 22 23 24
 Bid Bid Bid Bid
 25 26 27 28 29 30 1

1 Choice/Rank*
 Enter Comments
 Submit Save As Draft Cancel

The request is displayed on the Vacation Bidding tab and is automatically placed on hold by the system. When the approver is ready to process vacation bid requests, the approver clicks Show All Requests to view and process the vacation bid requests. Requestors are notified via email when each request is processed (approved, denied, returned, or partially approved) by the authorized approver.

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
11/19/2018-11/21/2018, 11/23/2018	32.00	Vacation Bidding	On Hold	Under Review by Approver

Employee Information
 Employee (NUID)
 Rose Rosileen Falcon
 (A993302)
 Preferred e-mail Address
 x.y@kp.org
 Edit
 Primary Approver
 fname lname
 To update your TIME
 Primary Approver please
 have your Manager contact
 the TIME System at NPS-
 National-
 Timekeeping@kp.org

Once a vacation bid request is approved or denied, it is displayed with the other time-off requests on the My Time Off Requests tab. The Vacation Bidding tab shows only pending requests and withdrawn requests. Note that My Time Off Balances is not updated to reflect pending vacation bid requests, as it only reflects requests that have actually been approved and therefore display in the My Time Off Requests list.

Viewing details on the status of a request

Once a request is submitted, it can be approved, denied, returned, or placed on hold by the approver. The status of the request is updated in the My Time Off Requests list. View details about the status by selecting the request.

Note: If a request is on hold, a hand icon displays next to the requested date. All vacation bid requests are automatically placed on hold by the system.

1. On the My Time Off Requests tab, click the date(s) of the request to view the details.

Welcome Jill | California - Northern [change] | My Profile | Manage your account | Sign off

MyHR

Benefits & Wellness | Money | Performance | Career | Time | Work@KP | Manager Tools

Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (7) | My Time Off Request History (0) | Vacation Bidding (5)

My List View | Calendar Week View Printable Version

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/28/2017	(P) 1.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
06/03/2017-06/04/2017	2.00	Vacation (PTO/ETO)	Approved	Processed by Approver
08/09/2017-08/11/2017, 08/14/2017-08/18/2017	64.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
09/25/2017-09/28/2017	32.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
10/18/2017-10/29/2017	24.00	Other	On Hold	Under Review by Approver
12/04/2017-12/08/2017	40.00	Vacation (PTO/ETO)	Approved	Denied Overridden to Approved
02/05/2018-02/06/2018	16.00	Vacation (PTO/ETO)	Withdrawn	Removed by Employee

2.

Information about the status of the request displays, including the date any action was taken by the approver and any comments entered by the approver.

Submitted Time Off Request On Hold Print Close

Time Off Request for: **Jeanne L Requestor (S221103)** Time Off Request ID: 574416

Hold Placed On: **05/11/12 11:30 AM GMT-07:00** Hold Placed By: Kelsie Approver

Approver Comments:

Withdraw Request

Detail

Submitted On: **05/11/12 11:21 AM GMT-07:00** Submitted By: Employee

Employee Comments:

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Float	06/15/2012	Friday	Full Day	8.00	
Total				8.00	0.00

Viewing the details of a partially approved request

An approver is able to approve some days and deny others in a partially approved request.

When a request is partially approved, the system automatically creates a request with a status of Approved as well as a request with a status of Denied. The request containing the approved days is indicated by a green pie chart icon, as shown below. The request containing the denied days is indicated by a red pie chart icon, also shown below.

Note: Hover the pointer over an icon to display a brief description of the icon.

As with any request, click the date(s) of the request to view the details.

My Time Off Requests (68)
My Time Off Request History (4)
Vacation Bidding (1)

My List View | [Calendar Week View](#)
[Printable Version](#)

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
08/13/2017	5.00	Float	Retracted	Removed (Partial Retraction Approved)
08/13/2017	5.00	Other	Approved	Approved Days of a partially retracted request
08/14/2017	5.00	Other	Approved	Reapproved (Partial Retraction Denied)
08/15/2017	5.00	Other	Approved	Approved Days of a partially retracted request
08/16/2017	5.00	Other	Retracted	Removed (Partial Retraction Approved)
08/18/2017	5.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially approved request
08/19/2017	5.00	Vacation (PTO/ETO)	Denied	Denied Days of a partially approved request
08/22/2017-08/23/2017	16.00	Vacation (PTO/ETO)	Draft	Draft saved by Employee

(P) Request Contains one or more Partial Days.

[Create New Time Off Request](#)

The details of the request are shown. The approver may have included comments explaining why some, but not all, of the days were approved. The requestor has the option to retract the request.

Time Off Detail
[Print](#) [Close](#)

Partially Approved Time Off Request

Time Off Request for: **Ugliest S Otter (K208892)**
Time Off Request ID: 23707700

Partially Approved On: **08/22/17 05:42 PM GMT-07:00**
Approved By: **Thankful Ann Walrus**

Denied Time Off Request ID: 23707724
Approver Comments:
Can you take a day the following week?

Submitted On: **06/22/17 11:44 AM GMT-07:00**
Submitted By: **Employee**

Employee Comments:
test

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	08/18/2017	Friday	Full Day	5.00	
Total				5.00	0.00

Withdrawing an unprocessed request

You can withdraw a time-off request if it has not yet been approved, denied, or placed on hold.

If the request has been approved, you can make a retraction request. The retraction request must be approved by the authorized approver, and is described in the *Retracting an approved request* section. You do not need approval to withdraw a request that has not yet been approved or denied.

1. On the My Time Off Requests tab, click the date(s) of the request. Submitted requests that have not yet been approved or denied are Pending Action by Approver in the Detail column.

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Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (7) My Time Off Request History (0) Vacation Bidding (5)

My List View | Calendar Week View

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/28/2017	(P) 1.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
06/03/2017-06/04/2017	2.00	Vacation (PTO/ETO)	Approved	Processed by Approver
08/09/2017-08/11/2017, 08/14/2017-08/16/2017	64.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
09/25/2017-09/28/2017	32.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
10/18/2017-10/20/2017	24.00	Other	On Hold	Under Review by Approver
12/04/2017-12/08/2017	40.00	Vacation (PTO/ETO)	Approved	Denied Overridden to Approved
02/05/2018-02/06/2018	16.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver

(P) Request Contains one or more Partial Days.

Create New Time Off Request

Alerts
Time Off Request (06/03/2017 - 06/04/2017) is approved.

Employee Information
Employee (NUID) fname lname (B136345)
Preferred e-mail Address x.y@kp.org
Edit
Primary Approver fname lname
To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org
Show Employee Details

My Time Off Balances
Vacation (PTO/ETO)
Current Balance 900.00
- Future Requests * 145.00
Available Balance 559.00
Float
Current Balance NA

2. To withdraw the request, click the **Withdraw Request** button.

Time Off Detail

Submitted Time Off Request

This time off request was submitted and is pending until action by an Authorized Approver.

Time Off Request for: fname lname (B136345) Time Off Request ID: 23705117

Submitted On: 05/08/17 08:27 PM GMT-07:00 Submitted By: Employee

Employee Comments:

Withdraw Request

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	02/05/2018	Monday	Full Day	8.00	
Vacation (PTO/ETO)	02/06/2018	Tuesday	Full Day	8.00	
Total				16.00	0.00

The message “You are requesting to withdraw this Time Off Request. It will be removed from the Approvers queue.” displays.

3. Click the **Yes, Withdraw Request** button.

Time Off Detail

Withdraw Time Off Request Print Close

Time Of Request for: fname lname (B136345) Time Of Request ID: 23705117

Submitted On: 05/08/17 08:27 PM GMT-07:00 Submitted By: Employee

Employee Comments:

You are requesting to withdraw this Time Off Request. It will be removed from the Approver's queue.

Yes, Withdraw Request Cancel

Current Request Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	02/05/2018	Monday	Full Day	8.00	
Vacation (PTO/ETO)	02/06/2018	Tuesday	Full Day	8.00	
Total				16.00	0.00

2018 February

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
	Vac	Vac				
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

View request details by placing the cursor over a specific date in the request.

Flexible Personal Days

Available Balance NA

Flexible Personal Days

- Current Balance 900.00
- Future Requests 0.00
- Available Balance 900.00

Current Balance is the Current balance from HR Systems

Future Requests equals future submitted requests plus future approved requests. (Does not include Draft Requests)

Available Balance equals Current Balance minus Future Requests

PTO equals Paid Time Off

ETO equals Earned Time Off

*Vacation (PTO/ETO)

Future Requests does NOT include SUBMITTED Vacation Bidding requests not yet approved.

Do it Now

- Create New Request
- Review Time Off Policies
- Time Off Requestor Job Aid
- Take TORT Training
- How to find TORT Training
- Loading Issue? View Fix
- Spanish Materials [pdf]
- Questions? View FAQs
- TORT SharePoint Site
- To contact us with questions, feedback or suggestions, e-mail us at NAT-TORT@kp.org
- My Profile

The selected request no longer appears in the approver's queue for approval and appears on the My Time Off Requests list as *Withdrawn*.

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Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (7) | My Time Off Request History (0) | Vacation Bidding (5)

My List View | Calendar Week View Printable Version

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
05/29/2017	(P) 1.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
06/03/2017-06/04/2017	2.00	Vacation (PTO/ETO)	Approved	Processed by Approver
08/09/2017-08/11/2017, 08/14/2017-08/19/2017	64.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
09/25/2017-09/28/2017	32.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
10/18/2017-10/20/2017	24.00	Other	On Hold	Under Review by Approver
12/04/2017, 12/08/2017	16.00	Vacation (PTO/ETO)	Approved	Denied Comment to Approver
02/05/2018-02/06/2018	16.00	Vacation (PTO/ETO)	Withdrawn	Removed by Employee

(P) Request Contains one or more Partial Days.

Create New Time Off Request

Alerts

Time Of Request (06/03/2017 - 06/04/2017) is approved.

Employee Information

Employee (NUID) fname lname (B136345)

Preferred e-mail Address x.y@kp.org Edit

Primary Approver fname lname

To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org

Show Employee Details

My Time Off Balances

Vacation (PTO/ETO)

- Current Balance 900.00
- Future Requests 145.00
- Available Balance 569.00

Float

- Current Balance NA

Retracting an approved request

A requestor can request a retraction of an approved time-off request. The authorized approver must process the request for retraction. Unapproved time-off requests can be withdrawn without the authorized approver's approval. See the *Withdrawing an unprocessed request* section for details.

Retracting the entire request

A requestor can choose to retract all the days of an approved time-off request; this is called a full retraction.

1. On the My Time Off Requests tab, click the date(s) of the approved request.

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Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (70) | My Time Off Request History (4) | Vacation Bidding (1)

My List View | Calendar Week View

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
08/14/2017	5.00	Other	Approved	Reapproved (Partial Retraction Denied)
08/15/2017	5.00	Other	Approved	Approved Days of a partially retracted request
08/16/2017	5.00	Other	Retracted	Removed (Partial Retraction Approved)
08/18/2017	5.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially approved request
08/19/2017	5.00	Vacation (PTO/ETO)	Denied	Denied Days of a partially approved request
09/10/2017-09/12/2017	24.00	Vacation (PTO/ETO)	Approved	Processed by Approver
09/21/2017-09/22/2017	16.00	Other	Submitted	Pending Action by Approver

(P) Request Contains one or more Partial Days.

Create New Time Off Request

Alerts

Employee Information

Employee (NUID)
Ugliest S Otter (K208892)

Preferred e-mail Address
xy@kp.org

Primary Approver
CYNTHIA N MAY-CURRY

To update your TIME Primary Approver please have your Manager contact the TIME System at NPS-National-Timekeeping@kp.org

Show Employee Details

My Time Off Balances

Vacation (PTO/ETO)
Current Balance 708.00
- Future Requests * 244.00
Available Balance 464.00

Float

Scroll down to see the time-off details.

2. To retract the request, click the **Retract Request** button.

Time Off Detail

Approved Time Off Request

Time Off Request for: Ugliest S Otter (K208892) Time Off Request ID: 23707725

Approved On: 06/22/17 07:56 PM GMT-07:00 Authorized Approver: Thankful Ann Walrus

Approver Comments:

Retract Request Partially Retract Request

Submitted On: 06/22/17 07:51 PM GMT-07:00 Submitted By: Employee

Employee Comments:

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	09/10/2017	Sunday	Full Day	8.00	
Vacation (PTO/ETO)	09/11/2017	Monday	Full Day	8.00	
Vacation (PTO/ETO)	09/12/2017	Tuesday	Full Day	8.00	
Total				24.00	0.00

The following message displays: “You are requesting to retract this Approved Time Off Request. This request is pending until action by the Authorized Approver. To send this request to your Authorized Approver, click the Yes, Retract Request button.”

3. **OPTIONAL:** Type a comment about the retraction in the Enter Comments field.
4. **OPTIONAL:** Select the check box if your approver asked you to retract the request.

5. Click the **Yes, Retract Request** button.

Time Off Detail
Print Close

Retract an Approved Time Off Request

Time Off Request for: **Ugliest S Otter (K208892)** Time Off Request ID: **23707725**

Approved On: **06/22/17 07:56 PM GMT-07:00** Authorized Approver: **Thankful Ann Walrus**

Approver Comments:

You are requesting to retract this Approved Time Off Request. This request is pending until action by the Authorized Approver. To send this request to your Authorized Approver, click the **Yes, Retract Request** button.

Yes, Retract Request

Cancel

Enter Comments (Optional)

My Approver asked that I retract this Time Off Request

Detail

Submitted On: **06/22/17 07:51 PM GMT-07:00** Submitted By: **Employee**

Employee Comments:

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	09/10/2017	Sunday	Full Day	8.00	
Vacation (PTO/ETO)	09/11/2017	Monday	Full Day	8.00	
Vacation (PTO/ETO)	09/12/2017	Tuesday	Full Day	8.00	
Total				24.00	0.00

The request displays in the My Time Off Requests list. The authorized approver is notified and either approves or denies the requested retraction of the request.

My Time Off Requests (70)
My Time Off Request History (4)
Vacation Bidding (1)

My List View | [Calendar Week View](#)
Printable Version

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
08/14/2017	5.00	Other	Approved	Reapproved (Partial Retraction Denied)
08/15/2017	5.00	Other	Approved	Approved Days of a partially retracted request
08/16/2017	5.00	Other	Retracted	Removed (Partial Retraction Approved)
08/18/2017	5.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially approved request
08/19/2017	5.00	Vacation (PTO/ETO)	Denied	Denied Days of a partially approved request
08/22/2017-08/23/2017	16.00	Vacation (PTO/ETO)	Draft	Draft saved by Employee
09/10/2017-09/12/2017	24.00	Vacation (PTO/ETO)	Submitted	Recalled (Retraction Requested)
09/21/2017-09/22/2017	16.00	Other	Submitted	Pending Action by Approver

(P) Request Contains one or more Partial Days.

[Create New Time Off Request](#)

Note: A time-off request is not considered retracted until the authorized approver approves the retraction request.

Partially retracting day(s) within a request

A requestor can choose to retract a single day or multiple days from an approved time-off request; this is called a partial retraction.

Note: Please contact your management/labor lead or refer to your labor contract regarding the appropriate use of partial retraction within TORT.

1. On the My Time Off Requests tab, click the dates of the approved request. Only requests with multiple days can be partially retracted.

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Back to: KP and Me > Benefits, Pay and Employment > Time Off

My Time Off Requests (9) | My Time Off Request History (0) | Vacation Bidding (0)

My List View | Calendar Week View Printable Version

Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail
07/12/2017	40.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially approved request
08/07/2017-08/10/2017	32.00	Vacation (PTO/ETO)	On Hold	Under Review by Approver
09/04/2017-09/05/2017	(P) 6.00	Other	Approved	Denied Overridden to Approved
09/25/2017-09/28/2017	32.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver
12/04/2017-12/08/2017	40.00	Vacation (PTO/ETO)	Approved	Denied Overridden to Approved
09/24/2018-09/28/2018	40.00	Vacation (PTO/ETO)	Approved	Processed by Approver

(P) Request Contains one or more Partial Days.

[Create New Time Off Request](#)

Scroll down to see the time-off details.

2. To partially retract the request, click the **Partially Retract Request** button.

Time Off Detail

Approved Time Off Request

Time Off Request for: **fname Iname (K152333)** Time Off Request ID: **23706621**

Approved On: **06/02/17 02:17 PM GMT-07:00** Authorized Approver: **fname Iname**

Approver Comments:
Have a great time

Detail

Submitted On: **06/02/17 02:16 PM GMT-07:00** Submitted By: **Employee**

Employee Comments:
anniversary celebration in Hawaii

The following message displays: “You are requesting to partially retract days from this Approved Time Off Request. Go to the Current Request panel and under the ‘Days Retracted’ column, please indicate the days you would like to retract.

To send this to your Authorized Approver, click the 'Yes, Partially Retract Request' button after specifying the days to be retracted from this request."

3. **OPTIONAL:** Type a comment about the retraction in the Enter Comments field.
4. **OPTIONAL:** Select the check box if your approver asked you to retract the request.
5. Go to the Current Request panel, and under the Days Retracted column, select the check boxes for the days you would like to retract.

Partially Retract an Approved Time off Request

Time Off Request for: **fname Iname (K152333)** Time Off Request ID: **23706621**

Approved On: **06/02/17 02:17 PM GMT-07:00** Authorized Approver: **fname Iname**

Approver Comments:
Have a great time

You are requesting to partially retract days from this Approved Time Off Request. Go to the Current Request panel and under the 'Days Retracted' column, please indicate the days you would like to retract.

To send this to your Authorized Approver, click the 'Yes, Partially Retract Request' button after specifying the days to be retracted from this request.

My Approver asked that I partially retract this Time Off Request

Detail

Submitted On: **06/02/17 02:16 PM GMT-07:00** Submitted By: **Employee**

Employee Comments:
anniversary celebration in Hawaii

A partial retraction requires at least one day remaining in the request.
If you wish to retract all days, Cancel this action and click the Retract Request button.

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests	Days Retracted
Vacation (PTO/ETO)	09/24/2018	Monday	Full Day	8.00		<input type="checkbox"/>
Vacation (PTO/ETO)	09/25/2018	Tuesday	Full Day	8.00		<input type="checkbox"/>
Vacation (PTO/ETO)	09/26/2018	Wednesday	Full Day	8.00		<input checked="" type="checkbox"/>
Vacation (PTO/ETO)	09/27/2018	Thursday	Full Day	8.00		<input checked="" type="checkbox"/>
Vacation (PTO/ETO)	09/28/2018	Friday	Full Day	8.00		<input checked="" type="checkbox"/>
Total				40.00	0.00	24.00

6. Click the **Yes, Partially Retract Request** button.

Partially Retract an Approved Time off Request

Time Off Request for: **fname Iname (K152333)** Time Off Request ID: **23706621**

Approved On: **06/02/17 02:17 PM GMT-07:00** Authorized Approver: **fname Iname**

Approver Comments:
Have a great time

You are requesting to partially retract days from this Approved Time Off Request. Go to the Current Request panel and under the 'Days Retracted' column, please indicate the days you would like to retract.

To send this to your Authorized Approver, click the 'Yes, Partially Retract Request' button after specifying the days to be retracted from this request.

My Approver asked that I partially retract this Time Off Request

Detail

The request displays in the My Time Off Requests list. The authorized approver is notified and either approves or denies the requested retraction of the request.

My Time Off Requests (10)		My Time Off Request History (0)		Vacation Bidding (0)	
My List View Calendar Week View					Printable Version 
Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail	
08/07/2017-08/10/2017	 32.00	Vacation (PTO/ETO)	On Hold	Under Review by Approver	
09/04/2017-09/05/2017	 (P) 6.00	Other	Approved	Denied Overridden to Approved	
09/25/2017-09/28/2017	32.00	Vacation (PTO/ETO)	Submitted	Pending Action by Approver	
12/04/2017-12/08/2017	 40.00	Vacation (PTO/ETO)	Approved	Denied Overridden to Approved	
09/24/2018-09/25/2018	16.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially retracted request	
09/26/2018-09/28/2018	24.00	Vacation (PTO/ETO)	Submitted	Days Recalled (Partial Retraction Requested)	

Note: The approved days that are not partially retracted remain approved.

The My Time Off Requests list now shows two requests, one with a status of Approved and the other with the status of Submitted. The approved request includes the days of the request that were not retracted, and the submitted request includes the days of the request that were partially retracted.

Resubmitting or withdrawing a returned request

An authorized approver may return a request to the requestor with suggested changes to the date(s) or time(s) of the request. A requestor can resubmit the request with or without making the suggested changes, or the requestor can withdraw the request.

1. On the My Time Off Requests tab, click the date(s) of the returned request. Returned requests display a status of Returned.

My Time Off Requests (4)		My Time Off Request History (1)		Vacation Bidding (0)	
My List View Calendar Week View					Printable Version 
Date(s) Requested	Hours Requested	Time Off Request Type	Status	Detail	
05/29/2017	8.00	Other	Submitted	Recalled (Retraction Requested)	
05/30/2017	8.00	Vacation (PTO/ETO)	Returned	Approver Requests Resubmit	
02/12/2018-02/14/2018	24.00	Vacation (PTO/ETO)	Approved	Approved Days of a partially retracted request	
02/15/2018-02/16/2018	16.00	Vacation (PTO/ETO)	Submitted	Days Recalled (Partial Retraction Requested)	

2. Complete the steps described in the section below, corresponding with the desired action.

Withdraw the returned request

Withdraw a request for time off if resubmitting it is not desired.

1. Click **Withdraw Request**.



Time Off Detail

Submitted-Returned Time Off Request

Time Off Request for: fname Rosileen Iname (A993302) Time Off Request ID: 23705712

Returned On: 05/18/17 09:32 PM GMT-07:00 Returned By: fname Rosileen Iname

Approver Comments:
date not available

Withdraw Request Resubmit Request Edit and Resubmit Request

Detail

Submitted On: 05/18/17 09:26 PM GMT-07:00 Submitted By: Employee

Employee Comments:

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	05/30/2017	Tuesday	Full Day	8.00	
Total				8.00	0.00

A message is displayed, prompting confirmation of the request.

2. Click **Yes, Withdraw Request**.

The following message displays: “The selected request no longer appears in the approver’s queue for approval and appears on the My Time Off Requests list as *Withdrawn*.”

Resubmit the returned request without changes

To resubmit a returned request to the approver without making changes, simply resubmit the request.

1. Click **Resubmit Request**.



Time Off Detail

Submitted-Returned Time Off Request

Time Off Request for: fname Rosileen Iname (A993302) Time Off Request ID: 23705712

Returned On: 05/18/17 09:32 PM GMT-07:00 Returned By: fname Rosileen Iname

Approver Comments:
date not available

Withdraw Request **Resubmit Request** Edit and Resubmit Request

Detail

Submitted On: 05/18/17 09:26 PM GMT-07:00 Submitted By: Employee

Employee Comments:

Current Request - Time Off Request Type	Date	Day	Times	Requested Hours	Hours in Other Requests
Vacation (PTO/ETO)	05/30/2017	Tuesday	Full Day	8.00	
Total				8.00	0.00

A message is displayed, prompting confirmation of the request.

2. Enter a comment for the approver.
3. Click **Yes, Resubmit**.

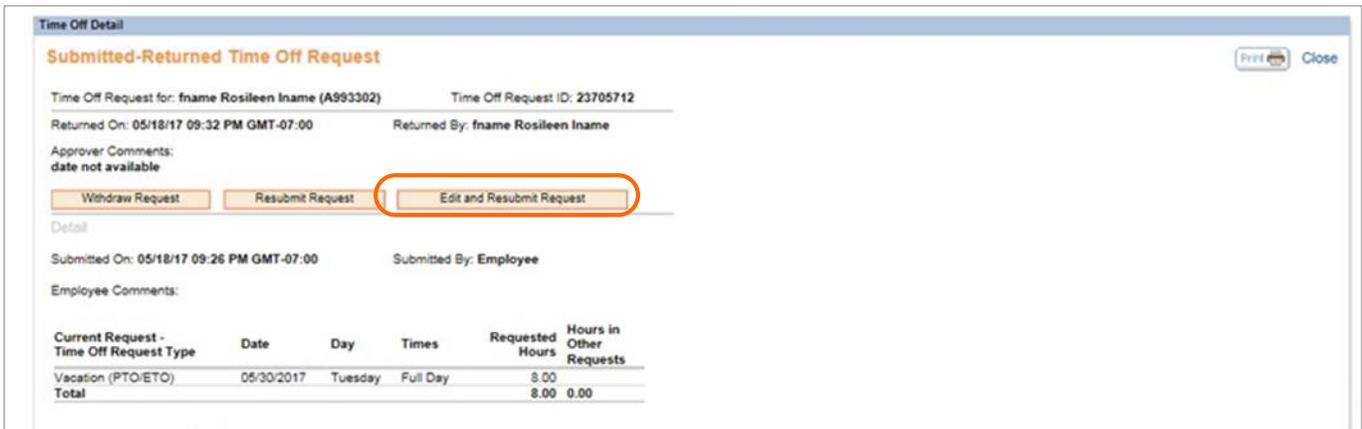
A message is displayed, indicating that the request was successfully resubmitted. The request returns to the approver’s queue.

Reminder: When a request is returned to the requestor, TORT tracks the original date and time of the request, so that the resubmitted request retains the same place in the approver's queue as the original request.

Resubmit the returned request with changes

Requestors can resubmit a returned request to the approver after making changes to the date(s), time(s), or type(s) of time off.

1. Click **Edit and Resubmit Request**.



A message is displayed, prompting confirmation of the request.

2. Click **Yes, Allow Edit for Resubmit**.
3. Change the request by deleting and/or adding days as needed.

To delete days from a resubmitted time-off request:

- a. Select the date to be deleted.
- b. Click the **Delete** link at the top right of the Request Time Off section.

To add days to a resubmitted time-off request:

- a. Select the date(s) you want to add.
 - b. Type the number of **hours per day** in the appropriate field for the type of time off wanted.
 - c. Press TAB, and then click **Next**.
4. Enter a comment for the approver.
 5. Click the **Resubmit** button at the bottom of the screen.

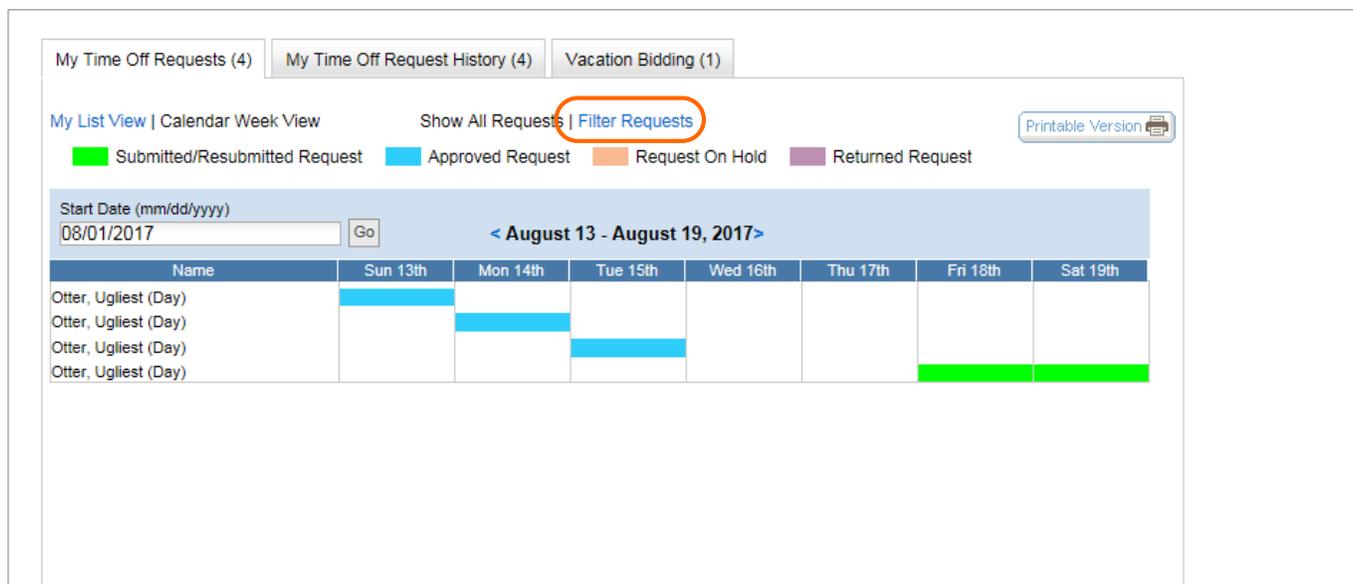
A message is displayed, indicating that request has been successfully resubmitted. The request returns to the approver's queue.

Filtering time-off requests

Use the Filter Requests link to filter time-off requests in the Calendar Week View by specific criteria. For example, use the filter to view only those requests with a specific department, union, date, approval group, job code, request status, or request type.

Reminder: The information displayed in the Calendar Week View is read-only. Request dates in the past are dimmed in Calendar Week View and appear if the request contains current or future dates.

1. Click **Filter Requests**.

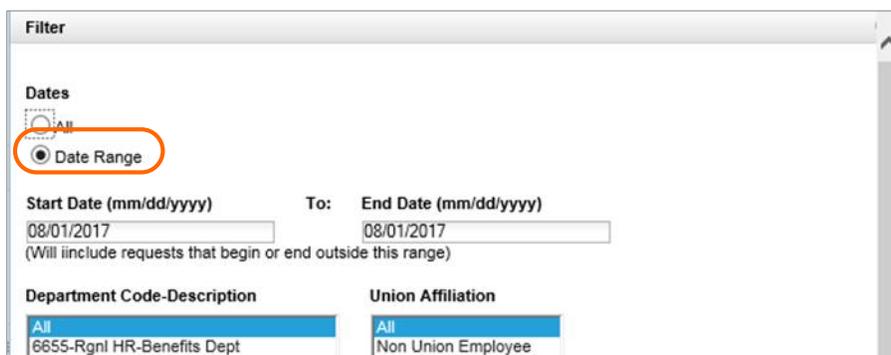


The screenshot shows a web interface for managing time-off requests. At the top, there are tabs for 'My Time Off Requests (4)', 'My Time Off Request History (4)', and 'Vacation Bidding (1)'. Below the tabs, there are links for 'My List View | Calendar Week View', 'Show All Requests | **Filter Requests**', and a 'Printable Version' button. A legend indicates request statuses: Submitted/Resubmitted Request (green), Approved Request (blue), Request On Hold (orange), and Returned Request (purple). A date range selector shows 'Start Date (mm/dd/yyyy)' as '08/01/2017' and a 'Go' button. The main calendar view is for the week of August 13-19, 2017. The calendar table shows requests for 'Otter, Ugliest (Day)' on various days, with some requests highlighted in green (Submitted/Resubmitted) and others in blue (Approved).

Name	Sun 13th	Mon 14th	Tue 15th	Wed 16th	Thu 17th	Fri 18th	Sat 19th
Otter, Ugliest (Day)	Approved Request						
Otter, Ugliest (Day)		Approved Request					
Otter, Ugliest (Day)			Approved Request				
Otter, Ugliest (Day)						Submitted/Resubmitted Request	Submitted/Resubmitted Request

The Filter window displays.

2. Select the **Date Range** option to filter by date. Then enter a start date and end date.



The screenshot shows a 'Filter' dialog box. Under the 'Dates' section, the 'Date Range' option is selected and circled in orange. Below this, there are input fields for 'Start Date (mm/dd/yyyy)' and 'To: End Date (mm/dd/yyyy)', both containing '08/01/2017'. A note below these fields states '(Will include requests that begin or end outside this range)'. At the bottom, there are two dropdown menus: 'Department Code-Description' and 'Union Affiliation', both currently set to 'All'.

Note: You can filter by other criteria or a combination of criteria. You can select values for multiple fields (Department, Union Affiliation, Approval Group, and Job Code-Description) by pressing the CTRL key while making selections.

The screenshot shows a 'Filter' dialog box with the following sections:

- Dates:** Radio buttons for 'All' and 'Date Range'. The 'Date Range' option is selected. Below are two text boxes: 'Start Date (mm/dd/yyyy)' with '08/01/2017' and 'To: End Date (mm/dd/yyyy)' with '08/01/2017'. A note below reads: '(Will include requests that begin or end outside this range)'. A red box highlights this entire section.
- Department Code-Description:** A list box with 'All' selected at the top. Below are: '6655-Rgnl HR-Benefits Dept', '6694-Rgnl HR-Consulting', '6695-Rgnl HR-Disability Management', and '6697-Rgnl HR-Local Compliance'.
- Union Affiliation:** A list box with 'All' selected at the top. Below is: 'Non Union Employee'.
- Approver/Approval Group:** A list box with 'All' selected at the top.
- Job Code-Description:** A list box with 'All' selected at the top. Below are: '01045 - Mgr EE Benefits', '11010 - HR Case Manager-Scal', '11012 - HR Consultant', '11053 - Sr Benefits Consultant', '11056 - Benefits Consultant', and '11057 - SR BENEFITS ANALYST'.
- Request Status:** Checkboxes for 'All', 'Submitted', 'Approved', 'Denied', 'On Hold', 'Withdrawn', 'Retraction Submitted', 'Retracted', 'Resubmitted', and 'Returned'. All are checked.
- Request Type:** Checkboxes for 'All Request Types', 'VAC', 'FLOAT', 'FPD', 'OTHER', 'VAC BID', and 'BIRTHDAY'. All are checked.
- Buttons:** 'Submit', 'Default', and 'Cancel'.

To do this...	Follow these instructions...
View a specific department	Select the department from the Department list box.
View a specific union affiliation	Select the union from the Union Affiliation list box.
View a specific approver or approval group	Select the approver or approval group from the Approver/Approval Group list box.
View a specific job code	Select the job code from the Job Code–Description list box.
View a specific request status	Select the check box corresponding to the request status.
View a specific request type	Select the check box corresponding to the request type.

3. Click **Submit**. (Scroll down to see the Submit button if necessary.)

The screenshot shows a web application interface with the following sections:

- Approver/Approval Group:** A list box containing "All", "Ash,Uptight - 00000977", "Roast,Angry - 00012317", and "Salad,Vast - 00011246".
- Job Code-Description:** A list box containing "All", "01726 - HRSC Specialist II", "01727 - HRSC Specialist III", "01728 - HRSC Specialist IV", "11010 - HR Case Manager-Scal", "11012 - HR Consultant", and "11053 - Sr Benefits Consultant".
- Request Status:** A group of checkboxes including "All", "Submitted", "Approved", "Denied", "On Hold", "Withdrawn", "Retraction Submitted", "Retracted", "Resubmitted", and "Returned".
- Request Type:** A group of checkboxes including "All Request Types", "VAC", "FLOAT", "FPD", "OTHER", "VAC BID", and "BIRTHDAY".
- Buttons:** "Submit" (circled in red), "Default", and "Cancel".

Requests and retractions with start dates and end dates within the specified date range are shown. The requests are listed under the start date of the request.

Common TORT user issues

If the authorized approver field displays “No Approver on Record” when signing on to TORT, review these notes.

- Employees on leave of absence cannot use TORT until 7–12 business days after their 1510 return from leave has been received by the HRSC. Please have your manager contact SCAL-pay-integration-team@kp.org for the status.
- The NUID listed on an employee’s TIME card profile may not be accurate. Have the approver validate that the NUID listed in the TIME card profile is accurate. If not, the approver should contact NPS-National-Timekeeping@kp.org and request a change. Changes are reflected in TORT in 1–3 business days.
- An employee’s primary approver must have active status in My HR. If the primary approver is no longer at Kaiser and has been replaced, have the new approver contact NPS-National-Timekeeping@kp.org to request the appropriate TIME change form.

If the TORT employee page has issues, please sign off and ensure you copy/paste the requestor link onto a new Internet Explorer or Google Chrome browser page.

Note: Only active KP employees on the My HR system can use TORT. Contractors and temporary employees cannot use TORT.

Additional resources

When questions, feedback, or suggestions arise, send an email to the National TORT support mailbox: NAT-TORT@kp.org.

Visit our National TORT SharePoint site today for TORT reporting, important communications, training resources, and more! <https://sites.sp.kp.org/teams/tort>

Two web-based training lessons are available to help with using TORT. One is for requestors and one for approvers. Access these lessons on KP Learn at <http://learn.kp.org>. Sign on using your NUID and then search for “TORT” in the learning catalog.