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- Reporting Tools
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- My Dictionary

Employee Expiring Licenses
No expiring licenses in the next 60 days

My Expiration Dates

| ID | Description | End Date | Days to End D |

- Time Management
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- Reported Time
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- Exceptions
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- Absence Requests
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- Approve AWS Request
- Telework Agreement Approval

Managers and Administrative Heads use these breadcrumbs to navigate to approve Alternate Work Schedule Requests (AWS).

Main Menu

HCM Systems

Manager Self Service

Time Management

Approve Time and Exceptions

Approve AWS Request

NOTE: You can also approve through the Worklist and the link in the e-mail sent to you after the employee has submitted the AWS request.

If an employee is requesting to "Change AWS", do not terminate the current AWS in place.

Approve AWS Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID [begins with ▼] [_____]
Begin Date [= ▼] [_____] 📅
AWS Request Type [= ▼] [_____ ▼]
Sequence Number [= ▼] [_____]

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Approve AWS Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID [begins with ▼] [_____]
Begin Date [= ▼] [_____] 📅
AWS Request Type [= ▼] [_____ ▼]
Sequence Number [= ▼] [_____]

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Search Results

View All   First ◄ 1-2 of 2 ► Last

Empl ID	Begin Date	AWS Request Type	Sequence Number	Requester ID	Approval Status
	02/14/2018	New AWS	1		Pending
	02/14/2018	New AWS	0		Pending

The **Approve AWS Schedule** page will populate on your screen.

Leave all fields blank.

Select **Search**.

If there is only one pending AWS request it will automatically show on the screen for approval.

If there are multiple requests a list will populate.

Select the **Empl ID** or **Requester ID** to open the appropriate AWS request.

Empl ID [   ]
Location Code MJC   Maryland Judicial Center   **Empl ID** [   ]
FLSA Status Exempt
AWS Request Type New AWS
*Begin Date 05/23/2018 🔍
*End Date 09/11/2018 🔍
*Schedule ID AWS_600430_F 🔍   Show Schedule

📄 Alternate Work Schedule Fact Sheet

Acknowlegement Required: ☑

AWS Approval

▼   EMPLID=000001751, AOC_AWS_REQ_TYPE=N, BEGIN_DT=2018-05-23, SEQ_NBR=0:Pending

AOC

Pending	Not Routed	Not Routed	Not Routed
🕐 Multiple Approvers Managers by TL Security	🖨 Multiple Approvers Admin Official by Emplid	🖨 Multiple Approvers AOC_State_Court_Admin_Mgmt	🖨 Multiple Approvers Payroll team

Comment [   ]

[Approve]   [Deny]

🔍 Return to Search

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1. The employees Manager is the first approver. You can Approve or Deny the request.
2. After review and approval the request routes to the Administrative Head of the Manager for their approval, denial or pushback.
3. The final approval is by the Payroll Team.

If you deny the request it is in a denied status and the employee would have to complete a new request.

NOTE: The approval path depends on your designed workflow and may be different than the example provided.

Employee **My HR** Page will show the AWS Schedule with the countdown to expiration **after the final approval** by Payroll.

Manager Dashboard shows the employee(s) on AWS and the countdown until the expiration **after the final approval** by Payroll.