

This job aid will explain how to change an approved work code back to a request pending status.

1. Locate the approved work code on either the calendar or roster.

014	67				#1
Trooper}	Trooper 1	1110 -	1	.CU	
Troop D Days - 1st Shift					
			-		-



2. Click on the work code and when the box appears select "edit without rules"



3. Click on the "advance" tab.



09/02 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	16 17 18 19 20 21 22	09/03 23 0 1 2 3 4	5 6 7 8	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	09/04
Action					•
Work Code	From	Through	Hours	Detail Code	0
Comp Used 🗸	23:30	08:45	9.25		
Account	ID Override			Creation Date	
				09/03/2020 12:14:27	iii
Note	List			7	
	<none></none>		~		
Advanced					•
Logging					•
Roster					•
Event					•

4. Locate the "work code status" section on the left side.

Advanced		
Default Options Mode -	Vacancy Flags	Overrides
Work Code Status	None Selected *	Effective
Request Approved V		mm/dd/yyyy
Request Note		Location
Search for an item		<none></none>
		Count
() When: 09/03/2020 12:14		
Still Available A No Boster Impact		
Penalty Charge		
🗆 ~ Hidden		
. Suppress *		
Dynamic 🗸		
Pinned •		

5. Select the drop down menu and then find the option "request pending" and select it. Then hit save in the top right corner.



Non-Request	Vaca
Request Approved	No
Request Denied	
✓ Request Pending	-

6. Now you can confirm on the calendar or roster that the code has been changed by the "*" located next to it or clicking on the code and seeing request pending.

?,?		#1
Trooper 1	1110 -	* .CU
⊘ SGT 1		RI

	Thu	
2	/Troop D - N ★ CU 23:30	3 /Troop D - Ne
	Comp Used	×
9	09/02/2020 23:30:00 9.25h {/ _/Eastern District//Trooper #-1}	op D - Ni
	Created: 09/03/2020 12:28:56 Request Note	
16	Search for an item	
	+ ℓ minimi e Add Edit Remove Approve Ctrl+A Ctrl+E Delete Ctrl+Shift+V	Etrl+Q
23	Edit Request Note	
	Edit Without Rules	Ctrl+U