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| **Question:** Are employees required to use Luma to submit time-off requests? |

**Answer:** This is determined by each agency’s leadership. Employees should refer to their agency’s leadership to learn if they are required to submit time-off requests in Luma.

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| **Question:** Will time-off requests entered in Luma automatically be reflected on an employee’s corresponding timesheet? |

**Answer:** No. Time-off requests do not automatically update an employee’s timesheet. Actual time-off taken must be entered separately on an employee’s timesheet. Employee’s time off plans may change, and actual PTO taken may differ from what has been requested/approved.

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| **Question:** What happens to a time-off request after it has been submitted by an employee? |

**Answer:** A time-off request submitted by an employee is routed to the employee’s manager for review. Managers have the ability decline, fully approve, or partially approve time-off requests.

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| **Question:** Can an employee see in Luma whether their request is approved? |

**Answer:** Yes. Employees can see the status of their requests in Luma.

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| **Question:** Can an employee cancel a submitted time-off request? What if the request has already been approved? |

**Answer:** Yes. An employee can cancel a submitted time-off request. If the request *is* already approved, the manager will need to approve the cancellation.