Time Off Request Form Script Flowchart

Employee Submission → Load Helper Scripts → Get Submitted Information → Reformat Timestamp and Request Start and End dates

Is the submitted start date after the end date?
- YES → Send Email asking employee to resubmit → **Stop Execution**
- NO → Begin processing employee request → Calculate lead time for start date → Create email template

Is start date less than 21 days from submission date?
- NO → Format request dates for email notifications
- YES → Create notice for employee email - follow up with manager

Is start date greater than 2 months from submission date?
- YES → Create notice for employee email - follow up with manager
- NO → Format request dates for email notifications

Format request dates for email notifications → Get manager / scheduler / ops email address for store → Get store requests sheet url → Send Email to manager and employee

Send Email to manager and employee → Push submission information to store sheet → Get start month of request → Filter submitted answers to exclude store name → Get store requests sheet

Does the sheet exist for the request month?
- YES → Create new sheet for request month → Copy filtered answers to the store requests sheet
- NO → Copy filtered answers to the store requests sheet

Copy filtered answers to the store requests sheet → Add red highlight for requests that start less than 21 days from submission → Add drop down menu for scheduler to approve or deny request → Sort month sheet by request start date → **Done**