

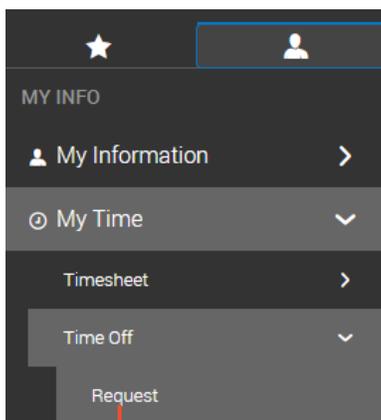


Requesting Time Off

The Time Off Request screen provides an easy way to request time off. When planning for a time-off request, you can view your time off balances for the time you have available.

Submitting a Time Off Request

- 1 Click **Show Menu** , click the **My Info** tab  and navigate to **My Time > Time Off > Request**.
- 2 Click the **Time Off Type** drop-down menu and choose the type of time off you wish to request (such as Vacation, Sick, PTO, etc.).
- 3 Click **Accrued Balances Details** to expand and show your available balances.
- 4 Click the **time off name** drop down to show balance information for a different time off.
- 5 Click the **Request Type** drop-down and choose from the listed options.
 - **Full Day:** You are requesting one full day off. Example: You are off on Wednesday, Dec 26.
 - **Partial Day (Start/Stop):** You are requesting part of the day off and will enter a start time and stop time. Example: You are off on Wednesday, Dec 26 from 12pm to 5pm.
 - **Partial Day (Bulk):** You are requesting part of the day off and will enter the number of hours you are requesting to have off. Example: You are off on Wednesday, May 25 for 4 hours.
 - **Multiple Day:** You are requesting more than one full day off from work. Example: You are off from Monday, Dec. 24 to Wednesday, Dec 26 for 4 hours each day.
- 6 In each **Date** field, click the **calendar** icon to select a date.
- 7 In the **From** and **To** fields, type the start and end times. Click the **am/pm** link to change the value. (If applicable.)
- 8 In the **Comment** field, type a note for your approver. (Optional)
- 9 Click **Submit Request**.
- 10 In the success confirmation window, click **OK**.



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← Time Off Request

Time Off Type*
2 Paid Time Off

3 Accrued Balances Details 4
Jan 1, 2020 Vacation
120.00 hrs Current Accrued 112.00 hrs Current Balance 8.00 hrs Taken 0.00 hrs Scheduled 8.00 hrs Pending Approval

Request Details

Request Type* 5 Partial Day (Start/Stop) Date* 6 05/31/2019

From* 7 03:00 pm To* 06:00 pm

Comment 8
Need to leave early to attend a wedding.

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Other Time Off Request Examples

Here are some examples using other Request Types.

Request Details

Request Type *
Full Day

Date *
05/31/2019

Comment

SUBMIT REQUEST

Request Type *
Multiple Days

From *
05/31/2019

To *
06/04/2019

Hours Per Day *
8.00

Comment

SUBMIT REQUEST

Request Details

Request Type *
Partial Day (Bulk)

Date *
05/31/2019

Total Hours *
4.00

Comment

SUBMIT REQUEST

Important Information

Your submitted requests can be viewed by clicking your **My Info** tab and navigating to **My Time > Time Off > History**.