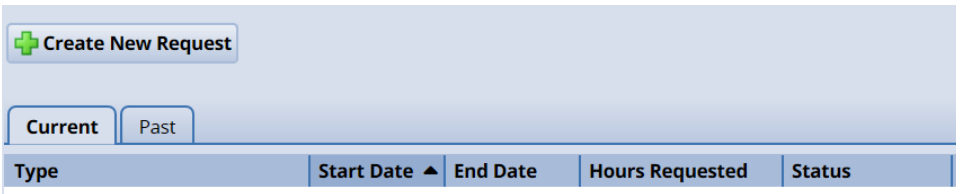
Requesting Time---Off

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager that a request was made.

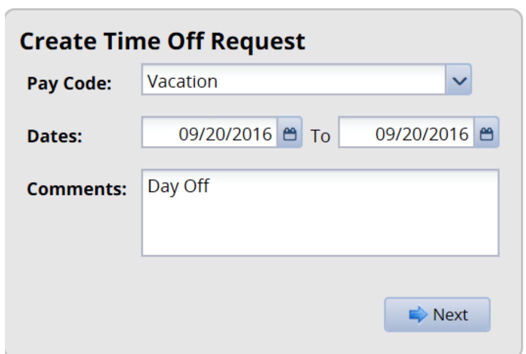
1. From the dashboard, select **Schedules** ➔➔ **My Time Off**.

The **Request List** window appears.

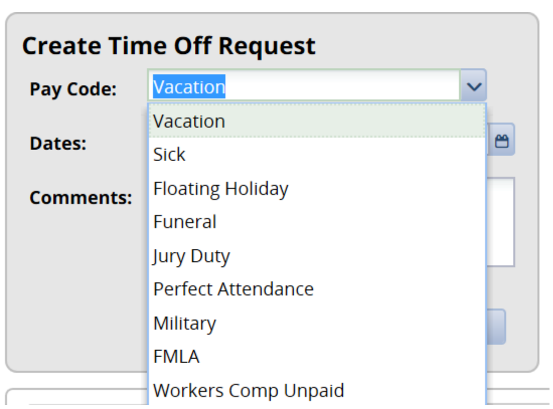


2. Select **Create New Request**.

The **Create Time Off Request** window appears.



3. Choose the type of time off from the **Pay code** drop-down list.



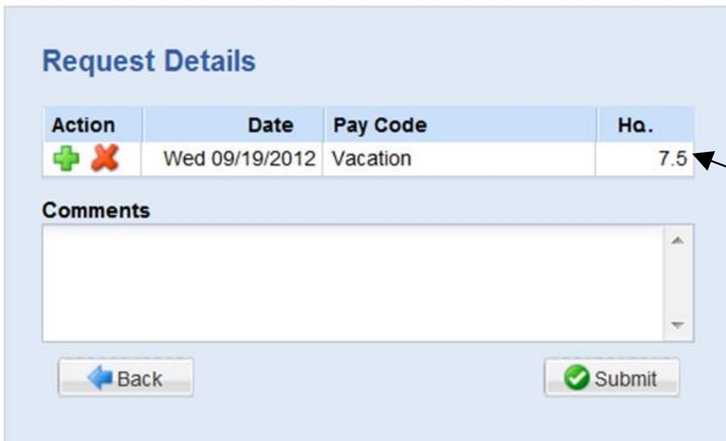
4. Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start** Date is today's date or later.

5. Enter the day on which you want to end your time off in the **End Date** field, or use the Calendar icon.

6. If necessary, enter a note to accompany your request in the **Comments** field.

7. Select **Next** to display the details of your time off request.

The **Request Details** window appears. The hours request default to your scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay code** column.



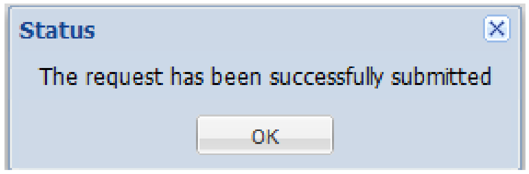
The hours default to your scheduled hours. To change the hours to a half day of vacation or if you are taking sick time in 15 minute increments, highlight the HQ. (7.5 in this example) and change the hours accordingly. Then submit the request.

8. Click the **Insert** icon in the **Action** field **of a r**ow to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.

9. If exceptions prevent you from submitting the request, do one of the following:

- Click the **Back** button to return to the previous window and make a different selection, or:
- Reduce the hours selected by the clicking the **Delete** icon in the **Action** field of a row to remove the hours from that row, and then click **Update**.

10. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.



11. Click **OK.** You are returned to the **Request List** window. Your new request appears in the **Request List** window as “Pending.” A request email is sent to your manger.