

Employee Time-Off Requests

1. From the Dashboard select My Account > My Time Off



OR

Go to My Account > My Time Off > Request



2. Select the appropriate settings for your request


A form titled 'TIME OFF'. At the top, 'Time Off' is set to 'Vacation' with a magnifying glass icon. Below is the 'REQUEST TYPE' section with four options: 'Full Day' (radio button), 'Partial Day (Start/Stop)' (radio button, selected), 'Partial Day (Bulk)' (radio button), and 'Multiple Days' (radio button). The 'Partial Day (Start/Stop)' option is filled out with: Date: 04/27/2016, From: 8:00a, To: 10:30a, Total: 2.50. Below is a 'COMMENTS' section with a text area.

- ***Time-Off***: The *type* of Time Off you are requesting (ie: Vacation, Sick, PTO, etc)
- **Request Type**: The *type* of hours to record

- **Full Day:** To record one entire calendar day as Time Off (ie: 8 hours Vacation on 1/10/16)
- **Partial Day (Start/Stop):** To record a partial specific in/out time for the Time Off (ie: 8:30a-10:30a recorded as 'Sick' time off)
- **Partial Day (Bulk):** To record a partial number of hours as Time Off (ie: 4 hours Vacation, no in/out time recorded)
- **Multiple Days:** To record consecutive days as Time Off (ie: 1/10/16-1/12/16 total 24 hours requested)
- **Comments:** To enter a comment for the Manager to review about the request

3. Select  in the top right corner

4. Once a request has been submitted by the employee, it will appear in the **Recent Requests** box at the bottom of the Time Off screen

- When the request is in the *Request State* 'New' you can delete the pending request with the 'X' on the left or modify your request by selecting the 
- Once the request has been approved, it will automatically be assigned to your timesheet. At that point, if you want to cancel/modify the Time Off, you will need to go to your timesheet and submit a *Change Request* to 'Modify Time Off'

RECENT REQUESTS

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	REQUEST STATE	TIME OFF	DATE	FROM	TO	TIME	DATE SUBMITTED
X	New	Sick	08/30/2016				8:00 08/30/2016 04:15p
X	New	Vacation	09/02/2016				4:00 09/01/2016 10:35a