Request Time Off

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Employees can request time off using the Time Off tile on the home page. The home page contains the tiles that let the user access or navigate to common tasks, such as My Time Off.

Navigation: Main Menu

1. From the My Time Off tile, select the time off **Reason**.
2. Select dates from the calendar.
   - To select more than one day, select the days.
   - To remove days from the selection, deselect the selected days.
3. Ensure Duration is set as Hours.
4. Enter the **Start Time** and **Duration**.
5. Select **Submit**.

Use Advanced Options on the Time Off Tile

To select other time off options, such as comments, half day or hours duration, or deduction paycode, select Advanced Options in the My Time Off tile.

Navigation: Main Menu

1. On the Request Time Off slider, select the **Type** of Time Off and select **Apply**.
2. Select the applicable date(s) from the calendar and select **Apply**.
3. From Duration, select one of the following:
   - **Hours**: Enter Start Time and Duration.

   > **Note** The start and end times reset if you select another duration. If you later select Hours, you must enter the times again.

   - Total time of shifts that day.
4. At Deduct From, select the paycode for the time off.
5. Do one of the following:
   - Submit the request now — Select **Submit**.
   - Add comments to the request.
6. Select **Review**.

7. Select **Submit**.

View My Calendar

My Calendar shows your schedule, pay codes, transfers, holidays, and requests.

Navigation: Main Menu > My Information > My Calendar

1. Select dates. Do one of the following:
   - Select **New Request > Time-off**.
   - Right-click the selected dates. Select **Time-off**.
2. Select the **Type** of Time Off.
3. Select **Apply**.
4. If you did not select dates in the calendar — or to change the selected dates — select Dates. Select days from the calendar. Select **Apply**.
   - To select more than one day, select the days.
   - To remove days from the selection, deselect the selected days.
   - To select more than one consecutive day, select and drag across the days in the calendar.
5. For time-off requests, at Duration, select the following. You may not see all of these options because the available durations depend on the configuration of the request.
   - **Hours**: Enter Start Time and Duration.
6. At Duration, select the paycode for the time off.
7. Do one of the following:
   - Submit the request now — Select **Submit**.
   - Add comments to the request.
8. Select **Review.**
9. Select **Submit.**

> **Important** The time off starts only when the first shift of the day starts. For other half-day amounts, select 1st Half Day, 2nd Half Day, or Hours.