



## Job Aid - 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 you request time-off, an email is sent to notify your manager that a request was made.

1. From the dashboard, select **Schedules** → **My Time Off**. The **Request List** window appears.

Type	Start Date	End Date	Status
Leave - Child Bonding	05/26/2015	05/29/2015	Pending
Leave - Employee Health Condi...	06/22/2015	07/15/2015	Pending

2. Select **Create New Request**. The following window appears.

**I need to request time off for...**

**FMLA and/or State Leave Absences**

Reason for Leave:

- Serious Health Condition
- Serious Health Condition of Family Member
- Parental Care (Newborn, Adoption, Foster Care Placement)
- Military - Service Member Family Leave
- Military - Exigency Family Leave

**Time Off for Sick, Vacation, and Other**

Time off Request:

- Comp or Banked Time
- Personal Days
- Floating Holiday
- Sick Time
- Vacation Time

3. Click the **Continue** button in one of the following categories:
  - FMLA and/or State Leave Absences
  - Time Off for Sick, Vacation, and Other
- If you selected **Time Off for Sick, Vacation, and Other**, skip to the topic: [“Requesting Time Off for Sick, Vacation, and Other.”](#)
- If you selected **FMLA and/or State Leave Absences**, the following dialog appears.

**Create New Leave Request**

Estimated Start Date:

Estimated End Date:

Reason:

4. Enter the respective dates.
5. Select the reason for the request from the **Reason** drop-down list.
6. Select **Continue to additional questions** and answer the questions as they appear.
7. After completing each question, click **Continue** to advance to the next question.  
*All questions must be completed in order to submit your request.*
8. After the last question, you are asked to certify that the answers to the questions are true, based on your knowledge and belief. Check the box and click **Continue**.
9. Click **Submit to HR** when you have completed the questionnaire.

### Requesting Time Off for Sick, Vacation, and Other

1. If you selected **Time Off for Sick, Vacation, and Other**, the **Create Time Off Request** window appears.

**Create Time Off Request**

Pay Code:

Dates:  To

Comments:

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



4. Enter the day on which you want to end your time off in the **End Date** field, or use the calendar icon.
5. If necessary, enter a note to accompany your request in the **Comments** field.
6. Select **Next** to display the details of your time off request. The **Request Details** window appears. You can modify the hours requested or select another pay code from the **Pay Code** column.

Action	Date	Pay Code	Hours
	Mon 05/07/2012	Vacation	8
	Tue 05/08/2012	Vacation	8
	Wed 05/09/2012	Vacation	8
	Thu 05/10/2012	Vacation	8
	Fri 05/11/2012	Vacation	8

7. Click the **Insert** icon in the **Action** field of a row 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.
8. 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**.
9. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.
10. Click **OK** to return to the **Request List** window. Your new request appears in the **Request List** window as "Pending" and your manager is notified by email.



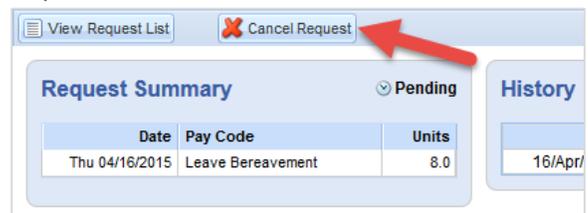
When your manager approves the request, the requested time is automatically posted to the

respective timesheet. You'll receive an email message when your manager approves or rejects your request.

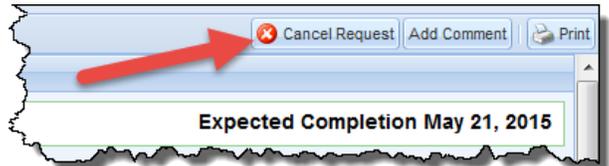
## Cancelling a Time Off Request

You can cancel a time off request before it has been approved.

1. Go to **Schedules > My Time Off**.
2. Select the **Current** tab.
3. Select the respective time off request. The **View/Cancel Time Off Request** window appears listing the details and history of the request.
4. Click **Cancel Request** button to withdraw your request.



5. If the request is a **FMLA and/or State Leave Absences**, the **Cancel Request** button appears at the upper right of the screen.



6. The **Reason for Cancellation** window appears. Enter your reason for cancellation, if necessary.
7. Select **Cancel Request**.
8. The **My Time Off** window appears again, showing the status of the request as cancelled.

Type	Start Date	End Date	Status
Time off - Vacation	08/02/2012	08/02/2012	Cancelled