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.

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

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.

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.

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.

![Request Details Table]

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.

![Cancel Request Window]

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

![Cancel Request Button]

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.

![Cancelled Request Status]

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