

Requesting Multiple Days Off in One Time-Off Request

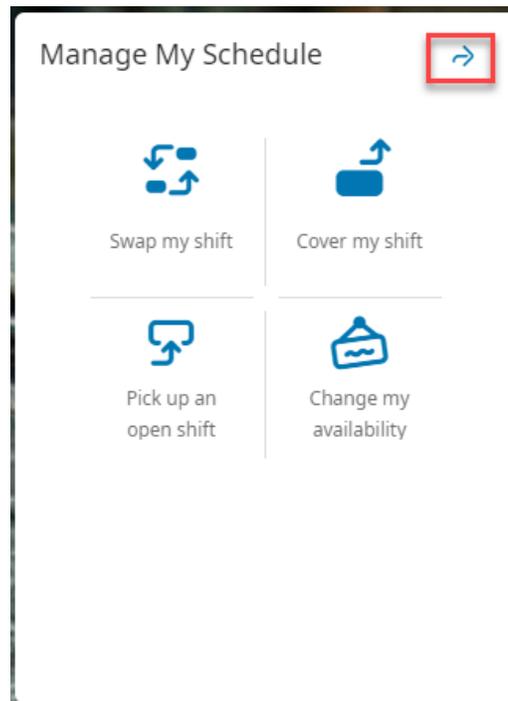
You can submit one request for multiple days off when your request is for the same start time, and for the same duration.

Note: Managers/reviewers can only “approve all” or “reject all” when multiple days are within one request.

To request multiple days off in one request:

View My Schedule

- From the Homepage go to the **Manage My Schedule** tile and click on the arrow  in the upper right hand, corner to **View My Schedule**.



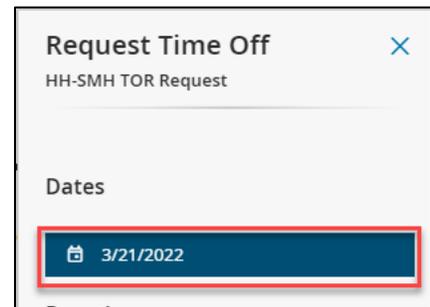
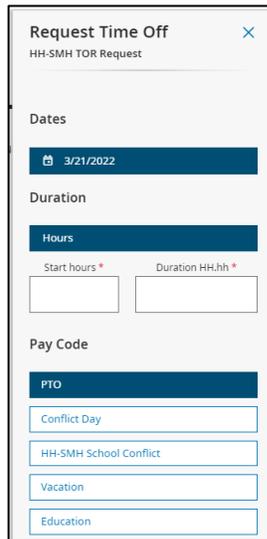
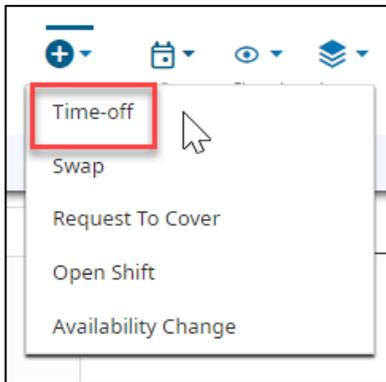
This will bring you to a calendar view of your schedule, where you will enter a **New Request**.



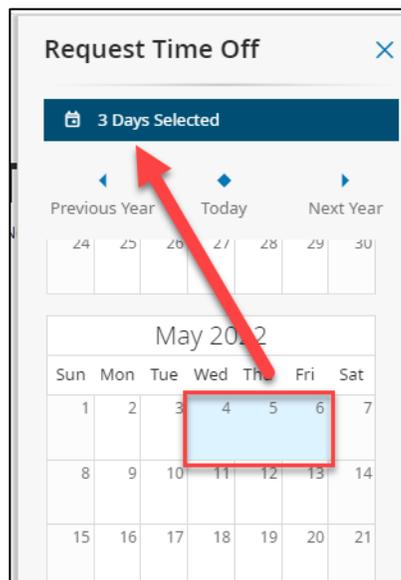
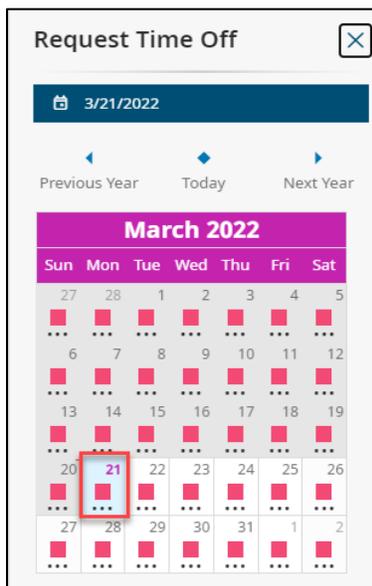
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Select Dates of Time Off Request

Select **Time-off** from the **New Request** dropdown menu and a **Request Time Off** window will open. Click on the **Dates** tab (current date will automatically appear).



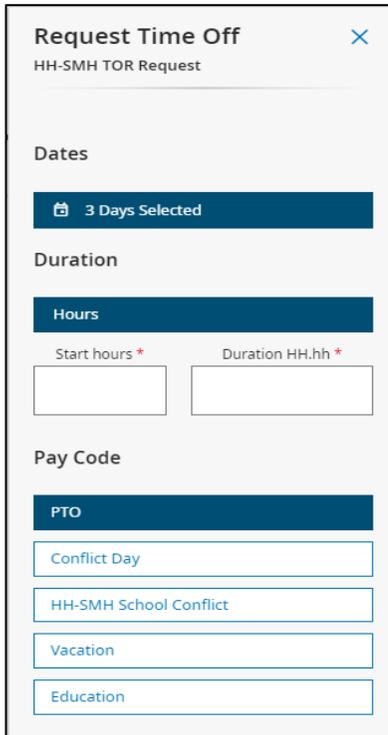
This brings you to a calendar view where you will first **De-Select** the current date (March 21 below), and then **Select** the dates you would like to request off. Click **Apply** (bottom right of window).



Requesting Multiple Days Off in One Time-Off Request

Enter Duration and Pay Code of Time Off Request

The requested days must have the same **Start hours** and **Duration**. Choose appropriate **Pay Code** for request.



Request Time Off ×
HH-SMH TOR Request

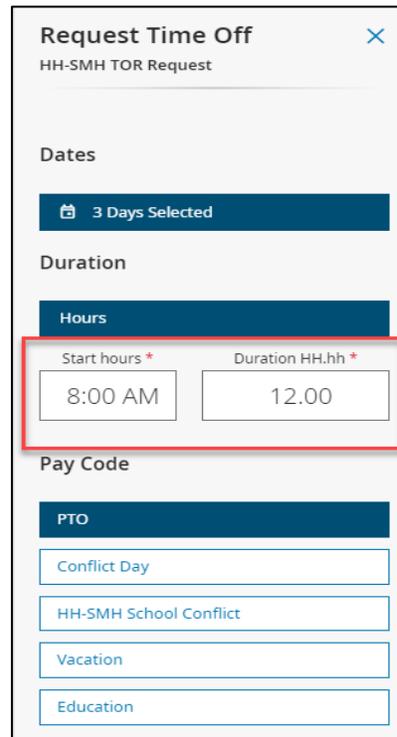
Dates
3 Days Selected

Duration
Hours

Start hours * Duration HH.hh *

Pay Code
PTO

Conflict Day
HH-SMH School Conflict
Vacation
Education



Request Time Off ×
HH-SMH TOR Request

Dates
3 Days Selected

Duration
Hours

Start hours * Duration HH.hh *

8:00 AM 12.00

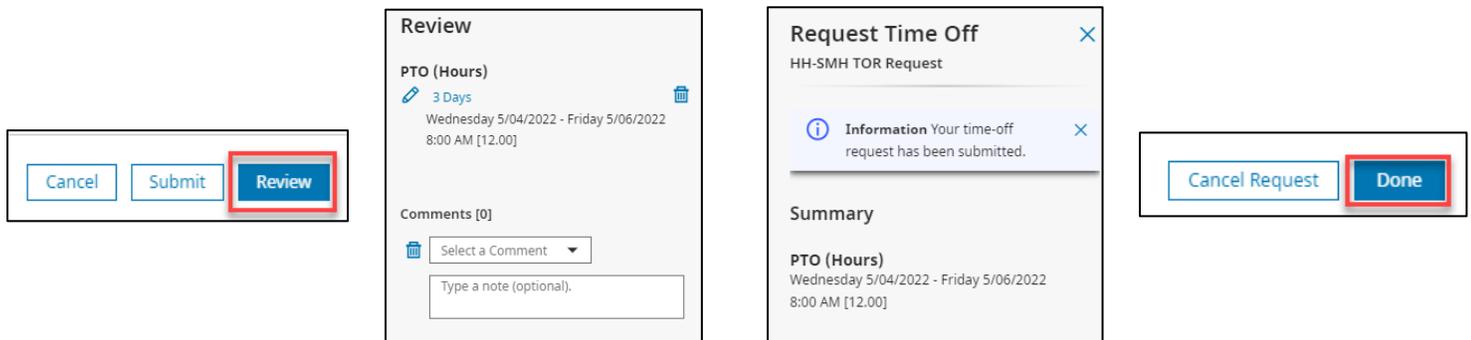
Pay Code
PTO

Conflict Day
HH-SMH School Conflict
Vacation
Education

The example above shows 3 PTO days with shifts starting at 8:00 AM and lasting 12 hours.

Cancel, Review and/or Submit Time Off Request

You can **Review** the requested days and add comments before you Submit, or you can **Submit** without reviewing. After you Submit, you will see a **Summary** of your request and can click **Done** or **Cancel Request**.



Review

PTO (Hours)
3 Days
Wednesday 5/04/2022 - Friday 5/06/2022
8:00 AM [12.00]

Comments [0]
Select a Comment
Type a note (optional).

Request Time Off ×
HH-SMH TOR Request

Information Your time-off request has been submitted. ×

Summary

PTO (Hours)
Wednesday 5/04/2022 - Friday 5/06/2022
8:00 AM [12.00]

Requesting Multiple Days Off in One Time-Off Request



FOLLOW UNIT GUIDELINES - Before submitting your Time Off Request in Dimensions, you should first follow your Unit's guidelines for requesting time off.