University of ROCHESTER

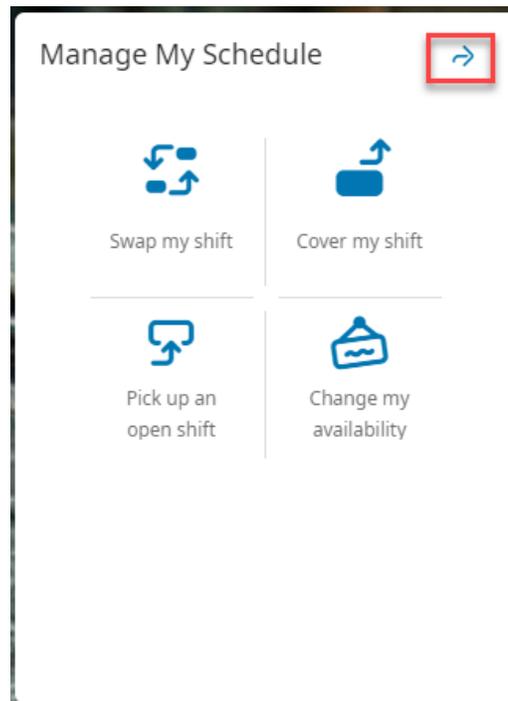## Requesting Multiple Days Off in One Time-Off Request

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 <u>all</u>" or "reject <u>all</u>" 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**.
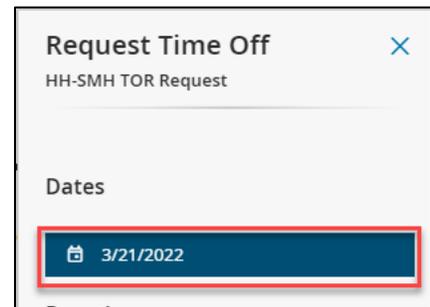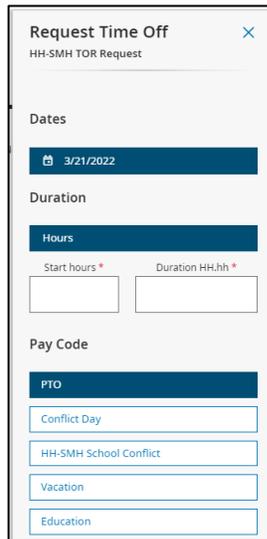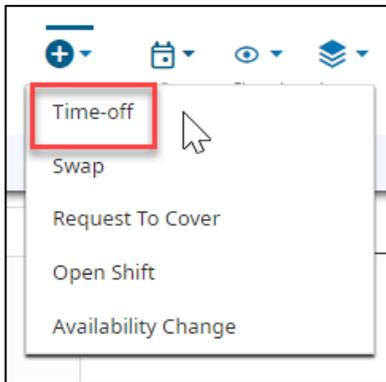

This will bring you to a calendar view of your schedule, where you will enter a **New Request.**

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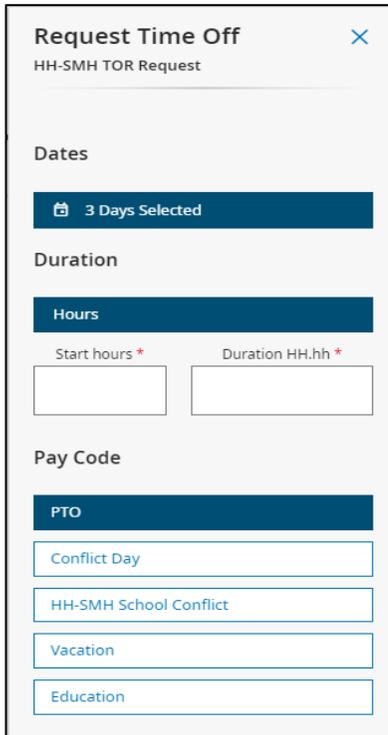
This brings you to a calendar view where you will first **De-Select** the current date (March 21 below), and then **Select** the dates you would like to request off. Click **Apply** (bottom right of window).

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.

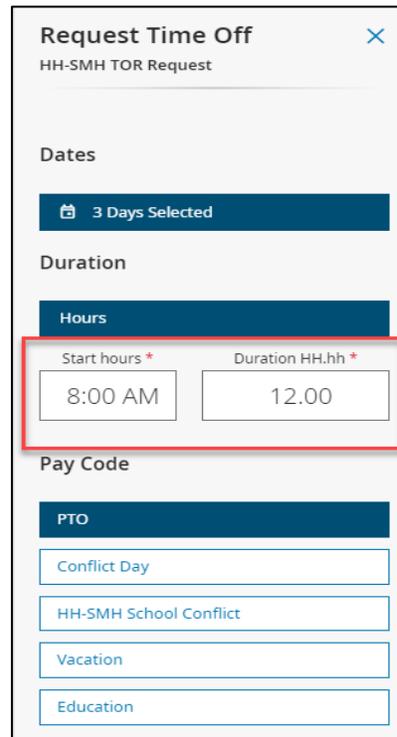The example above shows 3 PTO days with shifts starting at 8:00 AM and lasting 12 hours.

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**.

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