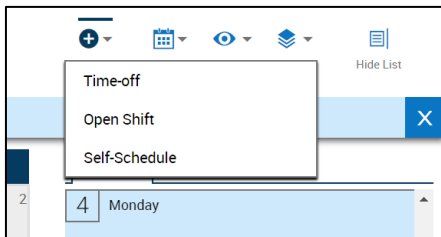


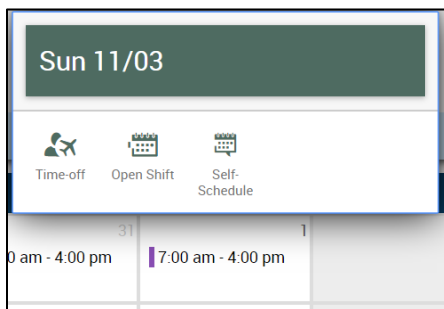
Ortho: Request Time Off

From My Calendar:

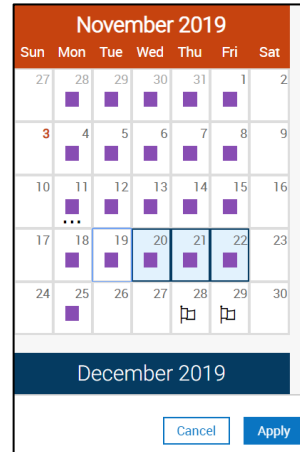
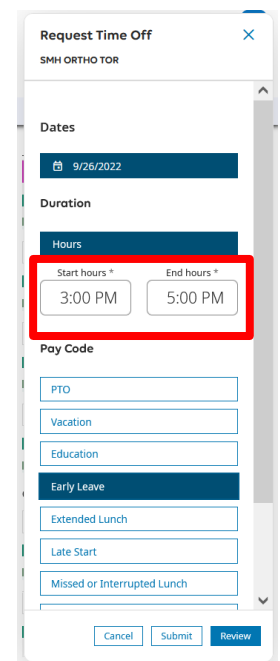
1. Click **Main Menu > My Information > My Calendar**.
2. Select dates. Do one of the following:
 - Click **New Request**. Select **Time-off**.



- Right-click the selected dates. Click **Time-off**.



3. Select the **Type of Time Off**.
4. Click **Apply**.
5. If you did not select dates in the calendar — or to change the selected dates — click **Dates**. Select days from the calendar. Click **Apply**.
 - To select more than one day, click the days.
 - To remove days from the selection, click the selected days.
 - To select more than one consecutive day, click and drag across the days in the calendar.
6. Under **Duration**, enter the Start hours and End hours.
7. Select the paycode for the time off.

Request Time Off

SMH ORTHO TOR

Dates

9/26/2022

Duration

Hours

Start hours * 3:00 PM End hours * 5:00 PM

Pay Code

PTO

Vacation

Education

Early Leave

Extended Lunch

Late Start

Missed or Interrupted Lunch

Cancel Submit Review

ORTHO ONLY: Request Time Off

8. Do one of the following:
 - **Submit the request now** — Click **Submit**.
 - **Add comments** to the request.
9. Click **Review**.
10. Click **Submit**.

Review

Vacation (Full Day)
✎ 3 Days 🗑️
Tuesday 11/19/2019 - Thursday 11/21/2019

Comments [0]
🗑️ ▼

Below is an example of a request for Early Leave that has been approved on the schedule:

| Sun 9/18 - Sat 9/24 | | Sun 9/25 - Sat 10/01 |
|---------------------|--------------------------|----------------------|
| Thu 10/06 | | Fri 10/07 |
| | Early Leave [0:00] 🗑️ | |
| SMH ORTHO TOR | | |
| ✓ Approved | | |