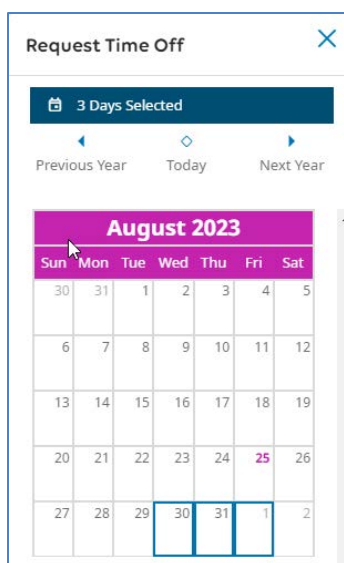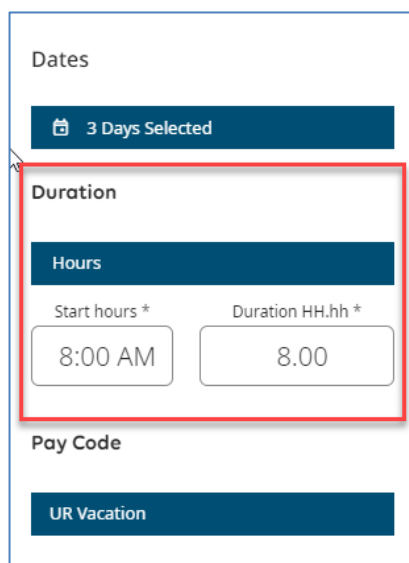# Time Off Requests
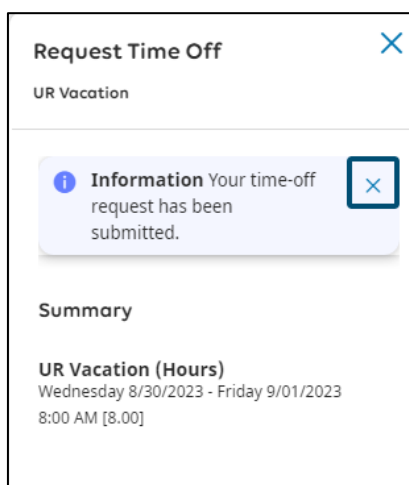
Employees can request time off using the **My Accruals Tile** on the home page, or from **My Calendar**, in the Main Menu.

Navigation: Main Menu > My Accruals Tile

1. From the **My Accruals** tile, select the **Time-Off Request**.
2. On the Request Time Off slider, select the **Type** of Time Off and select **Apply**.
3. Select the applicable date(s) from the **calendar** and select **Apply**.
4. From **Duration**, select the following:
     o **Hours**: Enter **Start Time** and **Duration Hours** for the hours requested.
5. Select one of the following:
     o **Review** request and add comments (optional).
     o Submit the request now — Select **Submit**.

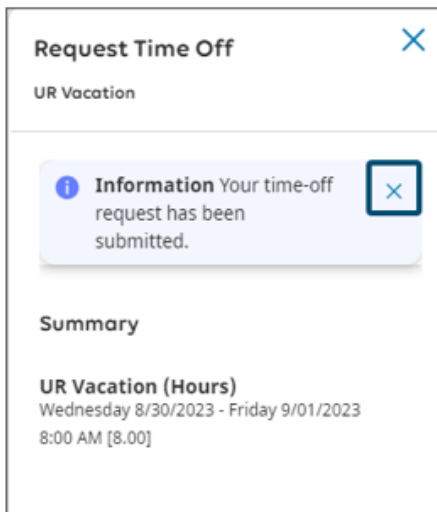After **Submitting,** your request is sent to your manager for review/approval

View My Calendar

My Calendar shows your holidays, requests, and pay codes.

Navigation: Main Menu > My Information > My Calendar

1. Select dates. Do one of the following:

    o   Select **New Request > Time-off**.

2. Select the **Type** of Time Off.

3. Select **Apply**.

4. If you did not select dates in the calendar — or to change the selected dates — select Dates. Select days from the calendar. Select **Apply**.

    o   To select more than one day, select the days.

    o   To remove days from the selection, deselect the selected days.

5. For time-off requests, at Duration, select one of the following.

    o   **Hours**: Enter **Start Time** and **Duration** (number of hours requested).

6. Select one of the following:
    o   **Review** request and add comments (optional).
    o   Submit the request now — Select **Submit**.

Request Time Off ✕ UR Vacation ⓘ **Information** Your time-off request has been submitted. ✕ **Summary** **UR Vacation (Hours)** Wednesday 8/30/2023 - Friday 9/01/2023 8:00 AM [8.00]	After **Submitting,** your request is sent to your Manager for review/approval And the request is visible on your **Calendar** UR Vacation (In Progress) — 30, 31