



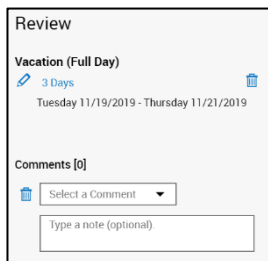
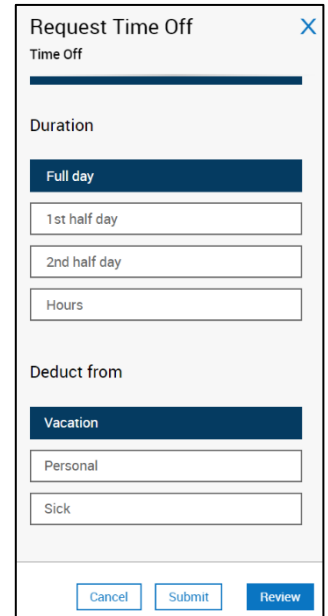
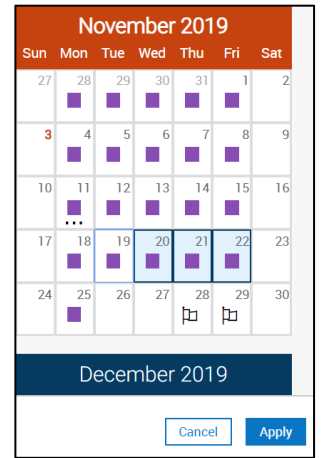
Request Time Off

From the Home page:

1. Click **Home** > the **Request Time Off** tile.
2. Select the **Type of Time Off**.
3. Click **Apply**.
4. Select dates from the calendar.
 - o To select more than one day, click the days.
 - o To remove days from the selection, click the selected days.
 - o To select more than one consecutive day, click and drag across the days in the calendar.
5. Click **Apply**.
6. To change the selected dates — click **Dates**. Select days from the calendar. Click **Apply**.
7. For time-off requests, in **Duration** select one of the following:
 - o **Full Day**: Entire shift that day.
 - o **1st Half Day**: Total time of the first half of shifts that day.
 - o **2nd Half Day**: Total time of the last half of shifts that day.
 - o **Hours**: Enter **Start Time** and **End Time**.

Tip: The start and end times reset if you select another duration. If you later select **Hours**, you must enter the times again.
 - o **Half Day**: Half the total time of shifts that day.

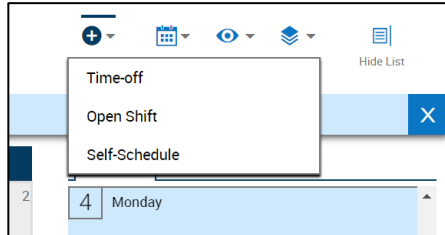
Important: The time off starts **only** when the first shift of the day starts. For other half-day amounts, select **1st Half Day**, **2nd Half Day**, or **Hours**.
8. In **Deduct From**, select the paycode for the time off.
9. Do one of the following:
 - o **Submit the request now** — Click **Submit**.
 - o **Add comments** to the request.
10. Click **Review**.
11. Click **Submit**.



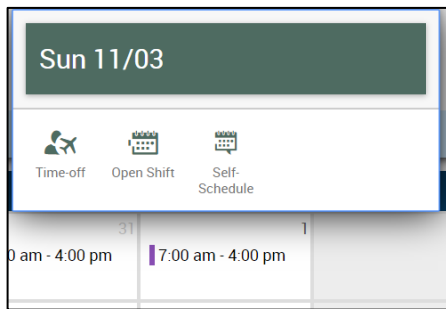
From My Calendar:

1. Click **Main Menu > My Information > My Calendar**.
2. Select dates. Do one of the following:

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



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



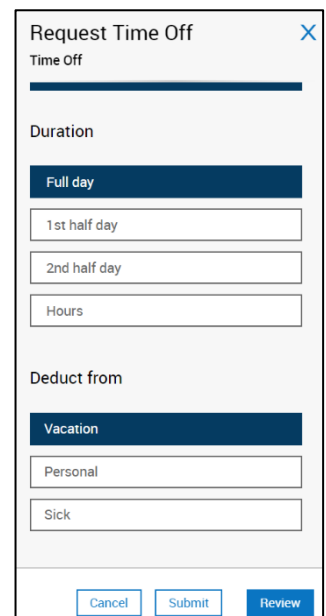
3. Select the **Type of Time Off**.
4. Click **Apply**.
5. If you did not select dates in the calendar — or to change the selected dates — click **Dates**. Select days from the calendar. Click **Apply**.
 - o To select more than one day, click the days.
 - o To remove days from the selection, click the selected days.
 - o To select more than one consecutive day, click and drag across the days in the calendar.
6. For time-off requests, in **Duration** select one of the following. You may not see all of these options because the available durations depend on the configuration of the request.

- o **Full Day**: Entire shift that day.
- o **1st Half Day**: Total time of the first half of shifts that day.
- o **2nd Half Day**: Total time of the last half of shifts that day.
- o **Hours**: Enter **Start Time** and **End Time**.
- o **Half Day**: Half the total time of shifts that day.

Tip: The start and end times reset if you select another duration. If you later select **Hours**, you must enter the times again.

Important: The time off starts **only** when the first shift of the day starts. For other half-day amounts, select **1st Half Day**, **2nd Half Day**, or **Hours**.

7. In **Duration**, select the paycode for the 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**.