



Requesting Time Off in Dimensions

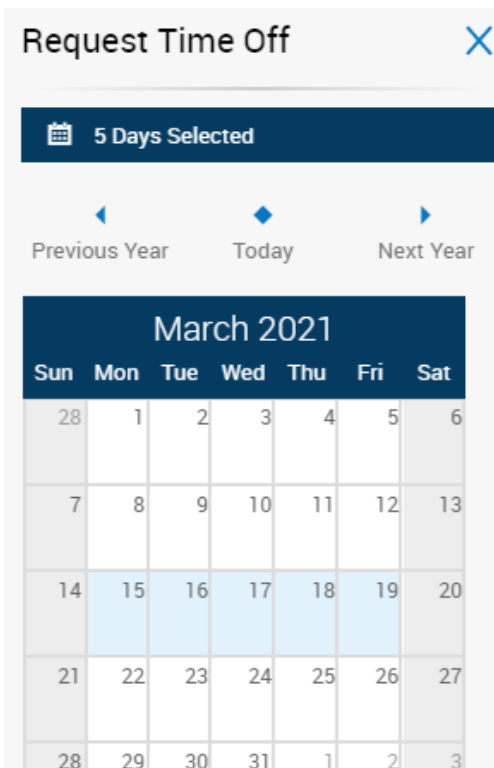
Be sure to follow your unit guidelines for requesting time off in conjunction with entering in Dimensions.

Entering Request

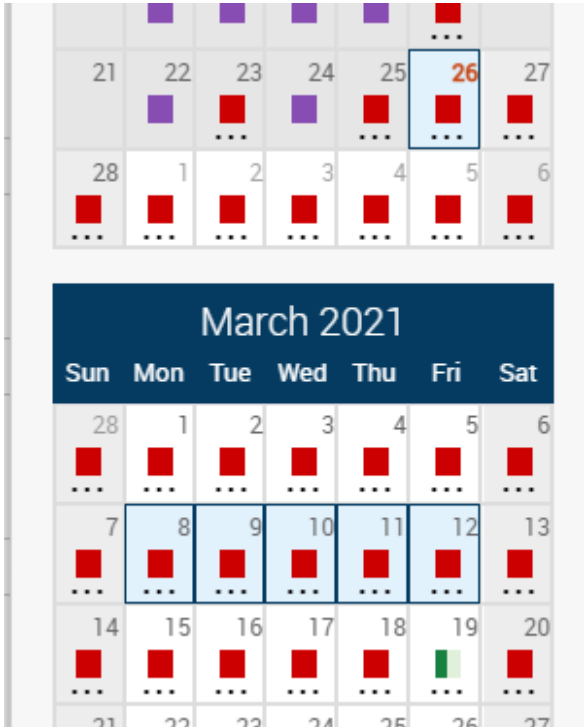
- 1) Click on main menu (3 lines)
- 2) Choose option under **My Information > My Schedule**
- 3) Click “New Request” and choose type (i.e. Time-off)
- 4) Click on dates box



- 5) From calendar, highlight appropriate dates for request
 - Click and drag to select multiple dates
 - Review number of dates selected prior to clicking apply



HINT: Dimensions often picks up the current date and includes it in your request. To remove it from the request, click on the date – the blue highlight will be removed.



Click on the date(s) highlighted in blue to remove from the request

Validate your dates by looking at the total number included in your list.

6) Select appropriate pay code and complete applicable fields

Pay Code

PTO

Conflict Day

HH-SMH School Conflict

Vacation

7) Submit