

# Employee Time-Off Requests



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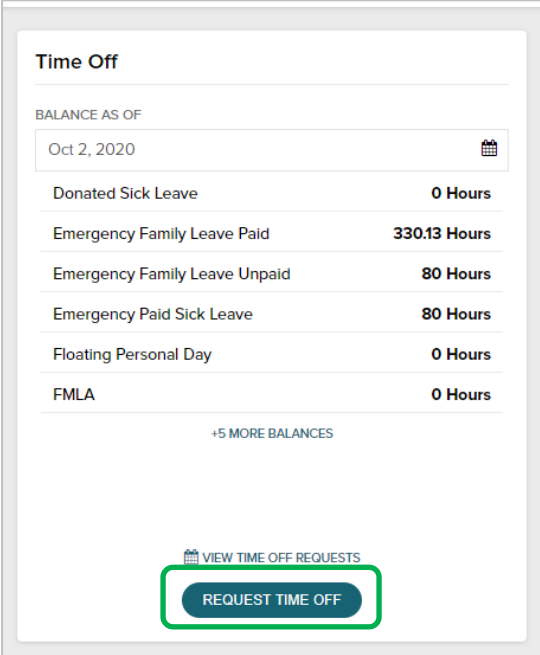
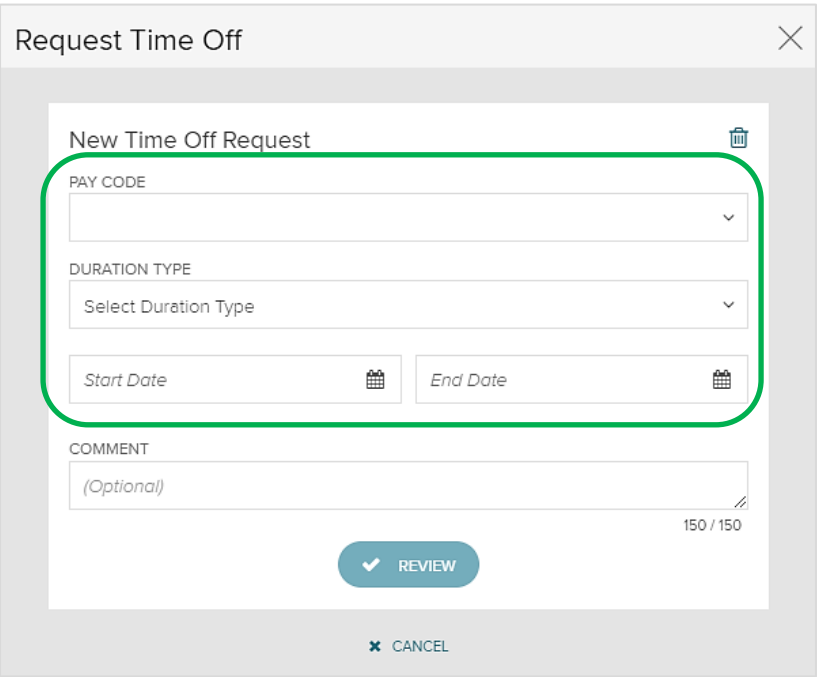
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## Introduction

This guide details how to request time-off from dashboard, view, and cancel requests.

## Requesting Time Off

Starting Point: Dashboard

Step	Action
1	<p>In the <i>Time Off</i> tile, click <b>Request Time Off</b>. The <i>Request Time Off</i> window will open:</p> 
2	<p>Select the pay code, duration type, and date:</p> 

**Note: If you *do not* have a schedule in the system, you will need to choose “Hours” for the duration, then specify the start time and number of hours for the request:**

3

The screenshot shows a 'Request Time Off' form with the following fields and values:

- PAY CODE:** VAC-Vacation
- DURATION TYPE:** Hours (highlighted with an orange box)
- Start Date:** (calendar icon)
- End Date:** (calendar icon)
- START TIME:** 8:00 AM (highlighted with an orange box)
- HRS PER DAY:** 3.00 (highlighted with an orange box)
- COMMENT:** (Optional) 150 / 150

Buttons: REVIEW (with checkmark icon), CANCEL (with X icon)

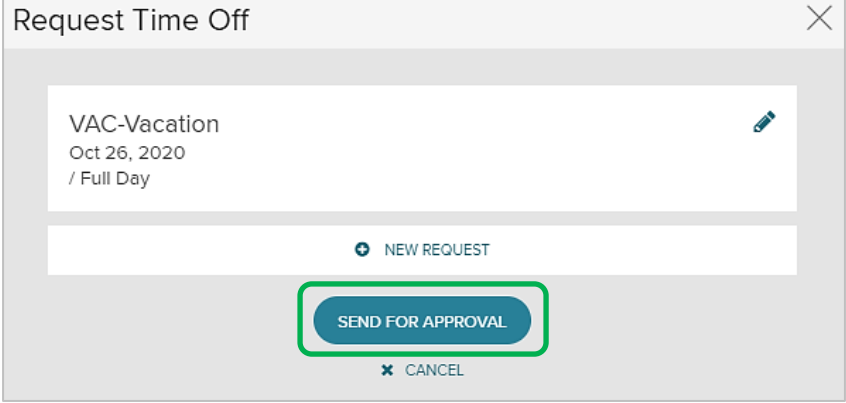
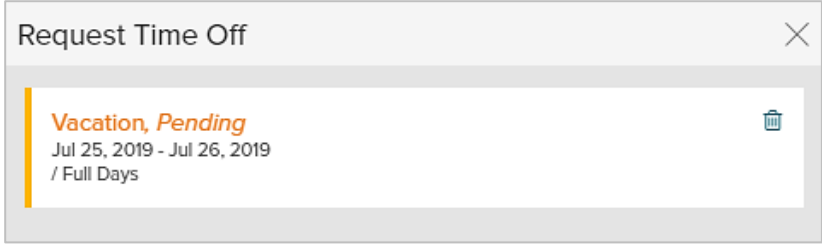
Once the request fields are complete, click **Review**:

4

The screenshot shows the 'Request Time Off' form with the following fields and values:

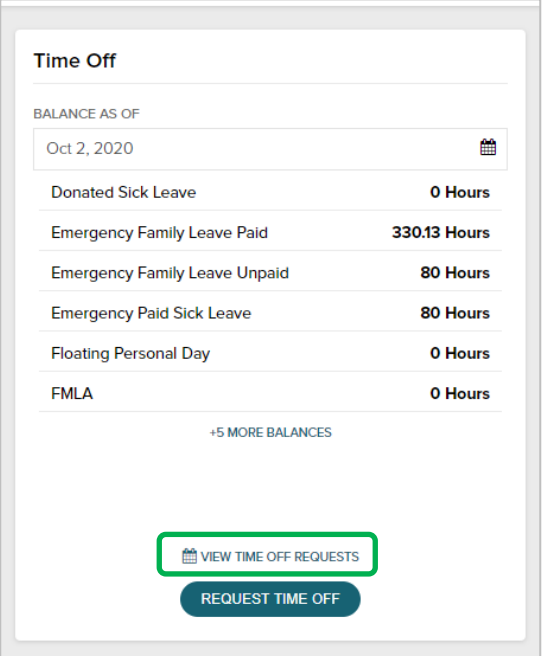
- PAY CODE:** VAC-Vacation
- DURATION TYPE:** Full Day (highlighted with an orange box)
- Start Date:** 01/19/2021 (calendar icon)
- End Date:** 01/19/2021 (calendar icon)
- Schedule:** Your schedule for Jan 19, 2021 (with question mark icon)
- COMMENT:** (Optional) 150 / 150

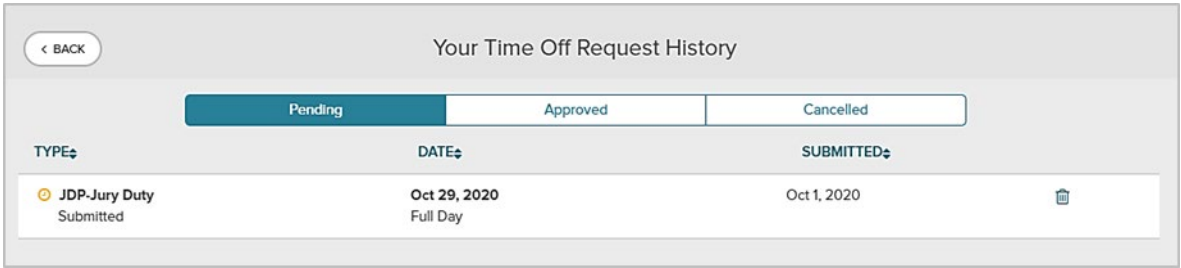
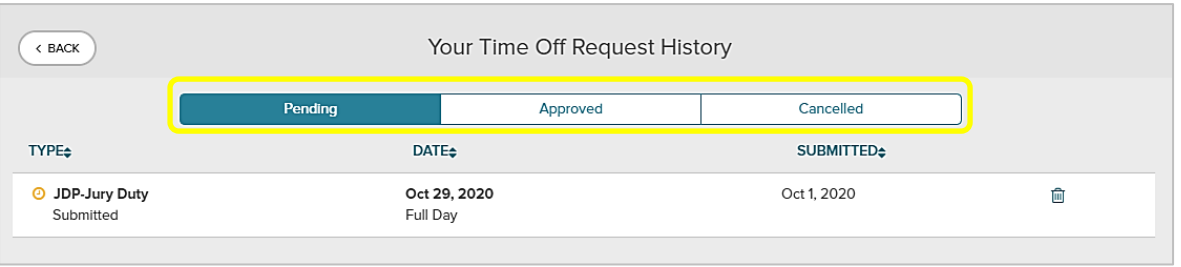
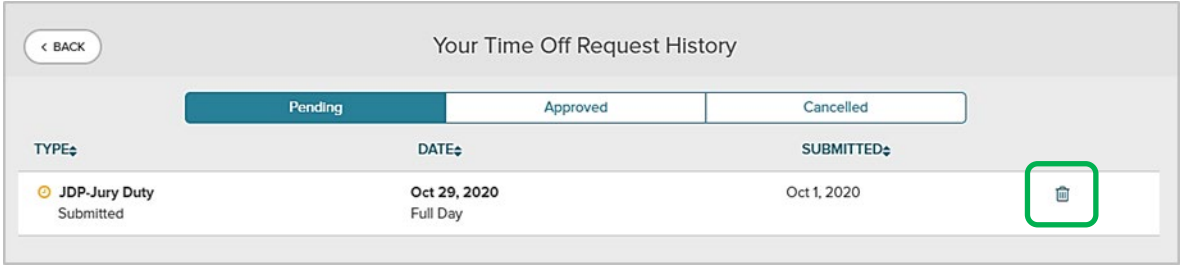
Buttons: REVIEW (with checkmark icon, highlighted with a green box), CANCEL (with X icon)

5	<p>If the request looks correct, click <b>Send for Approval</b>:</p> 
6	<p>You will be taken to a page confirming your request as pending:</p> 

## Viewing Status and Cancelling Time-Off Requests

Starting Point: Dashboard

Step	Action																				
1	<p>In the <i>Time Off</i> tile, click <b>View Time Off Requests</b>:</p>  <table border="1" data-bbox="878 1188 1349 1566"> <thead> <tr> <th colspan="2">Time Off</th> </tr> <tr> <th colspan="2">BALANCE AS OF</th> </tr> <tr> <td colspan="2">Oct 2, 2020</td> </tr> </thead> <tbody> <tr> <td>Donated Sick Leave</td> <td>0 Hours</td> </tr> <tr> <td>Emergency Family Leave Paid</td> <td>330.13 Hours</td> </tr> <tr> <td>Emergency Family Leave Unpaid</td> <td>80 Hours</td> </tr> <tr> <td>Emergency Paid Sick Leave</td> <td>80 Hours</td> </tr> <tr> <td>Floating Personal Day</td> <td>0 Hours</td> </tr> <tr> <td>FMLA</td> <td>0 Hours</td> </tr> <tr> <td colspan="2">+5 MORE BALANCES</td> </tr> </tbody> </table>	Time Off		BALANCE AS OF		Oct 2, 2020		Donated Sick Leave	0 Hours	Emergency Family Leave Paid	330.13 Hours	Emergency Family Leave Unpaid	80 Hours	Emergency Paid Sick Leave	80 Hours	Floating Personal Day	0 Hours	FMLA	0 Hours	+5 MORE BALANCES	
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2	<p>The <i>Time Off Request History</i> window will fly out:</p> 
3	<p>To view your time-off request status, select <i>Pending</i>, <i>Approved</i> or <i>Cancelled</i>. Here you can view the type and date of the request, when it was submitted, and cancel the request:</p> 
4	<p>To cancel a request, click the <b>trash can</b> icon. To return to the dashboard, click <b>Back</b>: (Note: You can cancel requests in <i>Pending</i> or <i>Approved</i> status)</p> 

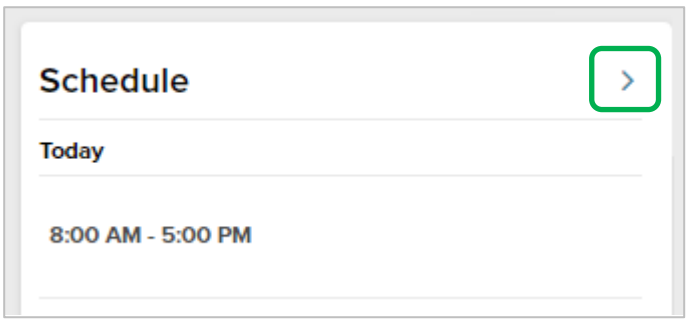
## Viewing Time-Off Request Status on the Schedule

You can monitor the status of your time-off requests in two ways:

- In the *Time Off* tile
- In the *Schedule* tile

Complete the following steps to view your requests from the Schedule tile.

*Starting Point: Dashboard > Schedule*

Step	Action
1	<p>On the dashboard, click the <b>Schedule</b> tile:</p> 

You will be taken to your Schedule page. Click a day to see additional details about a request, schedule, or company holiday:

2

**SCHEDULE**

TIMECARD **SCHEDULE** OTHER TIME FEATURES

October 2020 < > TODAY

SUN	MON	TUE	WED	THU
27	28 8:00 AM - 5:00 PM	29 8:00 AM - 5:00 PM	30 8:00 AM - 5:00 PM	1 8:00 AM - 5:00 PM
4	5 8:00 AM - 5:00 PM	6 8:00 AM - 5:00 PM	7 8:00 AM - 5:00 PM	8 8:00 AM - 5:00 PM
11	12 8:00 AM - 5:00 PM	13 8:00 AM - 5:00 PM	14 8:00 AM - 5:00 PM	15 8:00 AM - 5:00 PM
18	19 8:00 AM - 5:00 PM	20 8:00 AM - 5:00 PM	21 8:00 AM - 5:00 PM	22 8:00 AM - 5:00 PM
25	26 8:00 AM - 5:00 PM	27 8:00 AM - 5:00 PM	28 8:00 AM - 5:00 PM	29 8:00 AM - 5:00 PM

**Monday, October 5**

8:00 AM - 5:00 PM

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REGULAR  
8:00 AM - 12:00 PM

BREAK  
12:00 PM - 1:00 PM

REGULAR  
1:00 PM - 5:00 PM

**Key**

- Green = PTO Approved
- Yellow = Pending (PTO or Shift Swap)
- Purple = Company Holidays
- Black** = Normal Shifts

*Approved time-off request*

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