

Includes Requesting Time Off and Requesting Time Off-MOBILE

## Requesting Time Off

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When you request time-off, a notification will be available in your manager's Zone inbox for approval. It is advisable that you review your available bank balance prior to submitting the request. This is avail on the home screen under **Bank Balances**.

### Basic Time Off Request

1. From the dashboard, select **Schedules > My Time Off**. The **Request List** window appears.
2. Select **Create New Request**.



The **Create Time Off Request** window appears.

3. Choose the type of time off from the **Pay Code** drop-down list.
4. Enter the day on which you want to begin your time off in the **Dates** field, or click the calendar icon on the right of the date field to display a calendar from which you can choose the date.
5. Enter the day on which you want to end your time off in the **Dates** field, or use the calendar icon.
6. If necessary, enter a note to accompany your request in the **Comments** field.
7. Select **Next** to display the details of your time off request. The **Request Details** window

appears. Enter the hours requested for each day or select another pay code from the **Pay Code** column.

Action	Date	Pay Code	Hours
	Fri 07/21/2017	Vacation	8.0

8. Click **Update**.

### Single Request for Time Off with Normal Days Off In Between Start/End Time or Using Multiple Time Off Pay Codes

1. From the dashboard, select **Schedules > My Time Off**. The **Request List** window appears.
2. Select **Create New Request**.



3. The **Create Time Off Request** window appears.

4. Choose the type of time off from the **Pay Code** drop-down list.
5. Enter the day on which you want to begin your time off in the **Dates** field, or click the calendar icon on the right of the date field to display a calendar from which you can choose the date.

6. Enter the day on which you want to end your time off in the **Dates** field, or use the calendar icon.
7. If necessary, enter a note to accompany your request in the **Comments** field.
8. Select **Next** to display the details of your time off request. The **Request Details** window
9. Click the "X" by the days that are your scheduled days off. It will gray out the hours column on those days.

Action	Date	Pay Code	Hours
	Thu 09/07/2017	Vacation	8.0
	Fri 09/08/2017	Vacation	8.0
	Sat 09/09/2017	Vacation	8.0
	Sun 09/10/2017	Vacation	8.0
	Mon 09/11/2017	Vacation	8.0
	Tue 09/12/2017	Vacation	8.0

Action	Date	Pay Code	Hours
	Thu 09/07/2017	Vacation	8.0
	Fri 09/08/2017	Vacation	8.0
	Sat 09/09/2017	Vacation	8.0
	Sun 09/10/2017	Vacation	8.0
	Mon 09/11/2017	Vacation	8.0
	Tue 09/12/2017	Vacation	8.0

10. If you want to request multiple days with varying Pay Codes, choose the relevant Pay Code next to the applicable date and pick the time off pay code from the pick list.

Action	Date	Pay Code	Hours
	Thu 09/07/2017	Bereavement	8.0
	Fri 09/08/2017	Bereavement	8.0
	Sat 09/09/2017	Vacation	8.0
	Sun 09/10/2017	Vacation	8.0
	Mon 09/11/2017	Bereavement	8.0
	Tue 09/12/2017	Vacation	8.0

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- Populate the remaining days with the hours you want to take off then click Update

- Verify all is correct then click Submit

- If exceptions prevent you from submitting the request, do one of the following:
  - Click the **Back** button to return to the previous window and make a different selection, or:
  - Reduce the hours selected by the clicking the **Delete** icon  in the **Action** field of a row to remove the hours from that row, and then click **Update**.

- If no exceptions prevent you from submitting the request, click the **Submit** button. You are notified of a successful submission.

- Click **OK** to return to the **Request List** window. Your new request appears in the **Request List** window as "Pending. A notification will be available in your manager's Zone inbox for approval.

Type	Start Da...	End Date	Hours Requested	Status
Time off - Vacation	07/21/2017	07/21/2017	8	Pending

- When your manager approves the request, the requested time is automatically posted to the appropriate time sheet. You'll receive an email message when your manager approves or rejects your request.

Fri 07/21		Vacation	8.00	<b>Cost Center</b>	8.00
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## Canceling a Time Off Request

You can cancel a time off request before or after it has been approved.

- Go to **Schedules > My Time Off**.
- Select the request from the **Current** tab or **Past** tab if within Current Pay Period. The **View/Cancel Time Off Request** window appears listing the details and history of the request.
- Click **Cancel Request** at the top of the window to withdraw your request.

- The **Reason for Cancellation** window appears.

- Enter your reason for cancellation, if necessary.

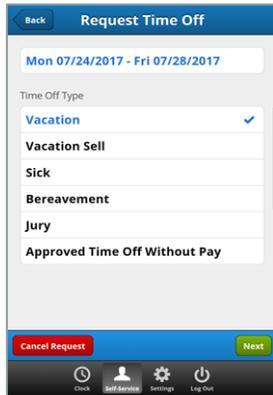
- Select **Cancel Request**.
- A confirmation box appears. Click **OK**.
- The **My Time Off** window appears again, showing the status of the request as cancelled.

Type	Start Da...	End Date	Hours Requested	Status
Time off - Vacation	7/21/2017	7/21/2017	8	Cancelled

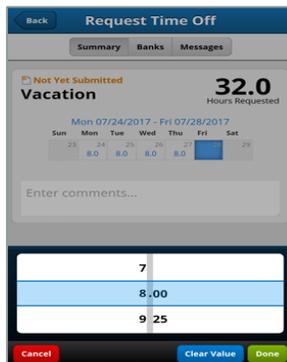
## MOBILE-Requesting Time Off

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When you request time-off, a notification will be available in your manager's Zone inbox for approval.

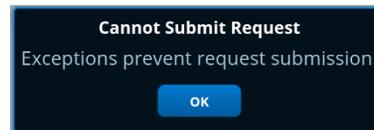
1. Tap **Self-Service > My Time Off**.
2. Tap **Create New Request**.
3. Select the **Dates**. Tap OK on the calendar window. Choose **Time Off Type**. Tap **Next**.



4. Tap on a day of the week then scroll to select the number of hours requested. Don't populate hours on the days of the week that are normal days off. Tap **Done**.



5. If necessary, enter a note in the **Comments** field. Tap **Submit**.
6. You will receive a message if an exception prevents you from submitting the request.



Do the following:

- Tap **OK** on the notification
  - Tap **Summary** and adjust the hours requested then tap **Submit**.
7. If no exceptions prevent you from submitting the request, tap **Submit** to submit your request. You are notified of a successful submission.
  8. Tap **OK** to return to the **Request List** window. Your new request appears in the **Request List** window as "Pending" and a notification will be available in your manager's Zone inbox for approval.
  9. When your manager approves the request, the requested time is automatically posted to the appropriate time sheet. You'll receive an email message when your manager approves or rejects your request.

Using Mobile Device, you must submit two separate requests for start and end times using different time off pay codes or use the standard computer functionality instructed on Pages 1-2.

### Canceling a Time Off Request

You can cancel a time off request before or after it has been approved.

1. Go to **Self-Service > My Time Off**.
2. Tap the request to be canceled. The **View Request** window appears.
3. Tap **Cancel Request** at the bottom of the window to withdraw your request.



The **Reason for Cancellation** window appears.



4. Enter your reason for cancellation, if necessary.
5. Tap **Cancel Request**.
6. The **My Time Off** window appears again showing the status of the request as cancelled.