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 available 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.

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.

The Create Time Off Request window appears.

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 appears.
9. Click the “X” by the days that are your scheduled days off. It will gray out the hours column on those days.
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.
11. Populate the remaining days with the hours you want to take off then click Update

12. Verify all is correct then click Submit

13. 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 clicking the Delete icon in the Action field of a row to remove the hours from that row, and then click Update.

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

15. 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.

16. 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.

5. Enter your reason for cancellation, if necessary.

6. Select Cancel Request.

7. A confirmation box appears. Click OK.

8. The My Time Off window appears again, showing the status of the request as cancelled.

Canceling a Time Off Request
You can cancel a time off request before or after it has been approved.

1. Go to Schedules > My Time Off.

2. 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.

3. Click Cancel Request at the top of the window to withdraw your request.

4. The Reason for Cancellation window appears.
Includes Requesting Time Off and Requesting Time Off-MOBILE

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.
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.

```
Cannot Submit Request
Exceptions prevent request submission.
```

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.

```
Cancel Request
```

- Go to Self-Service > My Time Off.
- Tap the request to be canceled. The View Request window appears.
- 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.