Request Time Off Exempt Employee

Check with your Department or College to determine if you use this online leave request tool.

Submit a Time Off Request

Open the My Schedule and Time Off Requests widget from the related items pane.

1. Select the requested time span from the **Time Period** drop-down field or **Calendar** icon.

2. Click the **Request Time Off** button.

3. Enter each day as its own line on the request. Use the **Add another Time Off Period** option to include more dates.

4. Click the drop-down arrow in the **Pay Code** field and select a pay code.

5. Click the drop-down arrow in the **Duration** field and select **Hours**. Enter a start time and the **Length** as total requested hours for each single day.

6. Enter a message to your Manager in the **Notes** field.

7. Click **Submit**. An email notification is sent to your manager.
Request Time Off Exempt Employee

View a Request Status

1. Select the requested time span from the Time Period drop-down field or Calendar icon.

2. Click the Blue Arrow icon in the original request.

3. Select Details.

4. Review the status of the request from the Time-Off Request Details window. A history of actions performed on the request appear in the lower portion of the window.

5. Click Close.

Note: An approved request displays as a block of blue for the number of hours requested on the scheduled day(s) in the My Schedule and Time Off widget. The leave code for the approved request displays in purple font on your timecard for each day of the approved request.

Note: After your Manager takes action on your request, an email notification is sent to you indicating your request is approved, returned, or refused.

Cancel a Submitted Request

1. Click the Blue Arrow icon on the start date of the original request.

2. Select Cancel.

3. Review the details of the request.

4. Enter a message to your Manager in the Notes field.

5. Click Submit.

Note: A cancellation request notification email is sent to your Manager. After your Manager takes action on your request, an email notification is sent to you indicating your request is approved or returned.