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.

   ![Time Period Dropdown]

2. Click the Request Time Off button.

   ![Request Time Off Button]

3. Enter the Start Date and the End Date of the request.

   ![Start and End Date Fields]

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

   ![Pay Code Dropdown]

Note: When submitting time off requests, use pay codes that DO NOT begin with PTO.

5. Click the drop-down arrow in the Duration field and select a duration type.
   - Select Full Day to generate a request based off your schedule.
   - Select the Hours option for partial days and enter your own start time and total length.

   ![Duration Selection]

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

   ![Notes Field]

7. Click Submit. An email notification is sent to your manager.
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.