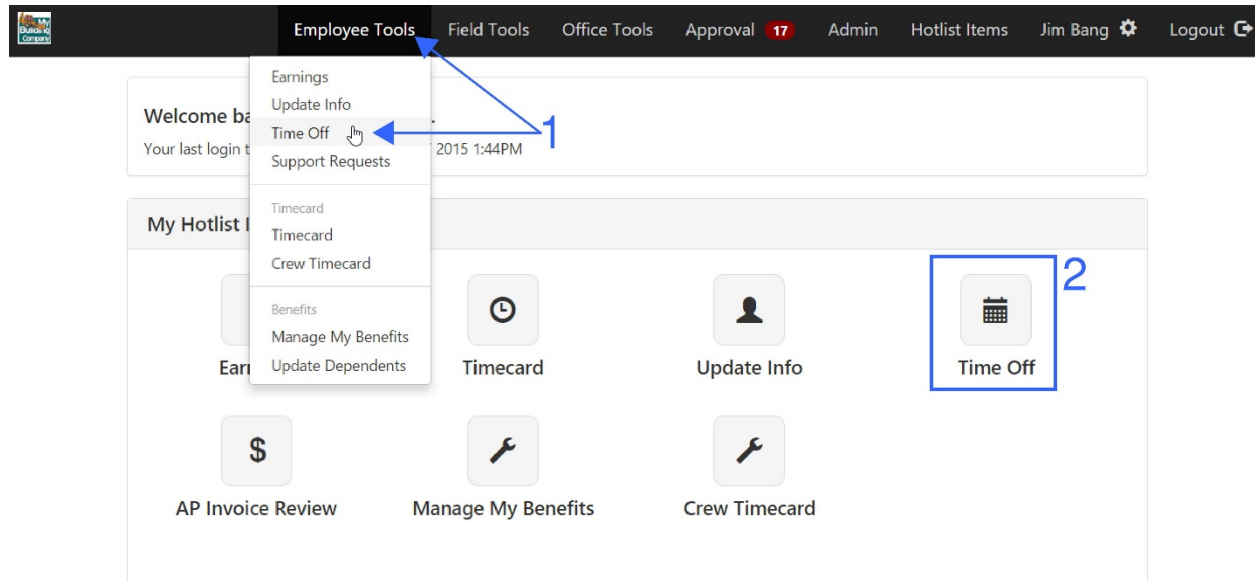
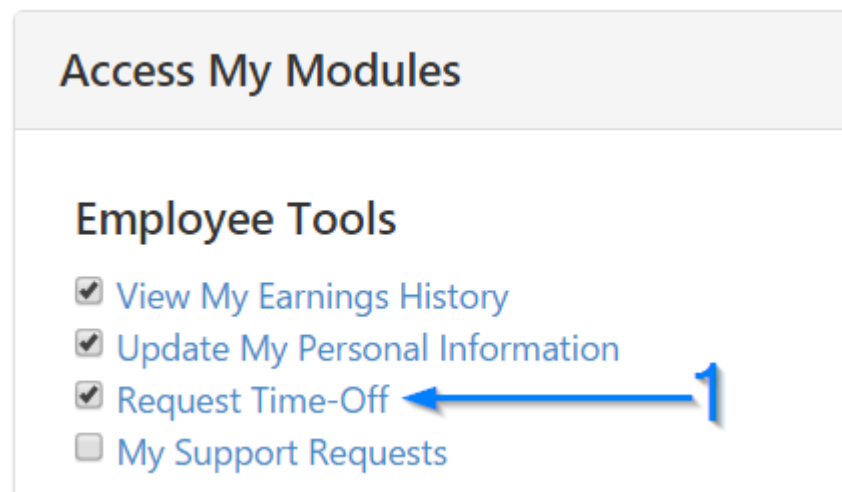


How to Request Time Off

In order to request time off, you will need to first select either the [1] Time Off option in the Employee Tools tab or [2] the Time Off icon in your hot list.



If you want to add the Time Off icon to your "My Hotlist Items" you will need to scroll down on your home page to the "Access My Modules" section and make sure that the box next to Request Time-Off is checked [1].



The Manage My Time Off page in the portal is broken down into 4 parts; the first covers the total amount of time you have requested off, the second is where you can request time off, the third is where you can cash out vacation time, and the fourth is your history of time off requests.

As you can see, this section shows your total time off available and used.

[1] This should have your name.

(Managers will have access to enter on behalf of those they manage only if given permission by admin)

[2] This calendar will allow you to project time off hours available by the selected date.

[3] Each one of these clock icons will show you a breakdown of hours available for the corresponding line. (Floating Holiday, Paid Time Off, Personal Time, Sick Days, and Vacation)

Manage My Time Off

Employee:
Jim Bang - 100

Project Hours As Of:
11/17/2015

Leave Code	Current Available	Planned Cash Out	Planned Use	Projected Hours Available
Floating Holiday	8 hrs		0 hrs	8 hrs
Paid Time Off	120 hrs		0 hrs	120 hrs
Personal Time	10 hrs	128 hrs		31.99 hrs
Sick Days	40 hrs		0 hrs	40 hrs
Vacation	160 hrs		0 hrs	160 hrs

← 1

← 2

3

To request time off, you will need to fill out the following information:

First select the day or days you would like to request off.

Request Time Off

1 First, click on the days you'd like to take off.

Legend: **Today** Pending Approved This Request

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

2 Then, fill in these details and click Submit!

Your Approving Manager:
Jim Bang

Your Normal Workday: 8hrs

Current Request:
Full Day - 03/28/2016

Total Requested Hours: 8 hrs

Select Leave Code...

Request Description:
Notes: Write all about your planned leave here.

Submit

Then fill out the form to the right. Select whether you want to take the full day off or a partial day.

Request Time Off

1 First, click on the days you'd like to take off.

Legend: **Today** Pending Approved This Request

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

2 Then, fill in these details and click Submit!

Your Approving Manager:
Jim Bang

Your Normal Workday: 8hrs

Current Request:

Select Leave Code...

Request Description:

Submit

Then select the leave code.

Request Time Off

1 First, click on the days you'd like to take off.

Legend: **Today** Pending Approved This Request

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

2 Then, fill in these details and click Submit!

Your Approving Manager:
Jim Bang

Your Normal Workday: 8hrs

Current Request:

Total Requested Hours: 8 hrs

Select Leave Code...

Submit

Then fill out the description for your time off request.

Request Time Off

1 First, click on the days you'd like to take off.

Legend: **Today** Pending Approved This Request

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

2 Then, fill in these details and click Submit!

Your Approving Manager:
Jim Bang

Your Normal Workday: 8hrs

Current Request:
Full Day - 03/28/2016

Total Requested Hours: 8 hrs
Vacation

New Balance: 152 hrs

Request Description:
I am taking a trip to Catalina over the weekend.

Submit

Once you have filled out everything, you will need to click on Submit and then the following window will appear to confirm your time off request. Press submit again.

Confirm Time-Off Request

Request Type	Dates	
Vacation - Single Day	03/28/2016	8 hrs
	Initial Hours:	160 hrs
	Total Requested:	8 hrs
	New Balance:	152 hrs

Submit

Cancel

Once you have finished submitting your time off request, you should see the following green bar appear in your window.

Success! Your request for time off was submitted.



Once your request is made, you should see it in your Request Time Off calendar as a pending request.

Request Time Off

1 First, click on the days you'd like to take off.

Legend: **Today** Pending Approved This Request

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

2 Then, fill in these details and click Submit!

Your Approving Manager:
Jim Bang

Your Normal Workday: 8hrs

Current Request:
Select one or more dates

Total Requested Hours: 0 hrs

Select Leave Code...

Request Description:

Notes: Write all about your planned leave here.

Submit

The last part of the Manage My Time Off part of the portal is your Request History.

After having made the request earlier in the guide you can see it is now in the image below.

Request History				
Search Requests		☒ Hide Past Requests		
Requested Time ^	Requested Details	Status	Approver Notes	
12/31/15 - 12/31/15 (8 hrs)	Personal Time - New Years Party!	Approved	 Cancel  Calendar	
01/04/16 - 01/05/16 (16 hrs)	Personal Time - Going to be a little hung over. You wouldn't want me there.	Approved	 Cancel  Calendar	
01/08/16 - 01/08/16 (8 hrs)	Personal Time - Going to be a little hung over. You wouldn't want me there.	Rejected	 Cancel  Calendar	
01/12/16 - 01/14/16 (24 hrs)	Personal Time - Taking a netflix break.	Rejected	JB - We need your PR Skills.	 Cancel  Calendar
01/19/16 - 01/21/16 (24 hrs)	Personal Time - Going skiing.	Rejected	JB - No way - do payroll.	 Cancel  Calendar
02/09/16 - 02/11/16 (24 hrs)	Non-Paid Leave - I GOTTA GET OUT OF HERE!!	Approved	 Cancel  Calendar	
02/24/16 - 02/26/16 (24 hrs)	Personal Time - Planning a weekend off	Approved	 Cancel  Calendar	
03/28/16 - 03/28/16 (8 hrs)	Vacation - I am taking a trip to Catalina over the weekend.	Pending	 Cancel  Calendar	

[1] Here you can cancel a request for time off.

[2] Here you can download the requests that you have made for time off straight to your outlook calendar.

Request History				
Search Requests		☒ Hide Past Requests		
Requested Time ^	Requested Details	Status	Approver Notes	
12/31/15 - 12/31/15 (8 hrs)	Personal Time - New Years Party!	Approved	 Cancel  Calendar	
01/04/16 - 01/05/16 (16 hrs)	Personal Time - Going to be a little hung over. You wouldn't want me there.	Approved	 Cancel  Calendar	
01/08/16 - 01/08/16 (8 hrs)	Personal Time - Going to be a little hung over. You wouldn't want me there.	Rejected	 Cancel  Calendar	
01/12/16 - 01/14/16 (24 hrs)	Personal Time - Taking a netflix break.	Rejected	JB - We need your PR Skills.	 Cancel  Calendar
01/19/16 - 01/21/16 (24 hrs)	Personal Time - Going skiing.	Rejected	JB - No way - do payroll.	 Cancel  Calendar
02/09/16 - 02/11/16 (24 hrs)	Non-Paid Leave - I GOTTA GET OUT OF HERE!!	Approved	 Cancel  Calendar	
02/24/16 - 02/26/16 (24 hrs)	Personal Time - Planning a weekend off	Approved	 Cancel  Calendar	
03/28/16 - 03/28/16 (8 hrs)	Vacation - I am taking a trip to Catalina over the weekend.	Pending	 Cancel  Calendar	