

Request Time Off

The application allows you to easily request and monitor time off using the Time Off Request calendar.

Navigation: **My Info > My Time > Time Off > Request.**

1. Select the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc).
2. Select **Start Request**. Alternatively, you may select a date or range from the calendar and select **Start Request** there to auto-populate the requested date.
3. Select the **Request Type** drop-down and select from the following:
 - **Full Day:** requesting all scheduled time for that day.
 - **Multiple Days:** enter number of hours requested for each day.
 - **Partial Day (Bulk):** enter a total number of hours requested for the day.
 - **Partial Day (Start/Stop):** enter start and end time of requested time off.
4. Select date or range of request.
5. Enter duration, time frame, or total hours (displayed fields are dependent on the **Request Type**).
6. Type a **Comment** (optional).
7. Select **Submit Request**.

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