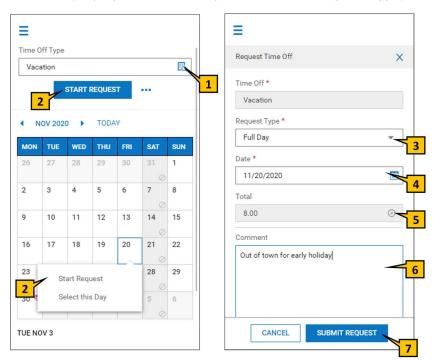


Request Time Off

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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