

## REQUEST TIME OFF - DESKTOP

1. From the dashboard, select “Time Off Request”>”My Time Off Requests” from the start widget

The screenshot shows a desktop dashboard for a user named 'Test Employee'. At the top, there is a dark green header with a back arrow, the initials 'TE', the name 'Test Employee', and the employee ID '999999' and hire date '10/01/2021 (2 Months, 14 Days)'. Below this is a navigation bar with 'Home' and a settings gear icon. A 'Start' section contains two widgets: 'My Timesheet' and 'Time Off Request', which is highlighted with a red border. The 'My Timesheet' widget shows the current date and time as 'Wednesday, Dec 15 11:21 AM [ Central ]' and a 'Punch' button. The 'My Accrual Balances' widget shows 'Paid Time Off' and 'Sick' both at '0.00 hours available' for the period 'Jan 1, 2021 - Jan 1, 2022'.

2. Choose the Time Off Type first, then select “Start Request”
3. Select the request type, date, and hours. Enter any comments if needed, then “Submit the Request”
4. The same process is available in the mobile app – see screenshots on next page

## ← Time Off Request

Time Off Type

### ▼ Accrued Balances Details

Your balance will not reflect pending time off requests.

#### Paid Time Off ▼

<b>0.00</b> hrs Current Accrued	<b>0.00</b> hrs Taken	<b>0.00</b> hrs Current Balance	<b>0.00</b> hrs Scheduled
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◀ DEC 2021 ▶ TODAY

START REQUEST

MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4

Request Time Off ✕

Time Off Type \*  Request Type \*

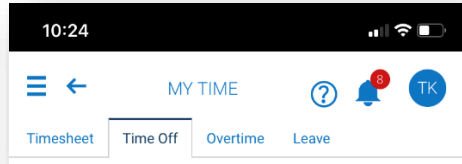
Date \*

Duration \*  Total Hours \*

Comment

## REQUEST TIME OFF - MOBILE

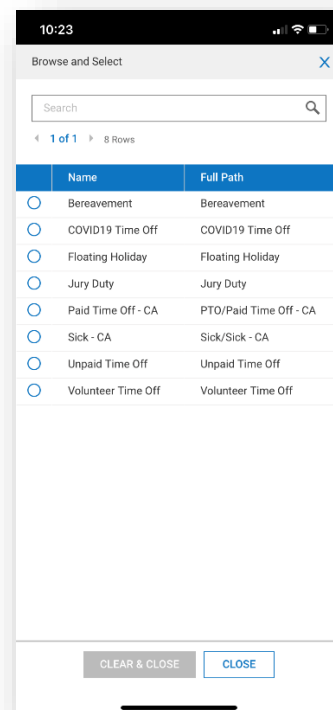
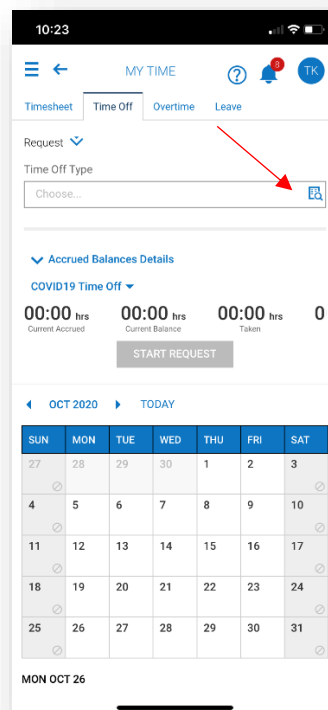
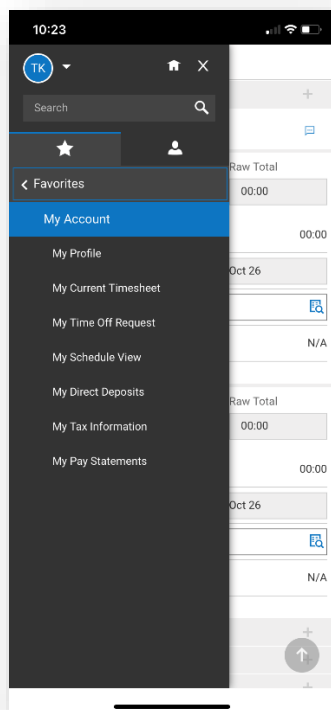
Select the Menu from the top left of the Home Screen



Screen 1: Select the Favorites menu (Star Icon) > My Account > My Time Off Request.

Screen 2: Select the view finder to select the Time Off Type.

Screen 3: Select the applicable Time Off Type. Note: Your available list may not match the screen shot.



Screen 4: Select "Start Request"

Screen 5: Select the Time Off Type

## Screen 6: Select the Date & Submit Request

Note: Multiple Days or Partial Day (Bulk) is selected, the screens will lead to to what to fill in by using red asterisks to denote required fields.

10:24

MY TIME

Timesheet Time Off Overtime Leave

Request Time Off Type  
Paid Time Off - CA

Accrued Balances Details  
COVID19 Time Off

00:00 hrs Current Accrued 00:00 hrs Current Balance 00:00 hrs Taken 0

START REQUEST

OCT 2020 TODAY

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	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

MON OCT 26

10:24

Request Time Off

Time Off \*  
Paid Time Off - CA

Request Type \*

Comment

Done

Full Day  
Multiple Days  
Partial Day (Bulk)

10:24

Request Time Off

Time Off \*  
Paid Time Off - CA

Request Type \*  
Full Day

Date \*  
Oct 26, 2020

Total  
08:00

Comment

CANCEL SUBMIT REQUEST

## DELETE A TIME OFF REQUEST

To Delete a request, select the date on the calendar.

Select the Time Off Type.

Select Delete.

Screen 1: Mobile View from Favorites : My Account > My Time Off Request

Screen 2: Web View from Favorites : My Account > My Time Off Request

