



How to Submit a Time Off Request

1

From the left menu, select Time & Attendance

2

From the Time Off tab, select the +TIME OFF button

3

Fill in the required information, such as type of time off, dates of request and hours per day. You can also include notes for the approver!

4

Double check your request is accurate and select SUBMIT

Summary

Updated as of Last Pay Period End
10/1/2023 - 10/14/2023

Bereavement

Available balance: 0.00 hours

TAKEN: 0.00 REMAINING: 0.00

PTO

Available balance: 136.00 hours

TAKEN: 104.00 REMAINING: 240.00

+ TIME OFF

Create New

Time Off Request

Policy: PTO

Available hours: 128.00 After request: 104.00

From: 09/11/2024 To: 09/13/2024

Requested days off: Su, M, T, W, Th, F, S Deselect all

Start time: Hours per day: 8

Total requested: 24 hours

Notes: Family vacation

CANCEL SUBMIT