



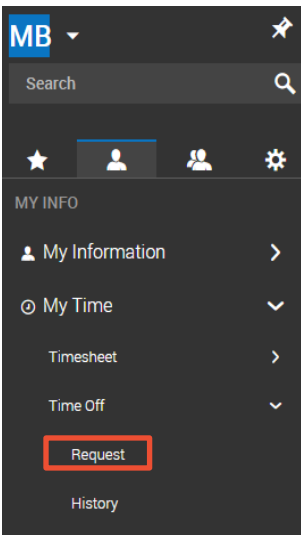
# Requesting Time Off

The Request Time Off screen provides an automated way to request time off. When planning for a time-off request, you can view accrual balances for the time you have available.

## Navigating the Request Time Off Page

To access **Request Time Off** page, click **Show Menu**,  then click the **My Info** tab and navigate to **My Time > Time Off > Request**.

The following image describes the primary areas of the **Request Time Off** page.




<b>A</b>	<b>Time Off Type:</b> Choose the type of time off, such as vacation, sick, personal, etc.
<b>B</b>	<b>Request Type:</b> Choose the span of time off needed.
<b>C</b>	<b>Comment:</b> Enter a reason for the time off. This may be required by your organization.
<b>D</b>	<b>Submit Request:</b> Submits the time off request.

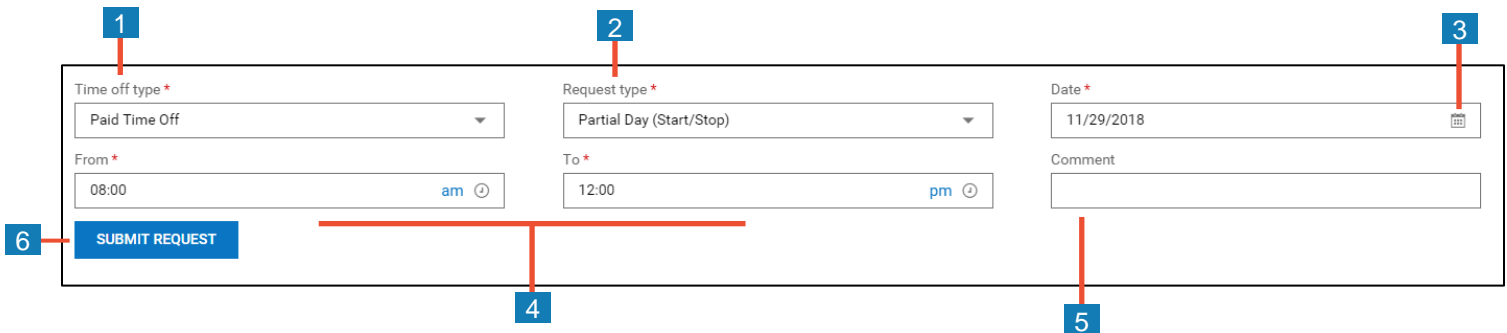
The form contains the following fields and a button:

- A:** Time off type \* (dropdown menu)
- B:** Request type \* (dropdown menu)
- C:** Comment (text input field)
- D:** SUBMIT REQUEST (blue button)



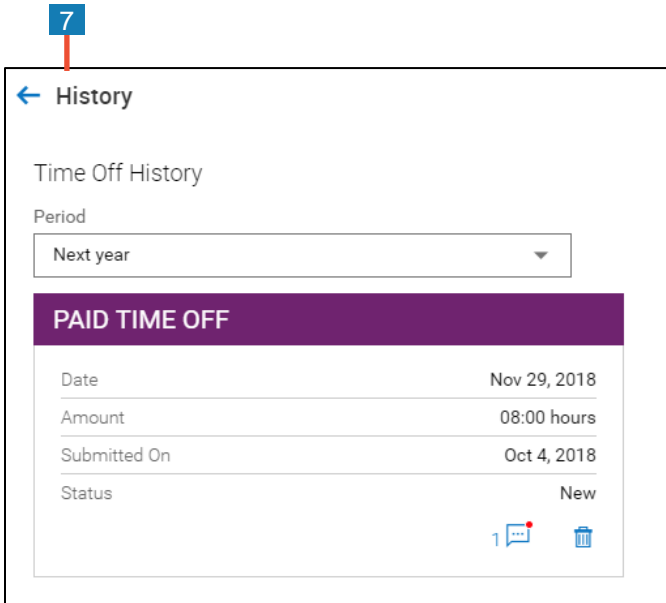
## Submitting a Time Off Request

- 1 Click the **Time off type** drop-down menu and choose the applicable **time off type**.
- 2 Click the **Request Type** drop-down and choose from the listed options.
  - **Full Day:** You are requesting one full day off. *Example: You are off on Wednesday, Dec 26.*
  - **Partial Day (Start/Stop):** You are requesting part of the day off and will enter a start time and stop time. *Example: You are off on Wednesday, Dec 26 from 12pm to 5pm.*
  - **Partial Day (Bulk):** You are requesting part of the day off and will enter the number of hours you are requesting to have off. *Example: You are off on Wednesday, May 25 for 4 hours.*
  - **Multiple Day:** You are requesting more than one full day off from work. *Example: You are off from Monday, Dec. 24 to Wednesday, Dec 26 for 4 hours each day.*
- 3 For each **Request Type**, click the **calendar** icon  to select a date.
- 4 Enter time or hour data into the fields. This includes fields labeled **From** and **To** or **Hours**.
- 5 In the **Comment** field, enter any additional comments regarding your request that you want the approver to review.
- 6 Click **Submit Request**.
- 7 After you submit the request, that request record is viewable in the **History** screen, which is accessible by navigating to the **My Info tab** and **My Time > Time Off > History**.



The screenshot shows the 'Time Off Request' form with the following fields and callouts:

- 1** points to the 'Time off type' dropdown menu, which is set to 'Paid Time Off'.
- 2** points to the 'Request type' dropdown menu, which is set to 'Partial Day (Start/Stop)'.
- 3** points to the 'Date' field, which is set to '11/29/2018' and includes a calendar icon.
- 4** points to the 'From' and 'To' time fields. 'From' is set to '08:00 am' and 'To' is set to '12:00 pm'.
- 5** points to the 'Comment' text area.
- 6** points to the 'SUBMIT REQUEST' button.



The screenshot shows the 'History' screen with the following details:

- 7** points to the 'History' header.
- The page title is 'Time Off History'.
- There is a 'Period' dropdown menu set to 'Next year'.
- A purple header bar reads 'PAID TIME OFF'.
- The history entry shows:
  - Date: Nov 29, 2018
  - Amount: 08:00 hours
  - Submitted On: Oct 4, 2018
  - Status: New
- At the bottom of the entry, there is a notification icon with '1' and a trash icon.