

Request Time Off

Time Off Requests

You can request time off from several convenient areas of the solution.

Employees can submit Time Off Requests from the Time Off Request page, the timesheet, and various reports and dashboard widgets. Managers may also be able to submit Time Off Requests for their employees. Submitted Time Off Requests are available to managers to Approve or Reject through a workflow or other Time Off reports.

Submit a Time Off Request from the Time Off Request Page

The Time Off Request page is often the preferred method of requesting Time Off because it provides all the information an employee needs to make an informed Time Off Request.

Navigation: Menu > My Info > My Time > Time Off > Request

1. From the **Time Off Request** page, at the **Time Off Type** field, select the appropriate Time Off for the request.
2. Select **Start Request**. The **Request Time Off** window appears.
3. At the **Request Type** field, select the appropriate Request Type. Additional fields display based on the Request Type selected.
4. Complete the remaining fields as needed.
5. Select **Submit Request**.
The submitted request displays on the Time Off Request calendar. Select the request on the calendar to display request details such as the request's status.

Submit a Time Off Request from the Timesheet

Employees can open the Time Off Request window from their timesheet.

Navigation:Menu > My Info > My Time > Timesheet > Current Timesheet

1. From the **Timesheet Edit** page, select **More Actions** (...).
2. Select **Request Time Off**. The **Request Time Off** window appears.
3. At the **Time Off Type** field, select the appropriate Time Off for the request.
4. Select the applicable Request Type at the **Request Type** field. Additional fields display based on the Request Type selected.
5. Complete the remaining fields as needed.
6. Select **Submit Request**.

Submit a Time Off Request from the My Accrual Balances Widget

If added to their dashboard, employees can open the Time Off Request window from the My Accrual Balances widget.

Navigation:Menu > Home

1. From the **Home** dashboard, in the **My Accrual Balances** widget, select **Request <Time Off Name>** or select the drop-down and select **Request Other Time Off**. The **Request Time Off** window appears.
2. At the **Time Off Type** field, select or confirm the applicable Time Off for the request.
3. Select the applicable Request Type at the **Request Type** field. Additional fields display based on the Request Type selected.
4. Complete the remaining fields as needed.
5. Select **Submit Request**.