Submitting a Time Off Request

1. Click the gear icon on the My Calendar widget and select Pop-out.

2. Select the desired Time Period from the drop-down or the Range of Date icon.

3. Select the Request Time Off button.

4. The Request Time Off window displays. Enter the desired Start date and End date fields.

   **NOTE:** Accrual balances display as of the selected Start Date.

5. Select the desired Pay code from the drop-down.

6. Select the Time Unit. If Hours is selected from the Time Unit list, the Start Time and Daily Amount fields are required. (i.e. Start Time: 3p Hours: 2).

   **NOTE:** Requests submitted in Hours must be in 15-minute increments. The Start Time must also be in increments of 15 minutes.

7. When fields are complete, select Submit to forward the request to your manager. The Notes field is optional.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed from Related Items>My Inbox or from the employee’s Agency email account, if applicable.

Current requests will display in the calendar.

Cancel a Time Off Request

1. From the Calendar widget, right-click the green check mark for an options menu.

2. Select Cancel Request. The Cancel Time-Off Request window displays.

3. Select the Cancel Request button to send a cancellation request to the manager. The manager must approve the cancellation.