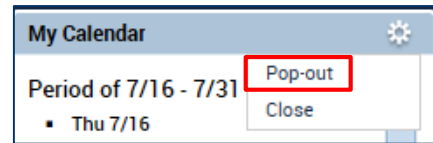

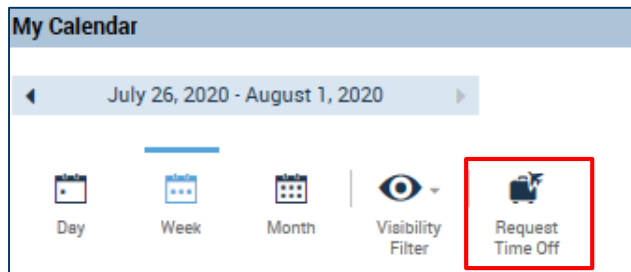


Submitting a Time Off Request

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 .
3. Select the **Request Time Off** button.



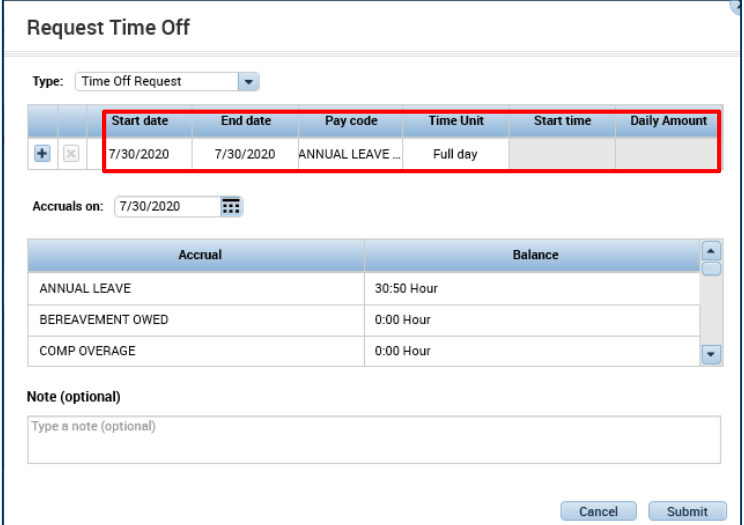
4. The **Request Time Off** window displays. Enter the desired **Start date** and **End date** fields.

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.



Request Time Off

Type: Time Off Request

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
7/30/2020	7/30/2020	ANNUAL LEAVE ...	Full day		

Accruals on: 7/30/2020

Accrual	Balance
ANNUAL LEAVE	30:50 Hour
BEREAVEMENT OWED	0:00 Hour
COMP OVERAGE	0:00 Hour

Note (optional)
Type a note (optional)

Cancel Submit

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.

