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.

Submit a Time Off Request from the Time Off Request Page

Use information from the Time Off Request page such as employee accrual details, time off restrictions, or team time off 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 applicable Time Off for the request
2. Select **Start Request**
   - The **Request Time Off** pop-up window appears.
3. At the **Request Type** field, select the appropriate option from the drop-down list. Additional fi elds display based on the Request Type selected.
4. Complete the remaining fi elds, as needed.
5. Select **Submit Request**
6. A pop-up window appears.
7. Select **OK**
8. The **Time Off Request** page appears.

Note: The submitted request displays on the Time Off Request calendar. To display request details, such as the request's status, select the request on the calendar.

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. 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 fi elds as needed.
6. Select **Submit Request**

Submit a Time Off Request from the My Accrual BalancesWidget

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 fi elds as needed.
5. Select **Submit Request**.

Sync Time Off to Personal Calendar

Approved Time Off may be synced with your personal or work calendar for visibility outside of the solution.

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

1. From the **Personal Time Off Calendar** page, select **Sync Calendar**. The **Subscribe To This Calendar** page appears.
2. Select **Copy**. The calendar's subscribe URL is copied to your clipboard. Reference this URL when syncing with your personal or work calendar of choice.