

## Request Time Off for an Employee

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.

**Note** Requests submitted by managers follow the same workflow as they do when submitted by employees. The submitted request displays in the requesting manager's To Do Items for approval unless the workflow is configured to auto-approve when the request is submitted by the approving manager.

## Time Off Request Page

The Time Off Request page provides information that helps managers and employees make informed Time Off Request decisions.

Depending on your company setup, this page may include employee accruals details, schedule information, and any restrictions related to requesting time off. Schedule and time off details for the selected employee's team are also available through the Team View, if enabled.

## Request Time Off from the Time Off Request Page

Use information from the Time Off Request page such as employee accruals details, time off restrictions, or team time off to make an informed time off request.

### Navigation: Menu > Team > Time > Time Off > Request

1. From the **Time Off Request** page, at the **Employee** field, select the applicable employee.
2. At the **Time Off Type** field, select **Browse...**

The **Browse and Select** pop-up window appears.

3. Select the applicable Time Off.
4. Select **Start Request**.

The **Request Time Off** pop-up window appears.

5. At the **Request Type** field, select the applicable option from the drop-down list. Additional fields display based on the Request Type selected.
6. Complete optional remaining fields, as needed.
7. Select **Submit Request**.

The Done! pop-up window appears.

8. Select **OK**.

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.

### **Request Time Off from the Timesheet**

Managers can access the Time Off Request window from an employee's timesheet.

**Navigation: Menu > Team > Time > Timesheets > All Timesheets > Current**

1. From the **Timesheets (Current)** page, select **Edit Timesheet** for the applicable employee.
2. From the **Timesheet Edit** page, select **More Actions (...)**.
3. Select **Request Time Off**. The **Request Time Off** window appears.
4. At the **Time Off Type** field, select **Browse...** The **Browse and Select** window appears.
5. Select the applicable Time Off.
6. At the **Request Type** field, select the applicable option from the drop-down list. Additional fields display based on the Request Type selected.
7. Complete optional remaining fields as needed.
8. Select **Submit Request**.