Adding, Updating and Editing Time Off (PTO/ESST/Floating Holidays)

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

How you submit your original time off request your time off may vary. If you request time off in QGenda do not request time off in UKG.

For those employees using QGenda, UKG is to be utilized for viewing, updating and editing. All original requests will go through QGenda. Employees can submit Time Off Requests from the Time Off Request page, the timesheet, and various reports and dashboard widgets.
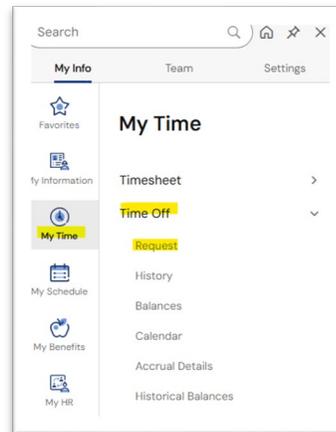
Time Off Includes PTO, ESST & Floating Holidays

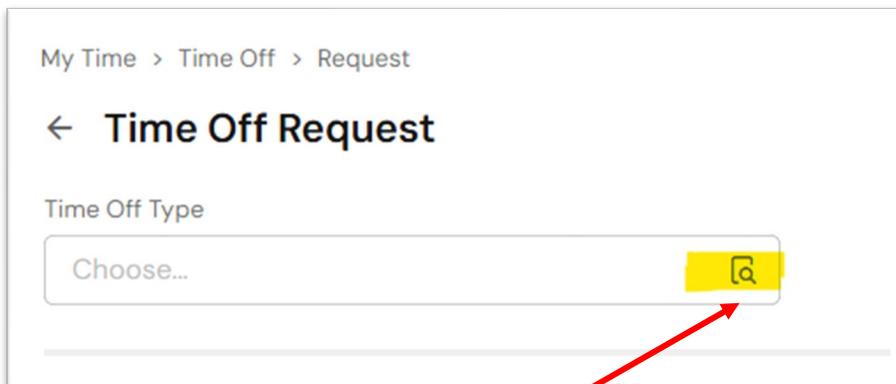Use information from the Time Off Request page to make a time off request.

Navigation:

Click the menu ☰ to open all available tools.

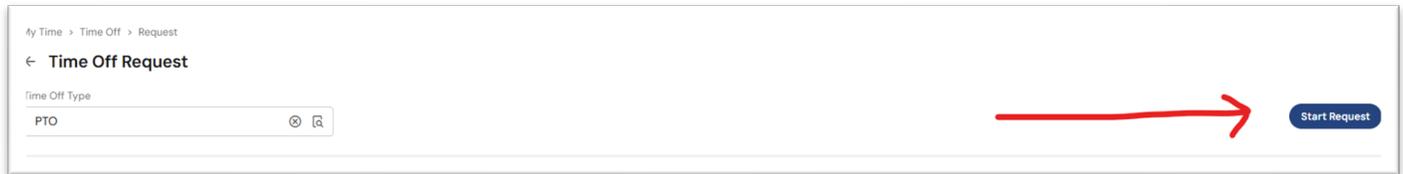**Select My Info > My Time > Time Off > Request**

1. From the **Time Off Request** page, at the **Choose the Time Off Type**

- Select Type (**PTO, ESST, Floating holiday**)

2. Select **Start Request** on the right hand side

3. Complete the remaining fields, as needed.
4. Select **Submit Request**
5. A pop-up window appears.
6. Select **OK**
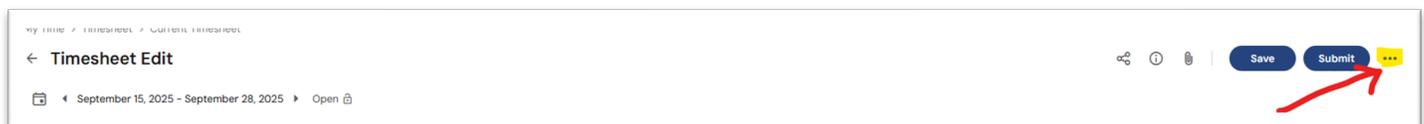7. The **Time Off Request** page appears.

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 **the three ellipses (...) in the upper right**

2. Select **Request Time Off** . The **Request Time Off** window appears.
3. Complete the remaining fi elds as needed.
4. 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 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.