Request Time Off (Full Days Only)

Use this procedure to request continuous leave (more than 8 hours at a time or multiple workdays for the employee) in a future pay period. To request continuous leave, select the days you want to use leave. Your balances are updated at the end of the pay period.

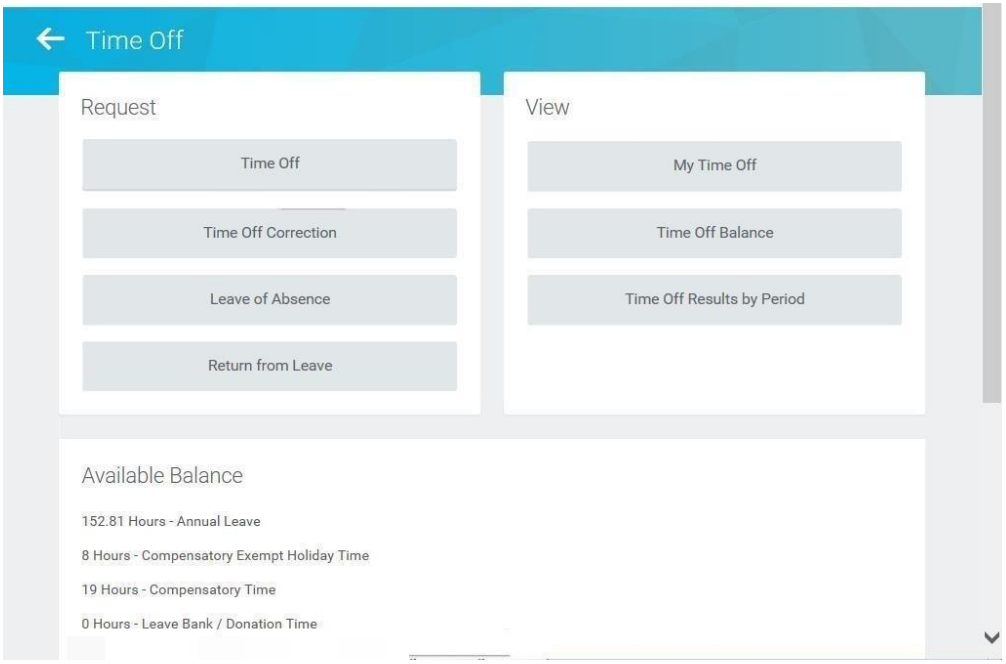
The days that you select will automatically be added to the corresponding future timesheet(s) and will display as time off (leave). There will be no need to report your leave on that week's timesheet.

Note: You can also request full days off on the timesheet if you prefer (in the current pay period or in a future pay period).

Procedure:

1. From the Home page, click the Time Off worklet.

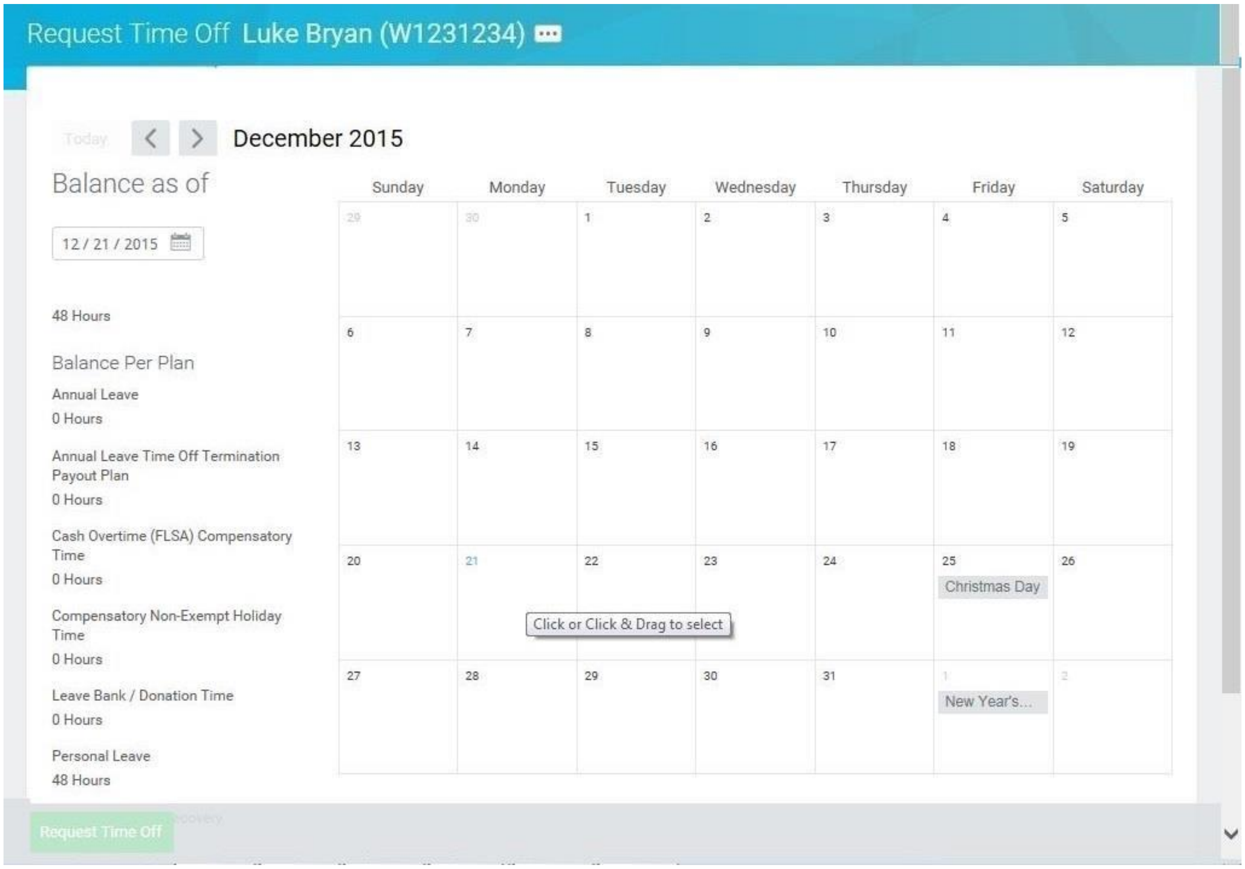
   Time Off worklet


Time Off
Request
Time Off
Time Off Correction
Leave of Absence
Return from Leave
View
My Time Off
Time Off Balance
Time Off Results by Period
Available Balance

152.81 Hours - Annual Leave
8 Hours - Compensatory Exempt Holiday Time
19 Hours - Compensatory Time
0 Hours - Leave Bank / Donation Time

2. In the Request section, click the Time Off button.

Request Time Off



Request Time Off Luke Bryan (W1231234)

Today ‹ › December 2015

Balance as of

12 / 21 / 2015

48 Hours

Balance Per Plan

Annual Leave
0 Hours

Annual Leave Time Off Termination Payout Plan
0 Hours

Cash Overtime (FLSA) Compensatory Time
0 Hours

Compensatory Non-Exempt Holiday Time
0 Hours

Leave Bank / Donation Time
0 Hours

Personal Leave
48 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31	1 New Year's...	2

Click or Click & Drag to select

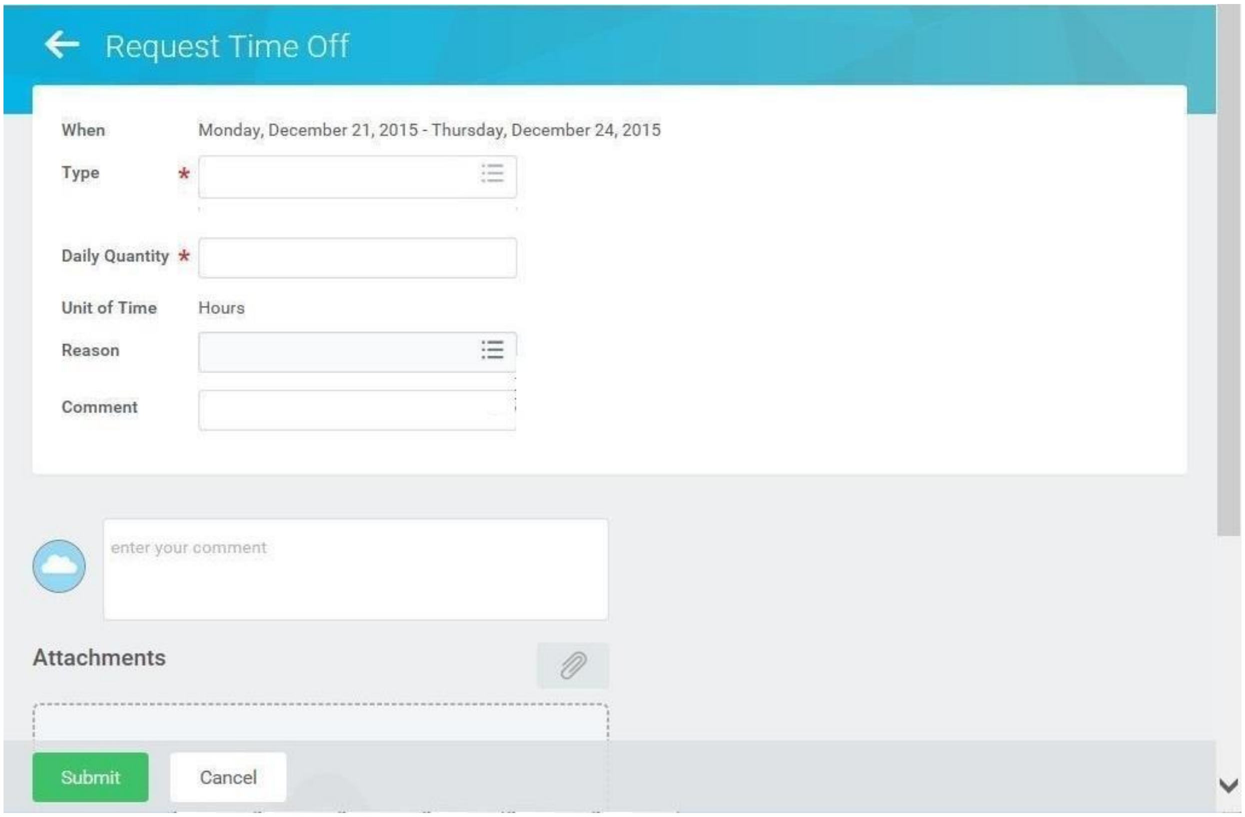
Request Time Off

3. To select days you want to take off:
   a. Use the **Next** › arrow to find an upcoming month in which you want to take a day off. (Use the **Previous** ‹ arrow to go back, if needed.)
   b. Click the day(s) on the calendar to select them.
      Tip: Click the day and, for multiple consecutive days, drag acrossthe calendar to select consecutive days.
   c. Click the **Request Time Off** button that states the number of days you are requesting.

Note: The **Request Time Off** button displays the number of days that you are requesting to take off.

Example 4 Days - Request Time Off

Request Time Off


Request Time Off
Type *
Daily Quantity *
Reason
Comment
enter your comment
Attachments
Submit
Cancel

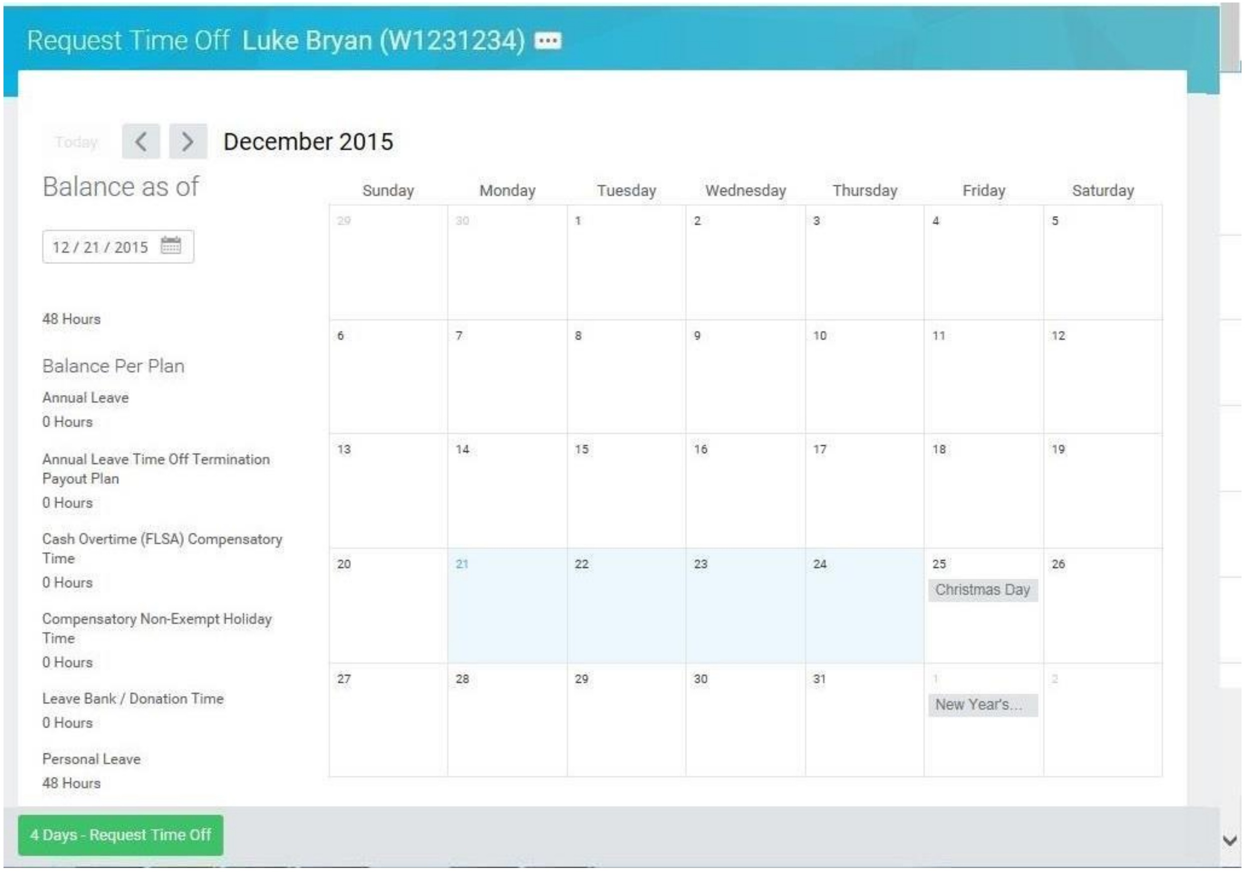
When: Monday, December 21, 2015 - Thursday, December 24, 2015
Unit of Time: Hours

4. In the window, enter /select the following information in the fields listed:

   a. **Type:** Use the prompt to select the appropriate Time Off code.
   b. **Daily Quantity:** Enter the number of hours you are taking off daily. The **Daily Quantity** cannot exceed your scheduled daily hours.
   c. **Reason:** Use the prompt to select the appropriate reason for leave.

5. Click the Submit Submit button to submit the requested time off for approval.

Request Time Off



Request Time Off Luke Bryan (W1231234)

Today December 2015

Balance as of

12 / 21 / 2015

48 Hours

Balance Per Plan

Annual Leave
0 Hours

Annual Leave Time Off Termination Payout Plan
0 Hours

Cash Overtime (FLSA) Compensatory Time
0 Hours

Compensatory Non-Exempt Holiday Time
0 Hours

Leave Bank / Donation Time
0 Hours

Personal Leave
48 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31	1 New Year's...	2

6. Review the submitted time off request on the calendar. The day(s) that you requested on the calendar.

Tips:

- For leave taken, leave balances are updated in the system at the end of each pay period.
- For accruals, the balance is updated at the beginning of the pay period based on projected accrued leave for the employee (except Comp Time).
- Comp Time is accrued the day it is earned and after the time sheet is saved.
- To view the status of your time off request, use the **View Time Off** job aid.
- You can cancel time off before it has been approved. After time off has been approved, you can correct time off using the **Correct Time Off** job aid.
- There is no need to request Holidays as Time Off unless you work in a unit that has pre-scheduled holidays.

7. The System Task is complete.