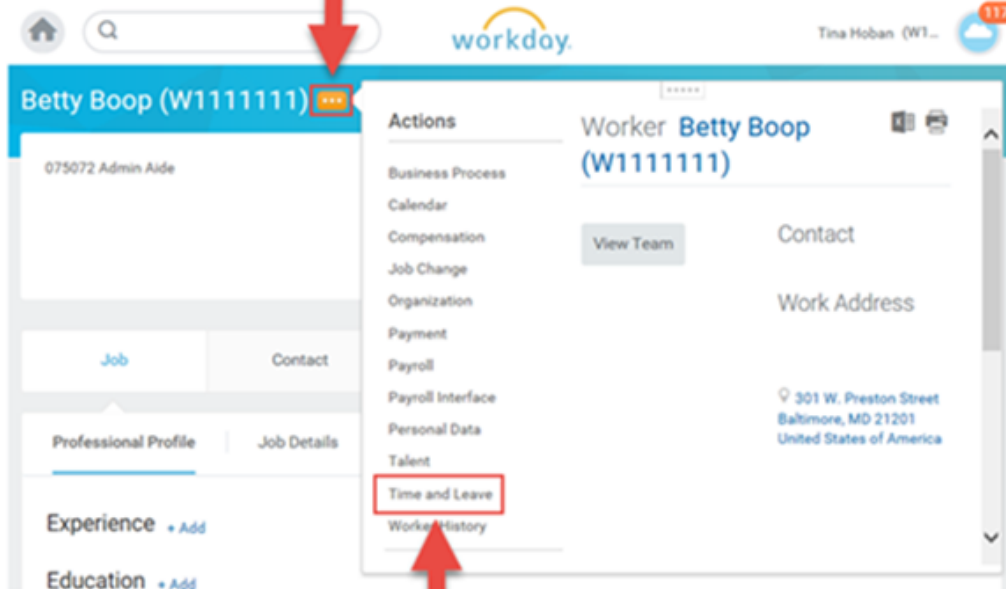


THE REQUEST TIME OFF

To find an employee type the employee name or employee ID in the search field.

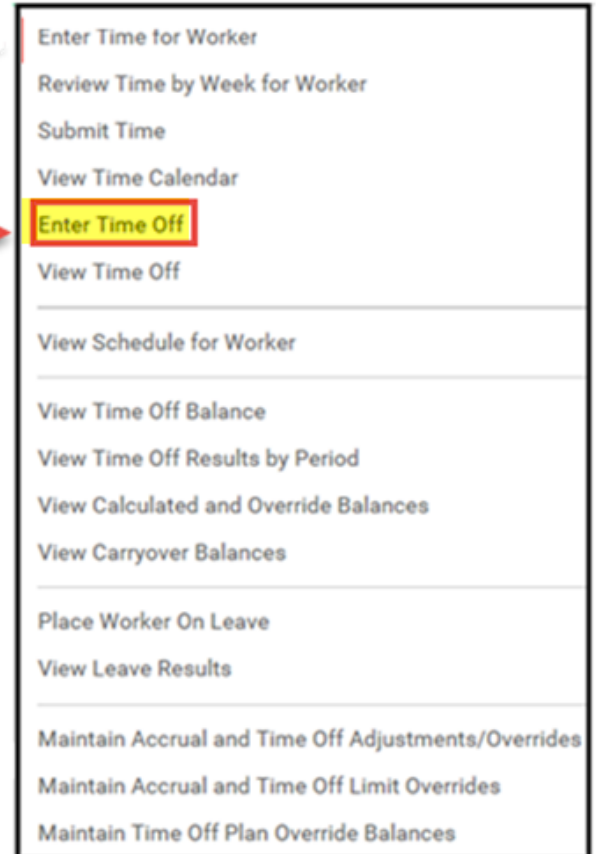


1 Click the **Related Actions and Preview** button next to the employee.



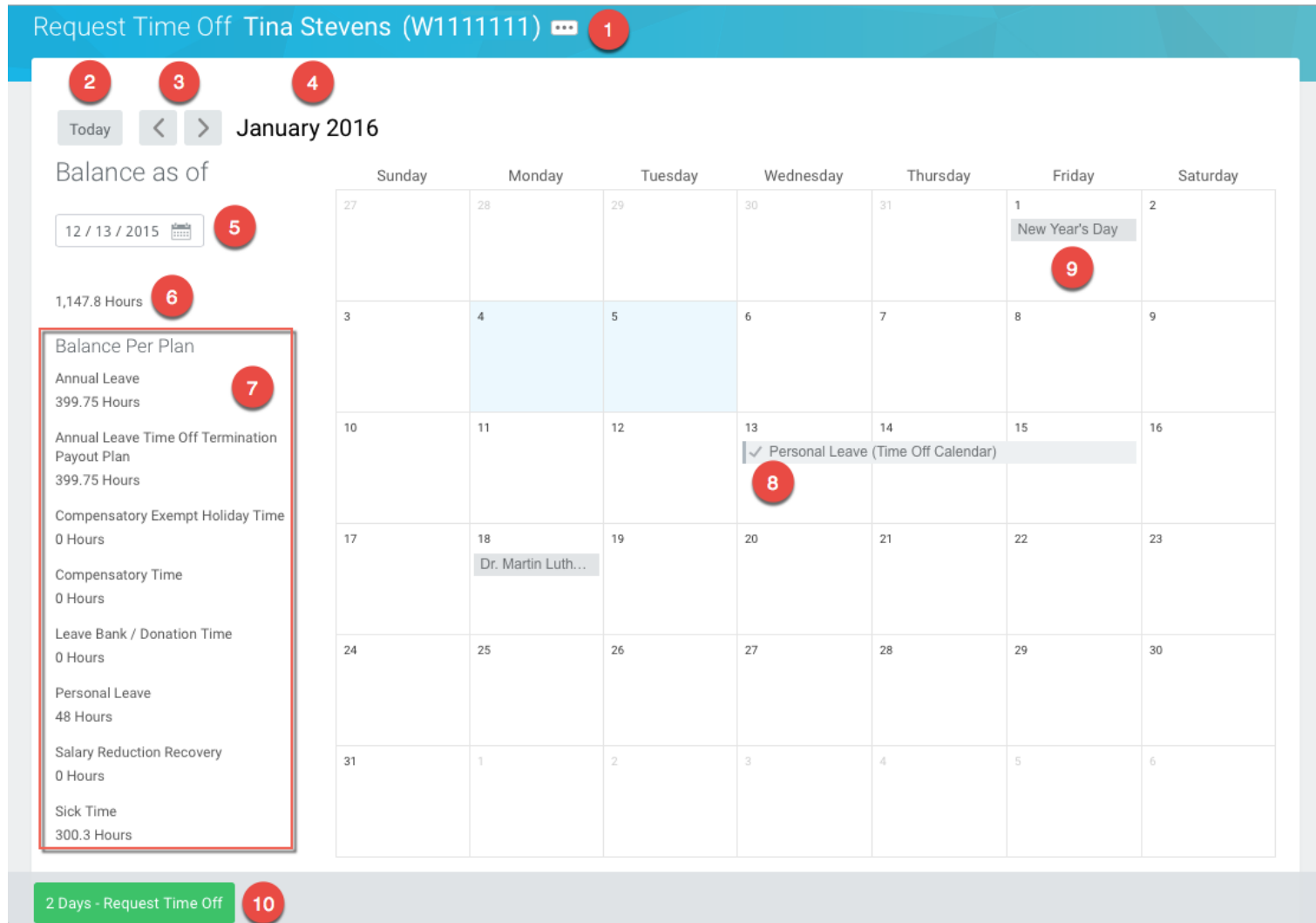
2 Hover over **Time and Leave**.

3 Select **Enter Time Off** as the Timekeeper



THE REQUEST TIME OFF PAGE

- Employee Name and Employee ID.**
- Today** button. Click to display the current month.
- Arrow Controls.** Scrolls through the months in the calendar.
- Month.** Indicates the calendar month displayed on the screen.
- Balance as of Date.** Shows the as of date for leave balances, e.g., annual leave, comp time, personal leave, etc.. This date can be changed.
- Total Leave Balance.** Displays the total of the leave hours available as of the date selected in the **Balance as of...** date field.
 - **Unsubmitted** – Gray Clock
 - **Submitted** – Gray Check Mark
 - **Action Needed** – Yellow Exclamation Point
 - **Approved** – Green Checkmark
 - **Denied** – Red Circle
- Balance Per Plan.** Section displays leave balances for each eligible leave plan.
- Time Off Request** Time Block. Displays any time off requests including the status. Common time off request statuses, include:
- Holidays.** Time blocks that display scheduled State holidays.
- Request Time Off** button. Click to enter leave type and reason (after indicating on the calendar dates being requested). The button displays the number of days being requested



Request Time Off Tina Stevens (W1111111) 1

Today < > January 2016

Balance as of

12 / 13 / 2015 5

1,147.8 Hours 6

Balance Per Plan 7

- Annual Leave 399.75 Hours
- Annual Leave Time Off Termination Payout Plan 399.75 Hours
- Compensatory Exempt Holiday Time 0 Hours
- Compensatory Time 0 Hours
- Leave Bank / Donation Time 0 Hours
- Personal Leave 48 Hours
- Salary Reduction Recovery 0 Hours
- Sick Time 300.3 Hours

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

2 Days - Request Time Off 10

Note: See the **Request Full Days Off in a Future Pay Period** job aid for step-by-step instructions.