

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 such as vacation. To request continuous leave, select the days the employee wants to use leave. 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 leave on that week's timesheet.

You can also take the time off on the timesheet if you prefer (in the current pay period or in a future pay period).

Procedure:

1. Search for the employee.

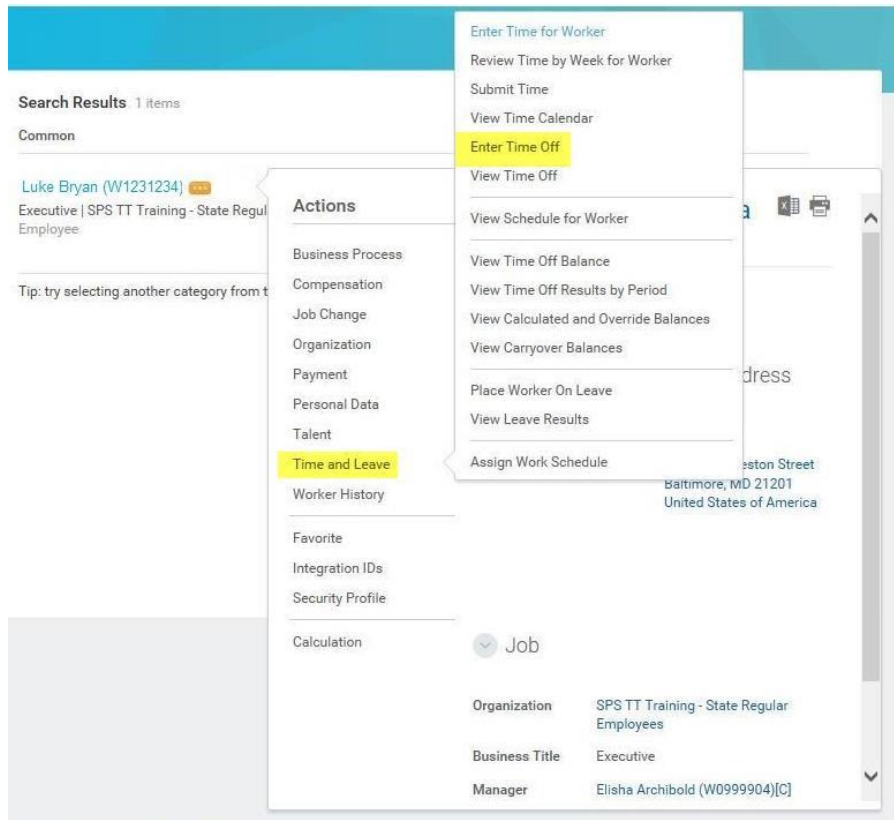


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

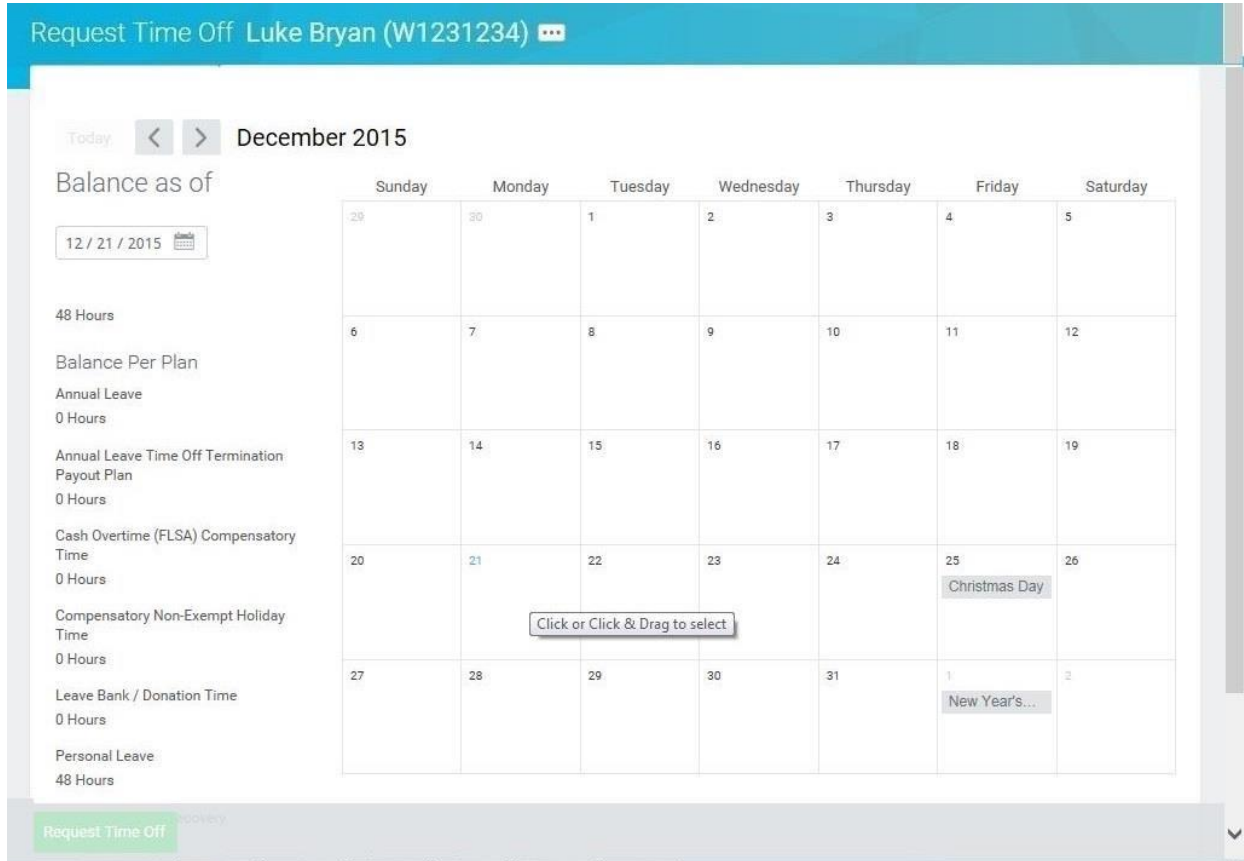
Search Results





The screenshot shows the search results for Luke Bryan (W1231234), an Executive | SPS TT Training - State Regular Employee. The 'Actions' menu is open, and the 'Enter Time Off' option is highlighted. The 'Time and Leave' category is also highlighted in the left sidebar. The employee's address is listed as Baltimore, MD 21201, United States of America. The organization is SPS TT Training - State Regular Employees, and the manager is Elisha Archibold (W0999904)[C].

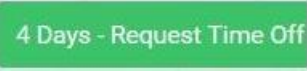
- In the menu, hover over Time and Leave and then click the Enter Time Off hyperlink.

Request Time Off

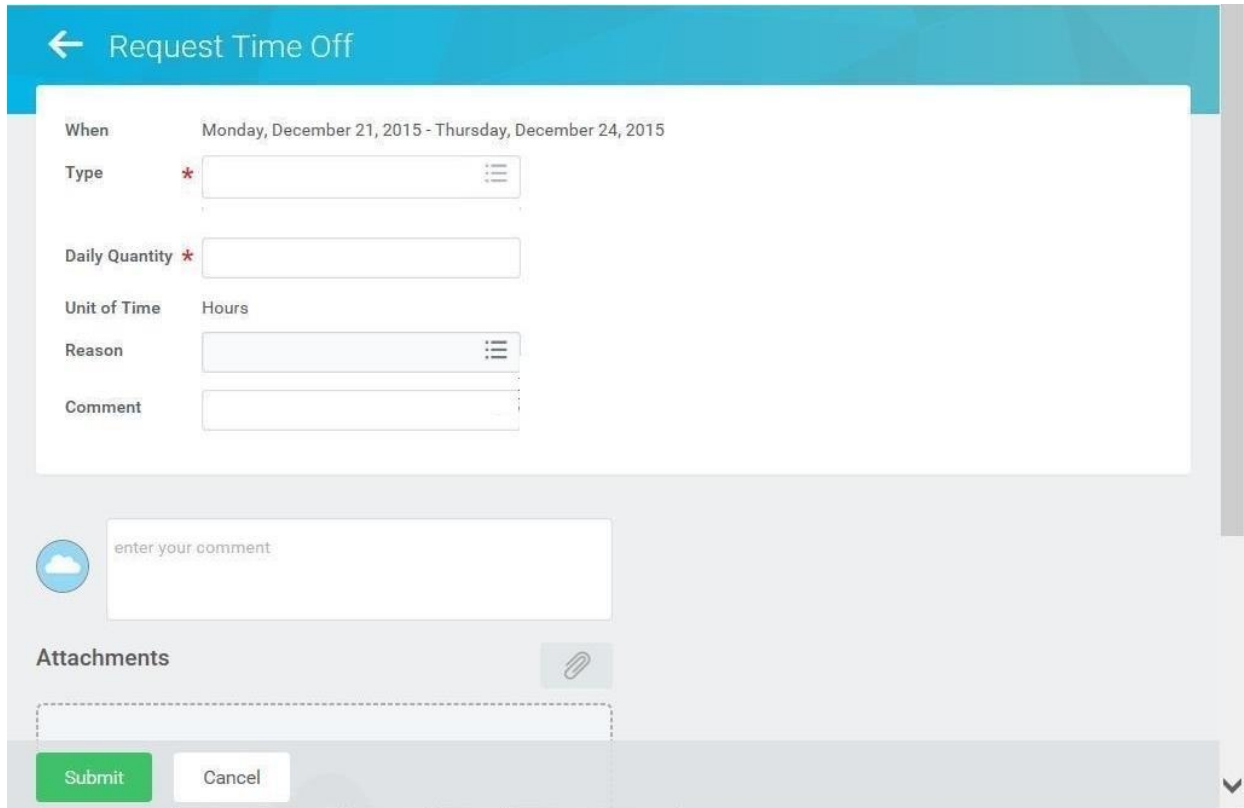


- To select days you want to take off:
 - Use the **Next**  arrow to find an upcoming month in which you want to take a day off. (Use the **Previous**  arrow to go back, if needed.)
 - Click the day(s) on the calendar to select them.
Tip: Click the day and, for multiple consecutive days, drag across the calendar to select consecutive days.
 - 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 


Request Time Off



The screenshot shows a web form titled "Request Time Off" with a teal header. The form contains the following fields:

- When:** Monday, December 21, 2015 - Thursday, December 24, 2015
- Type:** A dropdown menu with a red asterisk indicating it is required.
- Daily Quantity:** A text input field with a red asterisk indicating it is required.
- Unit of Time:** Hours
- Reason:** A dropdown menu.
- Comment:** A text input field.

Below the form is a comment section with a cloud icon and a text input field containing the placeholder "enter your comment". Underneath is an "Attachments" section with a paperclip icon and a dashed box for file uploads. At the bottom are two buttons: a green "Submit" button and a white "Cancel" button.

5. 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.
6. Click the 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

	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	26	Christmas Day
27	28	29	30	31	1	2	New Year's...

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

4 Days - Request Time Off

- 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.

- The System Task is complete.