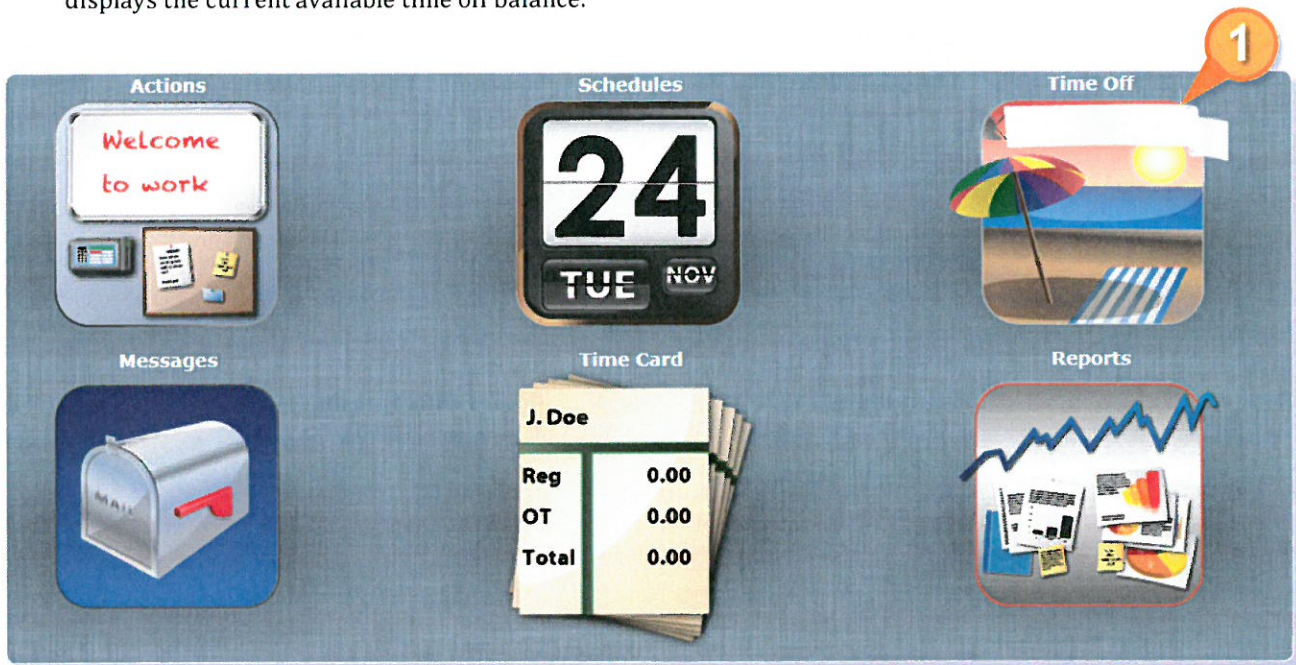


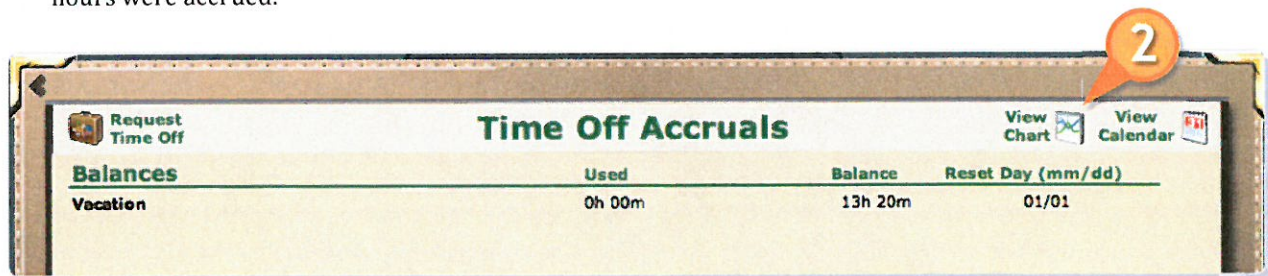
Requesting Time Off

As an employee, you can request time off in the application. To request time off:

1. On the Employee Dashboard, click **Time Off**. (1) Note, the white banner displays the current available time off balance.



2. The Time Off Accruals screen displays. Click **View Chart** (2) to view how hours were accrued.

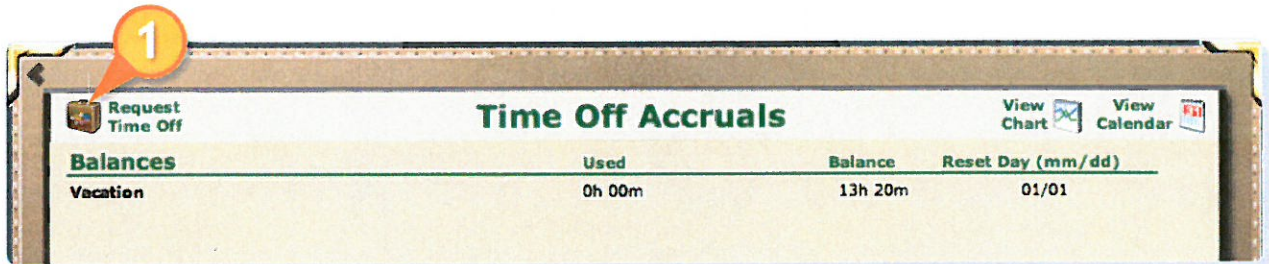


Requesting Time Off - continued

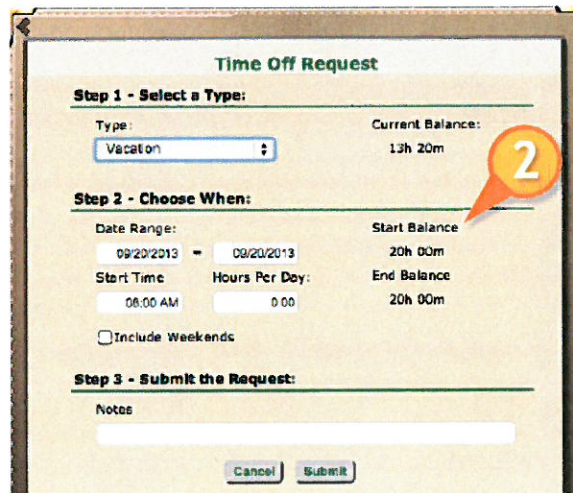
SUBMIT A TIME OFF REQUEST

To request time off:

1. On the Time Off Accruals screen, click **Request Time Off**. (1)

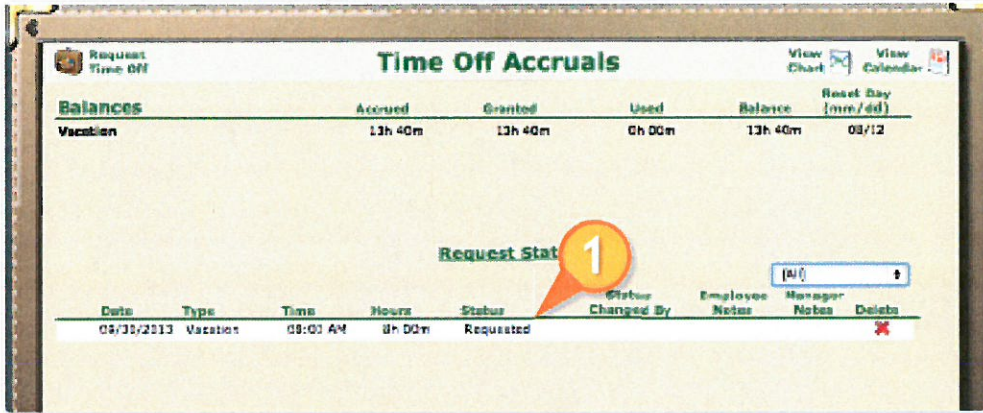


2. The Time Off Requests screen displays. Enter data in the fields, as needed. Note, the Start Balance and End Balance (2) update as you enter the requested Date Range.



Requesting Time Off - continued

- Once you have submitted the Time Off Request, it will display on your Time Off Accruals screen. (1)



- Once the Time Off Request is approved, the Status displays "Approved". If your manager has left you a note along with the request, click (2) to view the manager's note. To cancel a request, click and a cancellation request is sent to your manager.

