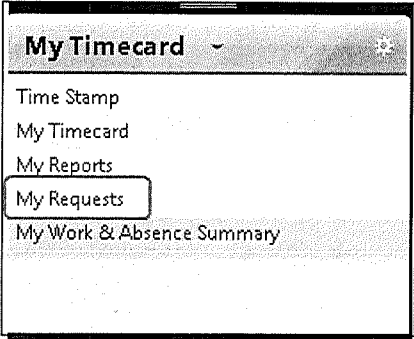
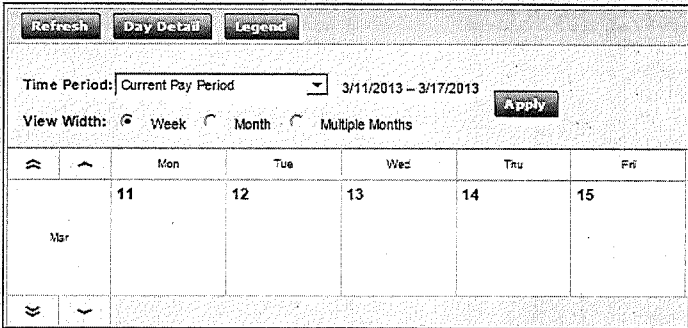
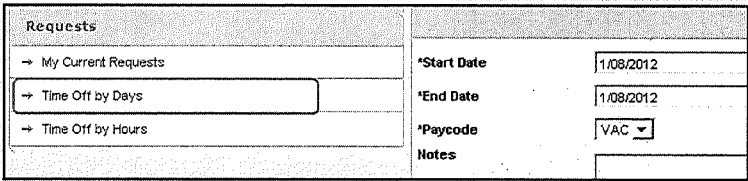


My Requests - Requesting Time Off

Purpose

As an employee, you can access your own time off requests. The request is sent to your manager or supervisor.

Steps		
1	<p>In the My Timecard widget, click My Requests.</p>	
2	<p>Select the time off date range from the Time Period drop-down list. Select a View Width and click Apply.</p> <p>Note: You may need to select a range of dates in the time period drop-down list if the relative dates don't apply.</p>	
3	<p>Click the date(s) of the time off request.</p> <p>Note: You may select more than one day for Time Off by Days. You may select only one day for Time Off by Hours.</p>	
4	<p>From the Requests list, select the appropriate time-off request.</p>	

Steps	
<p>5 Confirm the selected Start Date and End Date. Change the date if required. Note: If Time off by Days is selected, the duration amount is based on the scheduled shift.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">Time Off by Days</p> <p>*Start Date <input type="text" value="1/08/2012"/> </p> <p>*End Date <input type="text" value="1/08/2012"/> </p> <p>*Paycode <input type="text" value="VAC"/> </p> <p>Notes <input style="width: 100%; height: 40px;" type="text"/></p> <p style="text-align: right; margin: 0;"> <input type="button" value="Submit"/> <input type="button" value="Draft"/> </p> </div>
<p>6 Enter a Start Time of the time-off request. Note: This field only appears for Time Off by Hours.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">Time Off by Hours</p> <p>*Start Date <input type="text" value="1/08/2012"/> </p> <p>*Start Time <input style="width: 100%;" type="text"/></p> <p>*Duration <input style="width: 100%;" type="text"/></p> <p>*Paycode <input type="text" value="VAC"/> </p> <p>Notes <input style="width: 100%; height: 40px;" type="text"/></p> <p style="text-align: right; margin: 0;"> <input type="button" value="Submit"/> <input type="button" value="Draft"/> </p> </div>
<p>7 Enter the number of time off hours in the Duration field. Note: This field only appears for Time Off by Hours.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">Time Off by Hours</p> <p>*Start Date <input type="text" value="1/08/2012"/> </p> <p>*Start Time <input style="width: 100%;" type="text"/></p> <p>*Duration <input style="width: 100%;" type="text"/></p> <p>*Paycode <input type="text" value="VAC"/> </p> <p>Notes <input style="width: 100%; height: 40px;" type="text"/></p> <p style="text-align: right; margin: 0;"> <input type="button" value="Submit"/> <input type="button" value="Draft"/> </p> </div>

Steps	
<p>8</p>	<p>From the Paycode drop-down list select the appropriate code.</p> <p>You can add Notes to your request. Once it is submitted, your supervisor will receive your request with your Notes attached to it.</p> <p>If left in Draft form, you have the option of deleting the request.</p> <p>If you have Submitted the request and it has not been approved, you still have the option to retract it.</p>
<p>9</p>	<p>Click Submit.</p>

The screenshot shows a web form titled "Time Off by Hours". It contains the following fields and elements:

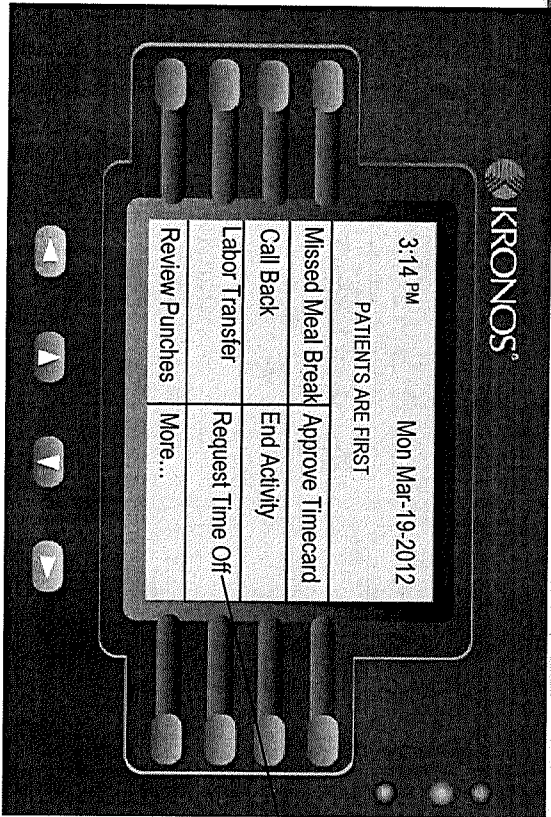
- *Start Date: 1/08/2012
- *Start Time: [Empty field]
- *Duration: [Empty field]
- *Paycode: VAC (with a dropdown menu open showing options PH, SL, and VAC)
- Notes: [Empty text area]
- Buttons: Submit and Draft



Note

The hours for Time off by Days is driven by the schedule. Make sure your schedules are filled in correctly.

Request Time Off



- 1) Press the Request Time Off soft key
- 2) Tap your badge. You can request time off by hours or days
 - 0 = Days
 - 1 = Hours
- 3) Enter the From and To dates in the format mm.dd.yyyy
- 4) Enter the benefit code you will be using. If you are combining different benefit balance codes, you will need to complete multiple requests to match the benefit balance code
- 5) To navigate from field to field use the ENTER key

Time Off Request

From Date: MM.dd.yyyy

To Date: MM.dd.yyyy

Leave Type:

- 0. Vacation
- 1. Sick Leave
- 2. Comp Time Used
- 3. Holiday Personal
- 4. Holiday

