My Time Off Requests

Click Employee Access, Time Off.

Who, What, When, Why?
This option allows the employee to submit Time Off Requests to their supervisor.
Click My Requests.
The My Time Off Requests browse displays.

Click Add.
Remaining Time Off is listed for each time off code.

### Time Off Request

- **Time Off Code**: PTO - Paid Time Off - Hours
- **Reason**: Vacation
- **Type**: Single Day
- **Start Date**: 08/14/2012 Tuesday
- **Hours**: 8 hours 00 minutes
- **Start Time**: 08:00

Select additional employees to notify when this request is approved.

- **Select Employee(s):**

**Add**

<table>
<thead>
<tr>
<th>Time Off Code</th>
<th>Remaining</th>
<th>Approved</th>
<th>Waiting</th>
<th>Available</th>
<th>Future Remaining</th>
<th>Future Waiting</th>
<th>Future Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floating Holiday</td>
<td>16h 00m</td>
<td>12h 00m</td>
<td>4h 00m</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PTO, Paid Time Off</td>
<td>5h 30m</td>
<td>3h 30m</td>
<td>2h 30m</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the information for the Time Off Request. Select the **Time Off Code** and the **Reason**. A description may be entered but is not required.

Select a **Type**.
- If **Single Day** is selected, the **Start Date**, **Hours**, and **Start Time** need to be defined.
- If **Date Range** is selected, the **Start Date**, **End Date**, and **Start Time** need to be defined.

If notifications should be sent to additional employees, click the **Select Employees** link to choose the employees.

Click **Save** to submit the request or click **Back** to close without saving.
The **My Time Off Requests** browser displays with the new request.

A request with a status of **Waiting** can be modified by clicking **Edit**.
You can expand a request to view its details.

This concludes the tutorial.

Note that you can also delete, clone, and add attachments to a request.