Submitting a Time Off Request

1. Select My Time Off Requests from the Related Items pane.
2. Select the desired Time Period.
3. Click each date(s) on the Calendar to highlight. **Best Practice:** Submit multiple requests whenever time off requests span across holidays and/or weekends.
4. Select Time Off Request from the Requests section.

Date(s) selected from the Calendar populate the **Start Date** and **End Date** fields in the Time Off Request pane. If not, select desired start and end dates.

**Note:** Accruals display based on the Start Date.

5. Select the **Pay Code.**

6. Select the **Duration.**

**Note:** If **Hours** is selected from the Duration list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.

7. The **Notes** field is optional. When fields are complete, select **Draft** to save or **Submit** to submit request to your manager.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **Inbox** from the Related Items pane or from the employee’s Agency email account, if applicable.

Cancel a Time Off Request

1. Select My Current Requests from the Requests section.
2. Select the request to cancel.
3. Select the Available Action.
   - **Retract Request** – A request submitted but not approved may be retracted.
   - **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.
4. Select the **Apply** button.
Submitting a Time Off Request, Option 2

A second option for submitting a Time Off Request is available from the **My Calendar** widget.

1. Select the desired **Time Period** from the drop-down or the Range of Date icon.
2. Select the **Request Time Off** button.
3. The **Request Time Off** pane displays. Enter the desired **Start date** and **End date** fields.
   
   **Note:** Accrual balances display as of the **Start Date**.

4. Select the desired **Pay code** from the drop-down.
5. Select the **Duration**. If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). **Note:** Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.
6. When fields are complete, select **Draft** to save or **Submit** to submit request to your manager. The **Notes** field is optional.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **My Inbox** from the **Related Items** pane from the employee’s Agency email account, if applicable.

Current requests may be reviewed on **My Time Off Requests** on the **Related Items** pane.

### Cancel a Time Off Request

1. Click the time off request in the calendar.
2. Select the **Available Action**.
   - **Retract Request** – A request submitted but not approved may be retracted.
   - **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.
3. Select the **Submit** button.