Request Time Off

Time Off Requests

You can request time off from several convenient areas of the solution.

Employees can submit Time Off Requests from the Time Off Request page, the timesheet, and various reports and dashboard widgets. Managers may also be able to submit Time Off Requests for their employees. Submitted Time Off Requests are available to managers to Approve or Reject through a workflow or other Time Off reports.
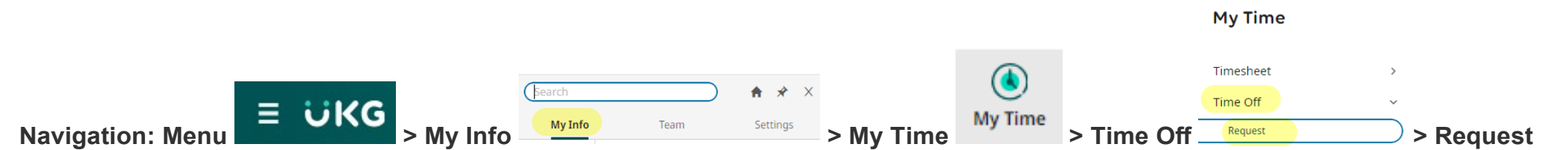
Time Off Request Page

The Time Off Request page provides information that helps managers and employees make informed Time Off Request decisions.

Depending on your company setup, this page may include employee accruals details, schedule information, and any restrictions related to requesting time off. Schedule and time off details for the selected employee's team are also available through the Team View, if enabled.

Submit a Time Off Request from the Time Off Request Page

Use information from the Time Off Request page such as employee accruals details, time off restrictions, or team time off to make an informed time off request.

Navigation: Menu **> My Info** **> My Time** **> Time Off** **> Request**
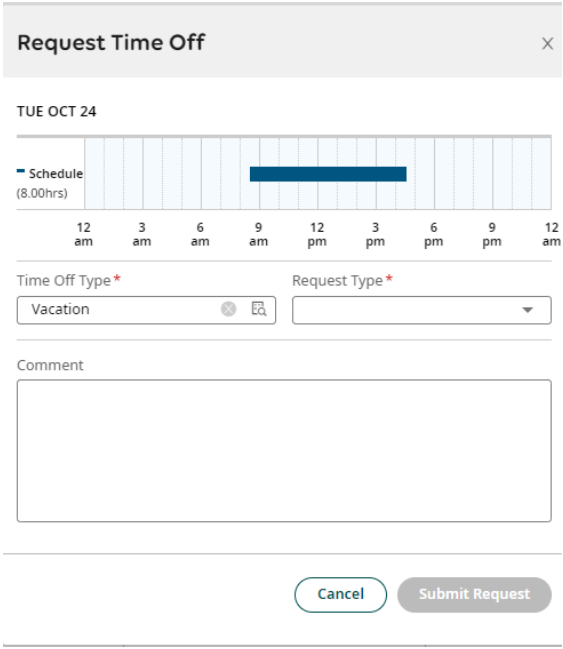
1. From the **Time Off Request** page, at the **Time Off Type** field, select the applicable Time Off for the request.
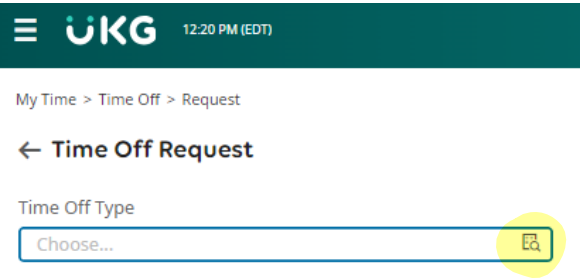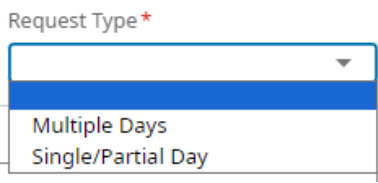

2. Select **Start Request**.

   The **Request Time Off** pop-up window appears.

3. At the **Request Type** field, select the appropriate option from the drop-down list. Additional fields display based on the Request Type selected.
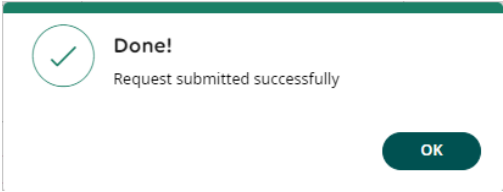

4. Complete the remaining fields, as needed.

5. Select **Submit Request**.

6. The Done! pop-up window appears.

7. Select **OK**.
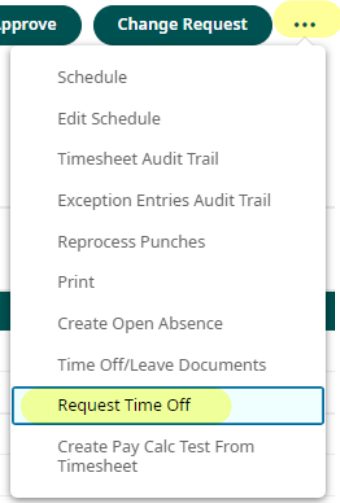
The **Time Off Request** page appears.

Note The submitted request displays on the Time Off Request calendar. To display request details, such as the request's status, select the request on the calendar.
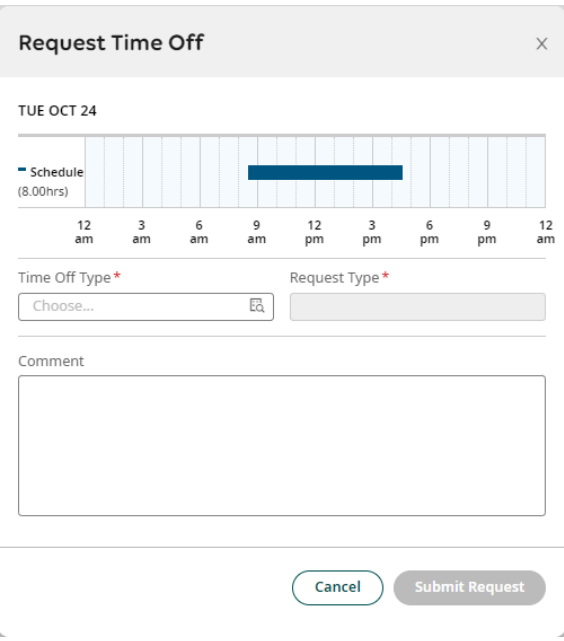
Submit a Time Off Request from the Timesheet

Employees can open the Time Off Request window from their timesheet.

Navigation: Menu **> My Info** **> My Time** **> Timesheet** **> Current Timesheet**
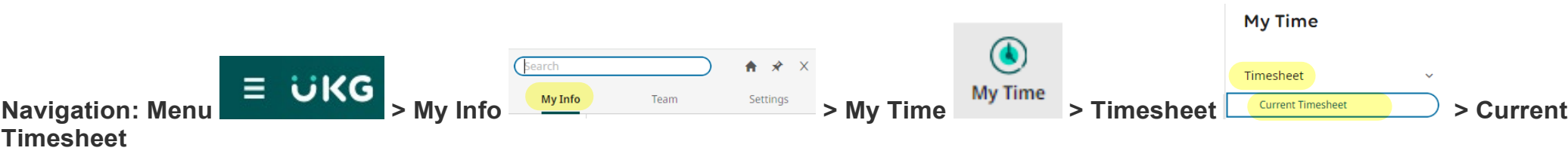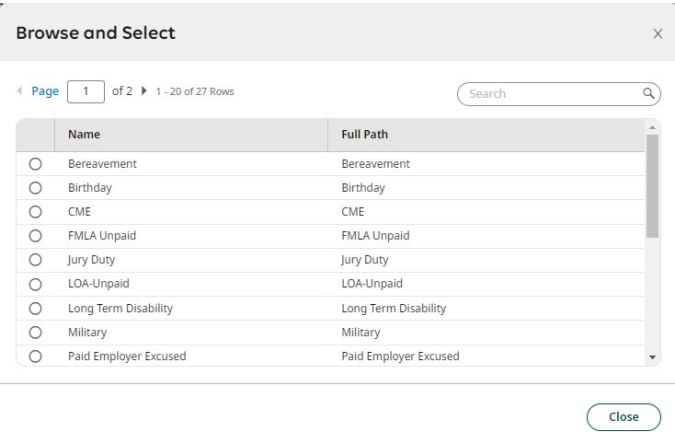
1. From the **Timesheet Edit** page, select **More Actions** (...).

2. Select **Request Time Off**. The **Request Time Off** window appears.

3. At the **Time Off Type** field, select the appropriate Time Off for the request.

4. Select the applicable Request Type at the **Request Type** field. Additional fields display based on the Request Type selected.

Request Type *

Multiple Days
Single/Partial Day

5. Complete the remaining fields as needed.

6. Select **Submit Request**.   Submit Request