
Employees Submit Time Off Requests

Navigate to: **Myself > Time Off > My Time Off**

1. Click **Request Time Off** and enter the **Start Date** and **End Date**.
 - a. If preferred, you can instead click **Calendar View** first and click days to select them before clicking **Request Time Off**.
2. Select the applicable **Time Off Policy** and **Reason Code**.
3. If applicable, click **Make Recurring** to set up a repeating pattern.
4. To change the number of hours per day for the request, click and type in the **Hours Per Day** field and then click out of the field.
5. Verify the **Start Time**, or select another time.
6. If more days should be added with a different Hours Per Day amount, click **Add more Time Off** and enter those dates and all applicable data as well.
7. Click **Review**.
8. In the **Approve By Date** field, you can click to select a date. There is also a field for **Comments**.
9. Click **Submit**.

