Creating a Time Off Request

Myself > Time Off > Request Time Off

1. In the calendar click the days you want to take off.
2. Click **Request Time Off** and verify the dates.
3. Click **Change Recurrence** to set up a repeating pattern.
4. Optional: For multiple days, click **Edit Each Day Individually**.
5. For each day off, verify the **Policy**, the **Amount**, and the **Start Time**.
6. Optional: Enter comments.

   Comments may be visible to your manager or administrator.
7. In the **Please Respond By** field, you can click (calendar) to select a date.
8. Click **Submit**.

Changing a Time Off Request

You can only edit the details of a pending time off request.

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1. Click the **Pencil** icon or the request portion of the date cell.
2. Do one or more of the following:
   - To modify the date(s), click the **Calendar** icons to select the **Start Day** and **End Day**. Then click the **Refresh** icon to display the new dates.
   - To change the recurrence pattern, click **Change Recurrence** and select a frequency.
   - Select the **Time Off Policy**, **Start Time**, and enter the number of hours/days in the **Amount** field.
   - Click the **Copy** icon to add new rows for a specific date.
   - Click the **Cancel** icon next to a date that you want to remove from the request.
   - Add or change existing comments about this request in the **Comments** field.
   - In the **Please Respond By** field, click the **Calendar** icon and select a date.
3. Click **Submit**.

Canceling a Time Off Request

You can cancel a time off request that has a status of Pending, Approved, or In Progress. However, your ability to cancel an approved time off request that is dated in the past depends on a setting in the time off policy.

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1. Click the **Cancel** icon in the date cell.
   Alternately, you can click Cancel Request in the edit Time Off Request window.
2. Enter your comments in the **Reason for Canceling** field.
3. Click **Yes** in the confirmation window.

Viewing Your Time Off Balances

Balances may or may not include future approved requests and other transactions, depending on your company setup. You can view the balance as of the last pay period end date.

Myself > Time Off > Time Off Balances

1. View your Allowed, Taken, and Scheduled balances.
2. To view more details for a single policy click the policy name.
3. Review the policy-specific balances displayed on the Balance Details Summary page.
4. Click **Transactions** to view the Transactions page.
5. Filter the list of transactions by **Transaction Type** and **Date Range**. Click **Filter**.
6. Click the **Transaction Date** column to sort the transactions by date.
7. View your transaction date, type, amount, and comments, if any.
8. Click a transaction date to view details of individual transactions.
9. Click **Back** to return to the previous page.