

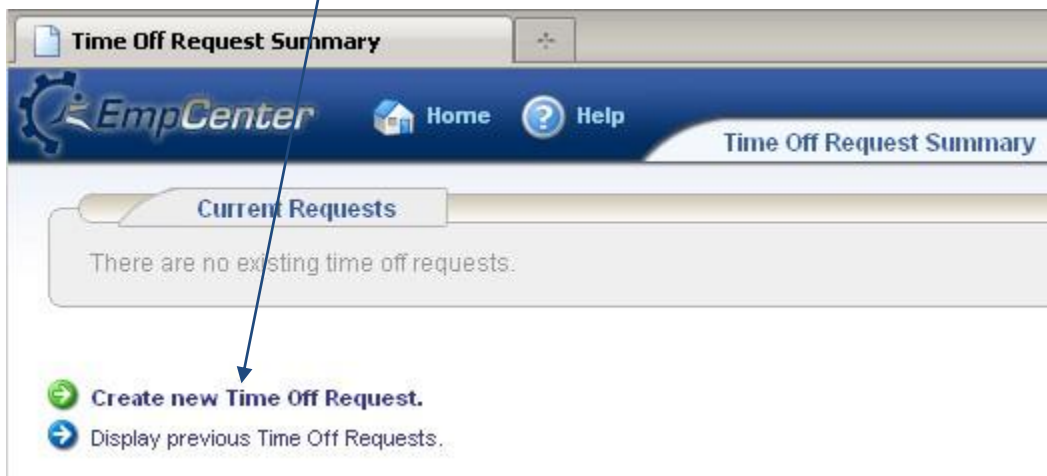
How to Submit a Time Off Request

* This document is for training purposes and screen shots used may say "Upgrade" or "Test". In the live upgraded version this verbiage will be replaced with "Production" or "Prod".

On the Dashboard screen click on *Request Time Off*.



Click on *Create new Time Off Request*.



Select the appropriate *Paycode* for the request.

Create Time Off Request

Paycode
Vacation

Start Date
MM/dd/yyyy

End Date
MM/dd/yyyy

To select the Start and End Dates click on the calendar icon to bring up the graphical calendar.

For this example October 14th was selected for the *Start Date*, and October 15th was selected for the *End Date* using the graphical calendar.

Create Time Off Request

Paycode
Vacation

Start Date
MM/dd/yyyy

End Date
MM/dd/yyyy

Select Date, Please - Mozilla ...

workforcehosting.com https://

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Done

Enter details f

Cancel this Time

After the three fields are filled in, click on *Enter details for this date range.*

Create Time Off Request

Paycode
Vacation

Start Date
10/14/2010

End Date
10/15/2010

Enter details for this date range.

Cancel this Time Off Request.

Enter the number of hours for each day.

Edit Time Off Request Details

Action	Date Range	Paycode	Hours Requested
	Thu 10/14	Vacation	8.0
	Fri 10/15	Vacation	8.0

View and confirm details for this Time Off Request.

Create new Time Off Request.

Cancel this Time Off Request.

Click on *View and confirm details for this Time Off Request.* Check to ensure the days you don't work (i.e. Saturday and Sunday) are not included in the date range. If so, click the Red X to delete.

The *Request Summary* will show the hours being subtracted from the Vacation Balance.

Request Summary

Date	Paycode	Hours Requested
Thu 10/14	Vacation	8.0
Fri 10/15	Vacation	8.0

Adjusted Bank Balances

Assignment	Bank Description	Initial Balance	Ending Balance
	Sick	757.11	757.11
	Personal	20.00	20.00
	Vacation - Carry Over 1 year	0.00	0.00
	Vacation	49.23	49.23
	Vacation - Carry Over 6 months	24.00	8.00
	Family Sick Max Bank	4.00	4.00

Comments to Manager

I would like to take some vacation time

Exceptions

No exceptions.

[Submit this Time Off Request.](#)

[Enter details for this date range.](#)

Click on *Submit this Time Off Request.*

* *The Comments to Manager may be required for certain requests. Below is a sample Exception message when using Sick Time.*

Date	Exception Message	Severity
Fri 09/17	You must enter a reason in the comments field when using Sick Time.	Warning

A message will display that the request was successfully created.

Your time off request was successfully created.