

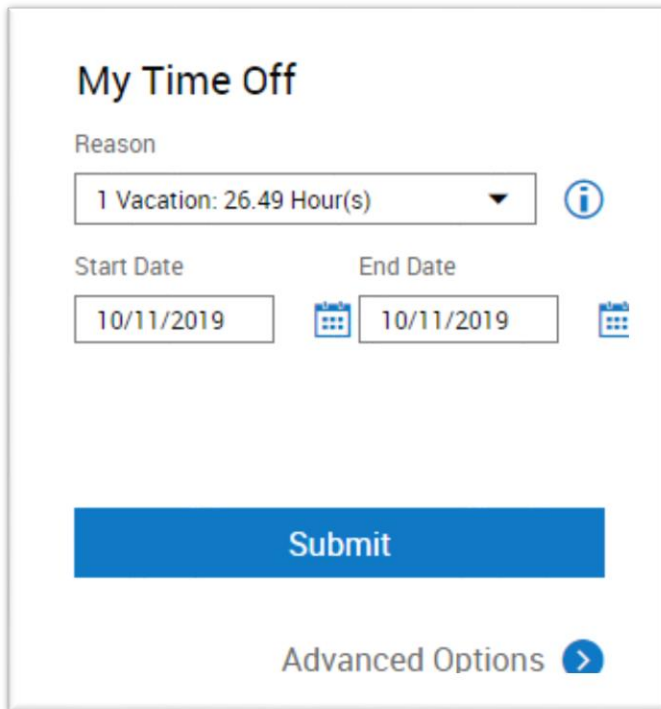


Request Time Off

Use the My Time Off tile to quickly request time off from the Control Center.
Example: You want to take next Tuesday off to take care of personal things.

To request time off:

1. In your **Home** page, locate the **My Time Off** tile.



The screenshot shows the 'My Time Off' form interface. At the top, it says 'My Time Off'. Below that is a 'Reason' dropdown menu with the selected option '1 Vacation: 26.49 Hour(s)' and an information icon. Underneath are 'Start Date' and 'End Date' fields, both containing '10/11/2019' and accompanied by calendar icons. At the bottom of the form is a large blue 'Submit' button and a link for 'Advanced Options' with a right-pointing arrow.

2. In **My Time Off**:
 - a. Select the Reason for your request. For example, vacation or sick.
 - b. Select the Start Date and End Date for your request.
 - c. Click Advanced Options if time is for increments other than 8 hours to set other details of your request such as paycode, more time periods, durations, comments and notes.
 - d. Click **Submit Time** if you are submitting for a Full Day of 8 hours. Otherwise, select **Advanced Options**.

