Job Aid

Requesting Time Off

This job aid shows how to request and monitor time off using the Time Off Request calendar in Workforce Ready.

Navigation and Start Request

1   Navigate to **My Info > My Time > Time Off > Request**.
2   Click the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc.).
3   Select the date being requested by clicking that date on the calendar. If multiple days, click the first day of the date range and then the last day of the date range to select all days within the range.
4   Click **Start Request**.

Request Details and Submit

The Time Off type is auto-populated from your selection in step 2.

5 Click the **Request Type** drop-down and select from the following:

- **Full Day**: requesting all scheduled time for that day.
- **Multiple Days**: prompts you to enter number of hours requested for each day.
- **Partial Day (Bulk)**: prompts you to enter a total number of hours requested for the day.
- **Partial Day (Start/Stop)**: prompts you to enter start and end time of requested time off.

6 Confirm date being requested. This auto-populates from selection on calendar.

7 Enter duration, time frame, or total hours (visible fields dependent on selected **Request Type**).

8 Enter a comment or reason for request (optional).

9 Click **Submit Request**.

10 The request now displays on the calendar in either pending status (striped line) or approved status (solid fill).

Request Time Off ✕

Time Off * | Request Type *
Vacation | Partial Day (Bulk) **5**

Date *
09/19/2019 **6**

7 Duration * | Total Hours *
Total Hours | 4.00

Comment **8**
Taking the kids to a ballgame.

CANCEL **SUBMIT REQUEST** **9**

10

18	19
Sick (8.00 hrs)	Vacation (4.00 hrs)

Approved Status   Awaiting Approval
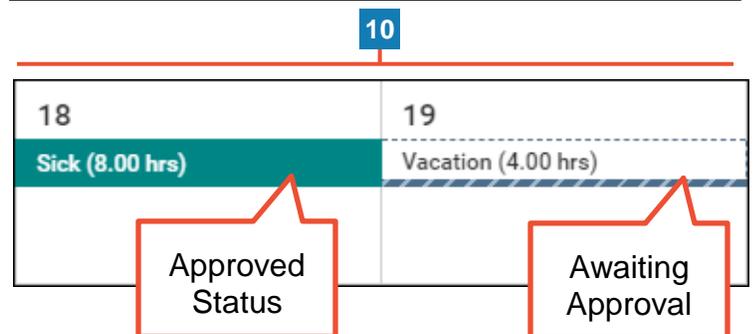
Cool Tip: The calendar displays additional information to guide your time off request.

Name	Description
Ellipsis	Click the ellipsis ⋯ to navigate for quick access to items such as your time off history and balance.
Holiday	Holidays are marked with a holiday icon 🗓 which can be hovered over to reveal more information.
Schedule	Click within any calendar day or range to display your schedule for those dates at the bottom of the page beneath the calendar as shown here:

09/19/2019   Schedule

Scheduled hrs: 9.00 / Standard hrs: 0.00   12 am   3 am   6 am   9 am   12 pm   3 pm   6 pm   9 pm   12 am