Requesting Time Off for Exempt Employees

To access the request for time off, select Workforce Management under Myself of the side Menu.

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A new window opens to the Time home page.

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Salary Test Hired Date: 02/24/2021 (6 Months, 27 Days)	Today's Tasks D 1 Notifications to Review			
Home 🔅 💌				Edit Mode
My Timesheet Monday, Sep 20 11:51 AI [CDT]	N.	Wy Accrual Balances Vacation () 24.00 hours available Jan 1, 2021 - Jan 1, 2022	REQUEST VACATION	

This page consists of different sections and options.



а	Indicates today's date and time.
b	Link to access your timesheet - Not applicable to you.
С	Time off information. Includes access to your balances and link to request time off.
d	Side navigation menu to access your timesheet, time off, and viewing your profile.
е	Search/Navigation bar.
f	My Mailbox-notifications and to do items.
g	Your information and open items.

To navigate within the Time system you can use the hyperlinks from the Home page or use the My Info tab of the side menu.

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The My Time tab of the side menu allows you to access a variety of information regarding your time off.

Under My Time the options include Timesheet and Time Off.

- Timesheet Shows options to view current timesheet, historical timesheets and change requests. This section does not apply to you since you do not submit a timesheet.
- **Time Off** Shows options for request, history, balances and calendar. This section does apply to you for requesting time off.

*Please note: As a salary employee you will be required to submit your time off only. Any time off must be submitted via a time off request.



Requesting Time Off

You can request time off from either the Home page or by navigating to the side menu.

From the Home page click on the Request Vacation in the My Accrual Balances box.



From the side menu navigate to My Info > My Time > Time Off > Request



Enter the information on the Request page.

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Select the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc). If you have used the button on the Home page, it will be populated with that type.

Select **Start Request**. You may select a date or range from the calendar and select **Start Request** and it will populate the date(s).

Vacation (8.00 hrs)

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

- **Full Day:** requesting the entire day.
- Multiple Days: enter number of hours requested for each day.
- Partial Day (Bulk): enter a total number of hours requested for the day.

The Date and Total Hours fields will become visible when the Request Type has been entered.

Select date or range of request.

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Enter total hours.

Type a **Comment** (optional).

Select Submit Request.



Canceling a Time Off Request

From the side menu navigate to My Info > My Time > Time Off > Request



Locate the date on the calendar for the time off you'd like to cancel and click on the time off.

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			Vacation (8.00 hrs)	Amount	8.00 hrs					
			\oslash	Current Balance	48.00 hrs	\oslash				\oslash

Click on Delete.

Vacation SEP 30, 2021 Ø	Х
🛍 DELETE	
Approved On	SEP 5, 2021
Status	Approved
Amount	8.00 hrs
Current Balance	48.00 hrs

Select Delete from the verification message.



You will receive confirmation that it was successful.