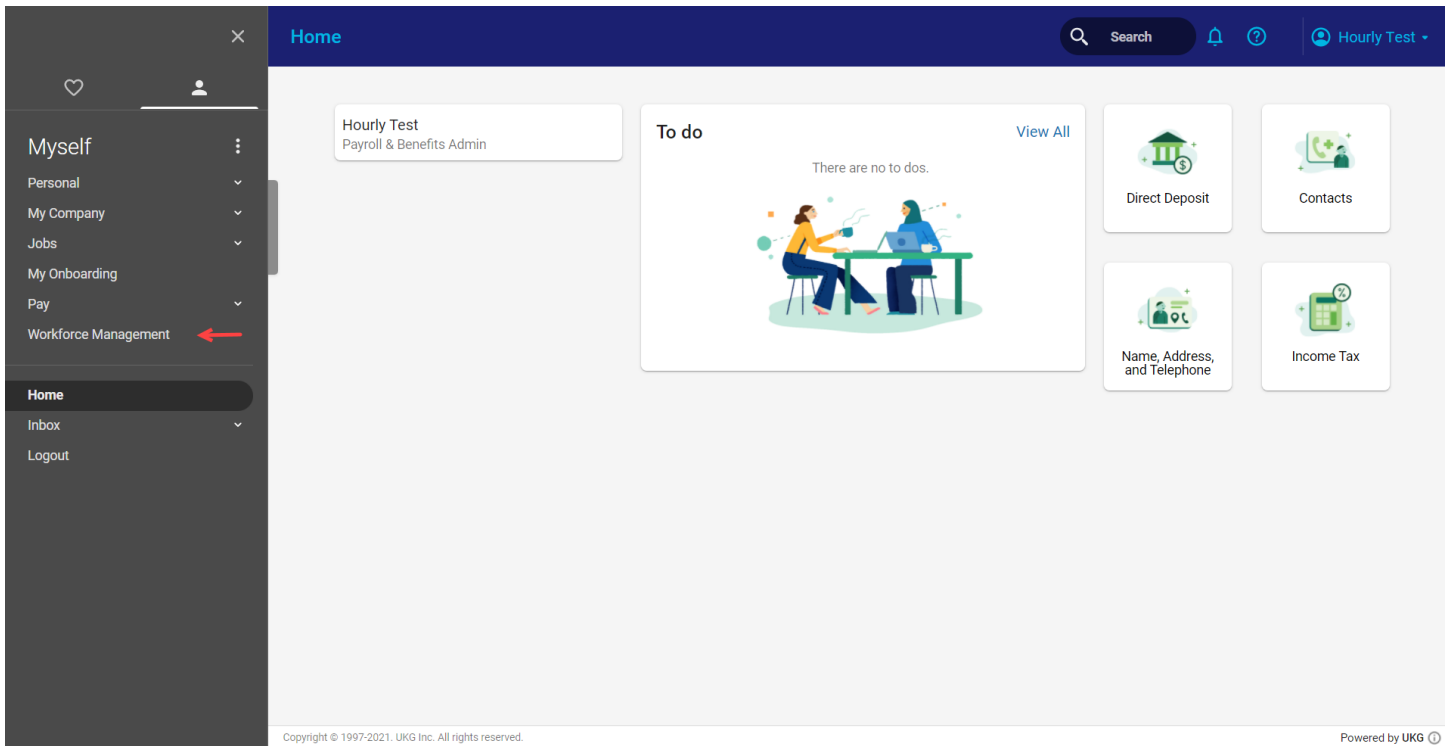
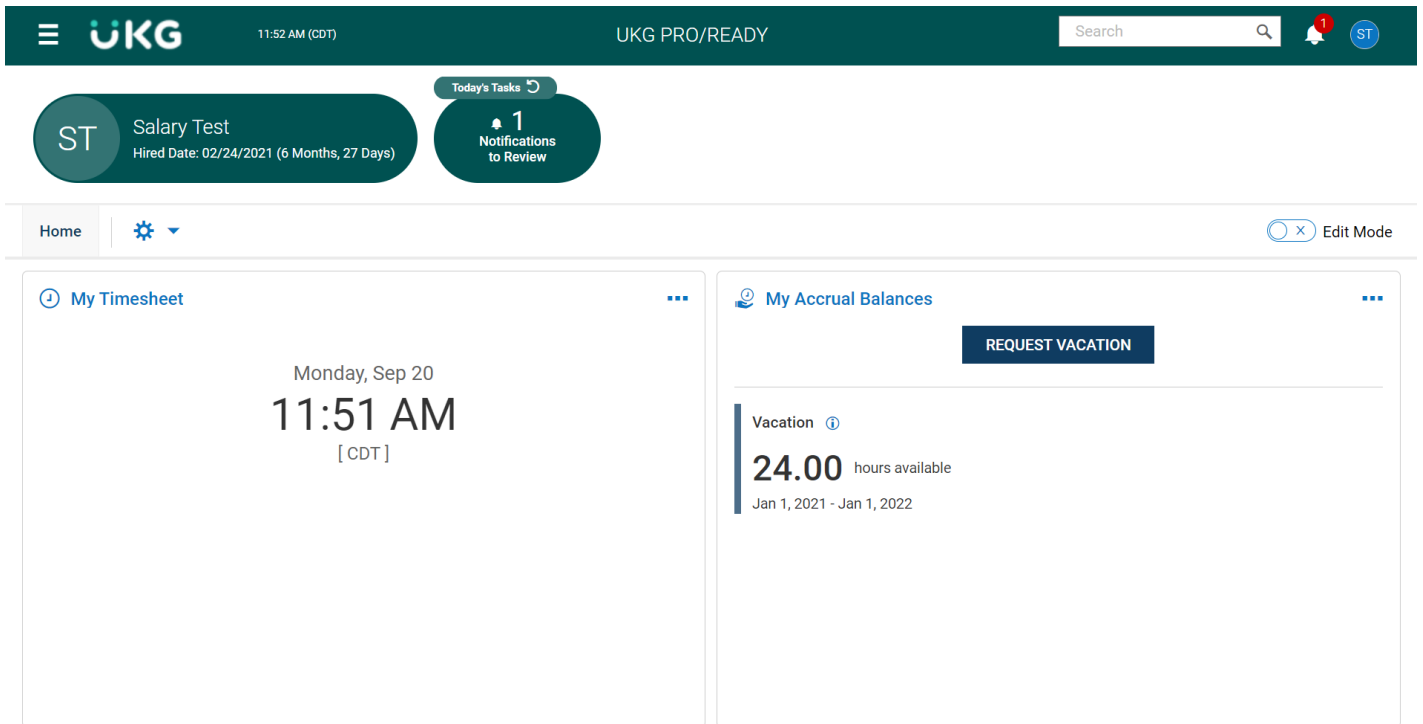


# Requesting Time Off for Exempt Employees

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



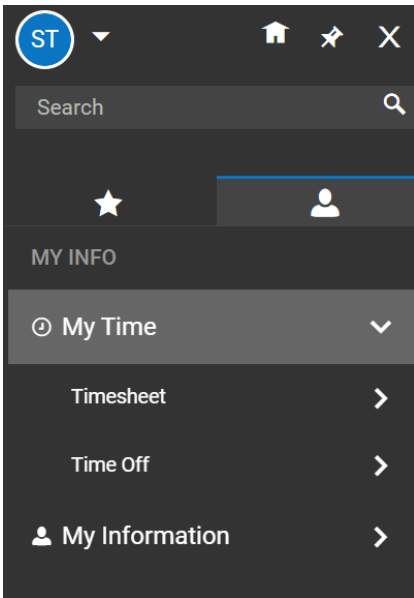
A new window opens to the Time home page.



This page consists of different sections and options.

a	Indicates today's date and time.
b	Link to access your <a href="#">timesheet</a> - <b>Not applicable to you.</b>
c	Time off information. Includes access to your <a href="#">balances</a> and link to <a href="#">request time off</a> .
d	Side navigation <a href="#">menu</a> to access your timesheet, time off, and viewing your profile.
e	<a href="#">Search</a> /Navigation bar.
f	<a href="#">My Mailbox</a> -notifications and to do items.
g	Your <a href="#">information</a> and open <a href="#">items</a> .

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.

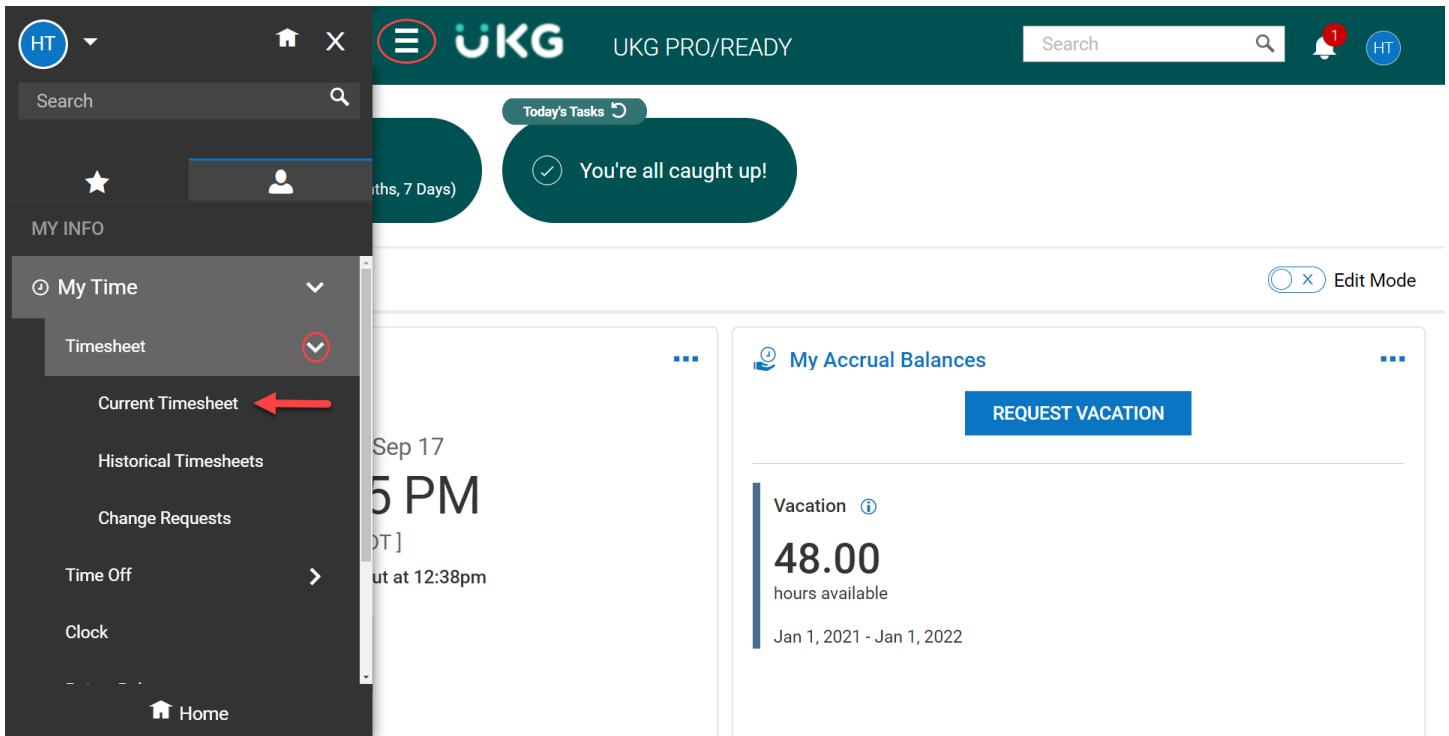


The **My Time** tab of the side menu allows you to access a variety of information regarding your time off.

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.

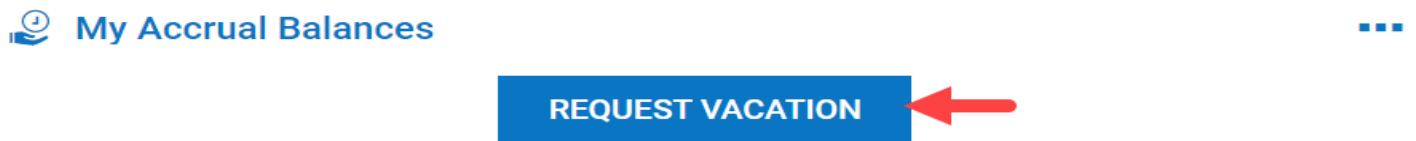
**\*Please note: As a salary employee you will be required to submit your time off only. Any time off must be submitted via a time off request.**



## Requesting Time Off

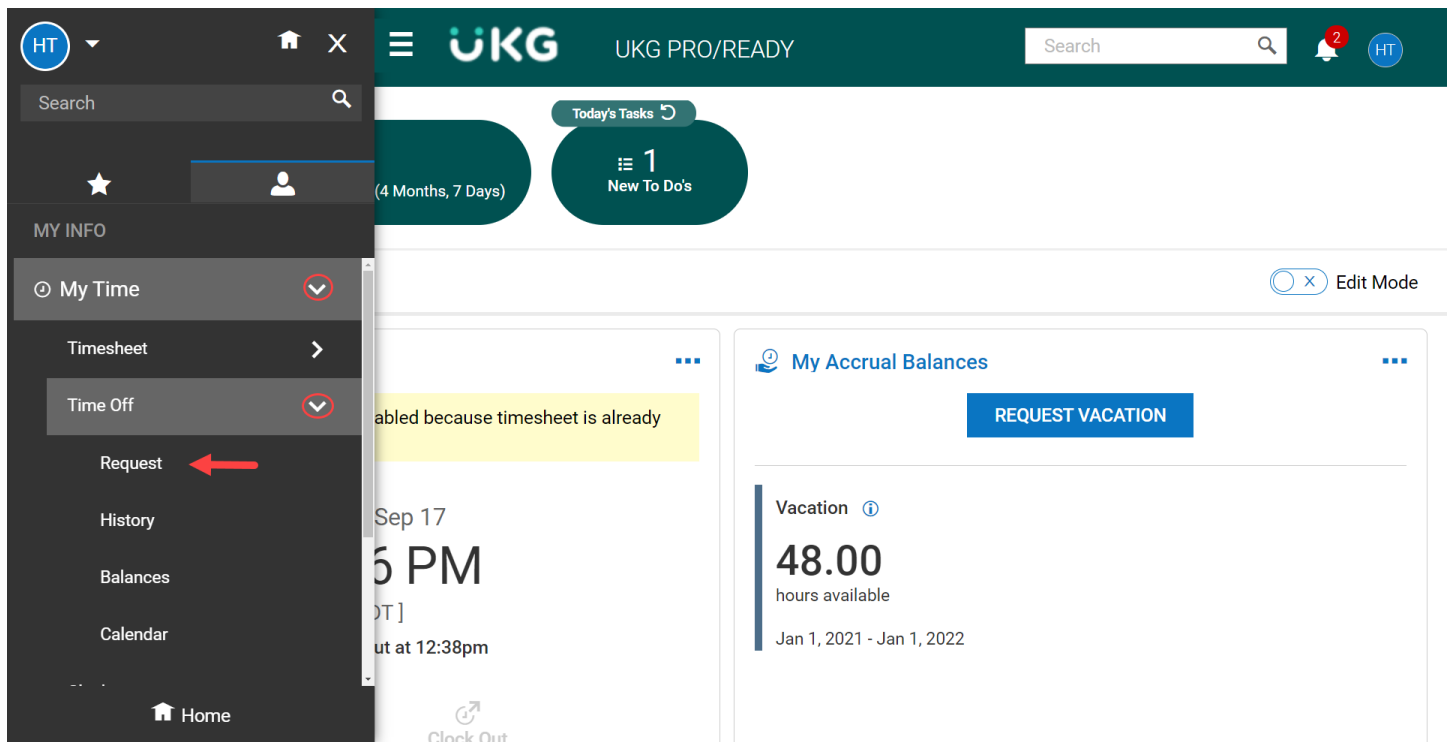
You can request time off from either the Home page or by navigating to the side menu.

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



Vacation ⓘ  
**48.00** hours available  
Jan 1, 2021 - Jan 1, 2022

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



Enter the information on the Request page.

My Time &gt; Time Off &gt; Request

[← Time Off Request](#)

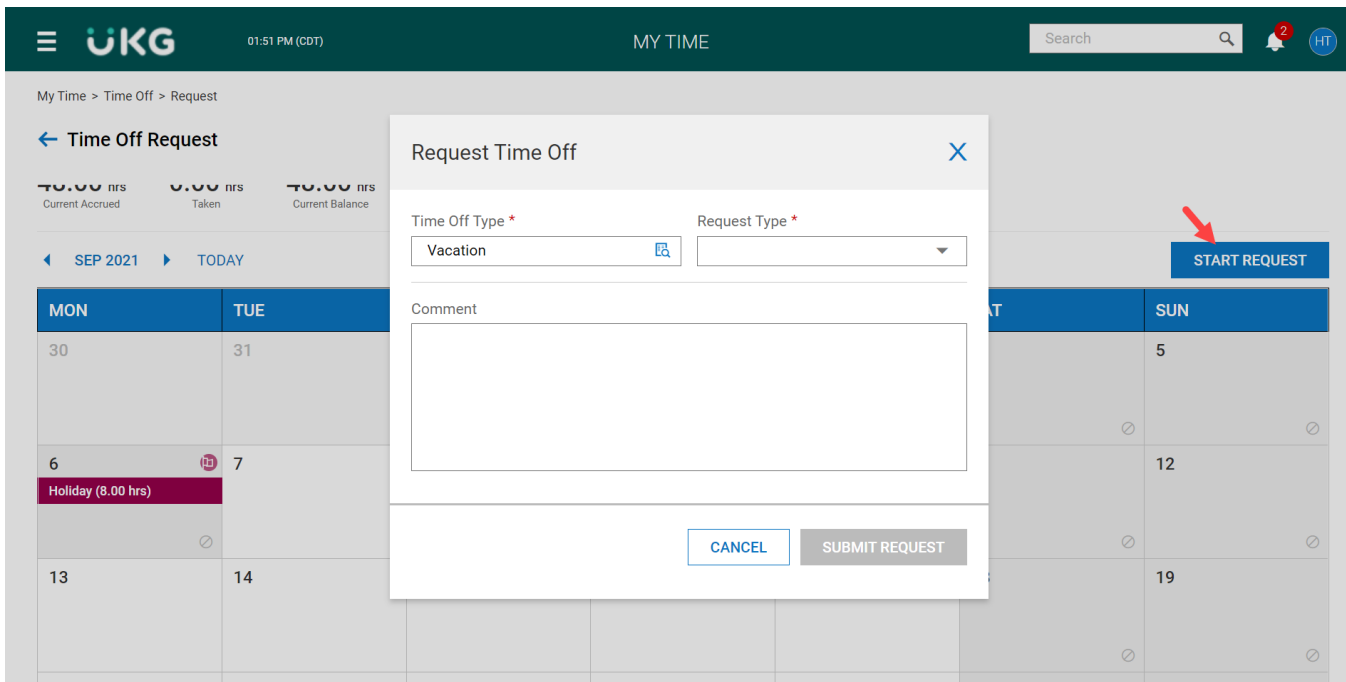
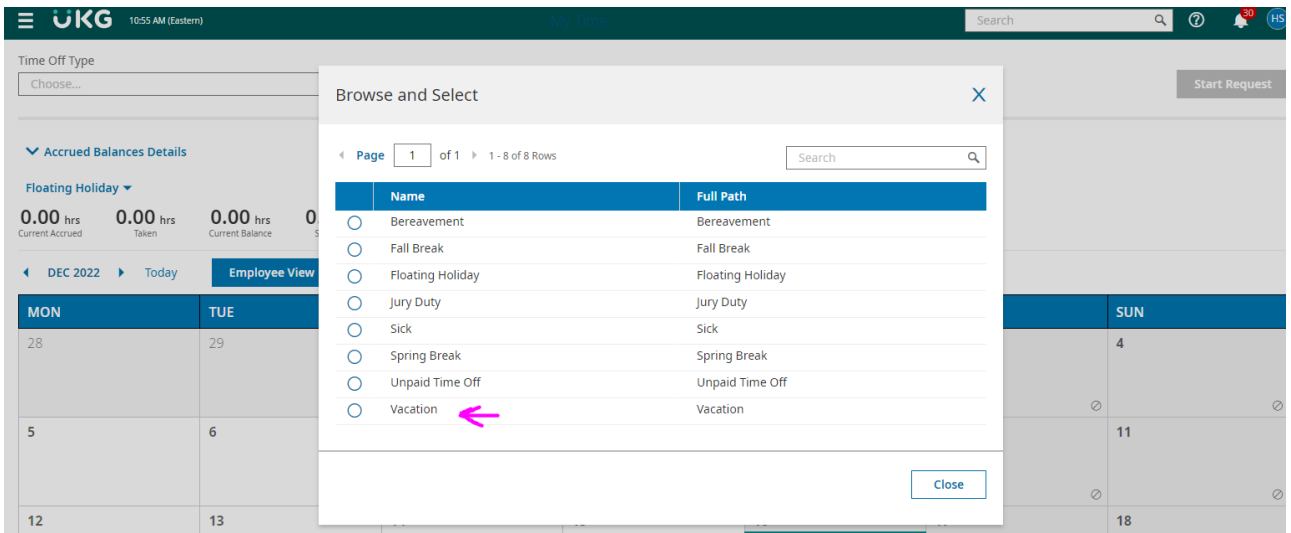
Time Off Type

 [▼ Accrued Balances Details](#)Sep 1, 2021 [Vacation ▼](#)**48.00** hrs  
Current Accrued**0.00** hrs  
Taken**48.00** hrs  
Current Balance**8.00** hrs  
Scheduled**0.00** hrs  
Pending Approval[←](#) SEP 2021 [▶](#) TODAY[START REQUEST](#)

MON	TUE	WED	THU	FRI	SAT	SUN
Holiday (8.00 hrs)						
13	14	15	16	17	18	19
			Birthday (8.00 hrs)			
20	21	22	23	24	25	26
			Vacation (8.00 hrs)			
27	28	29	30	1	2	3

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).

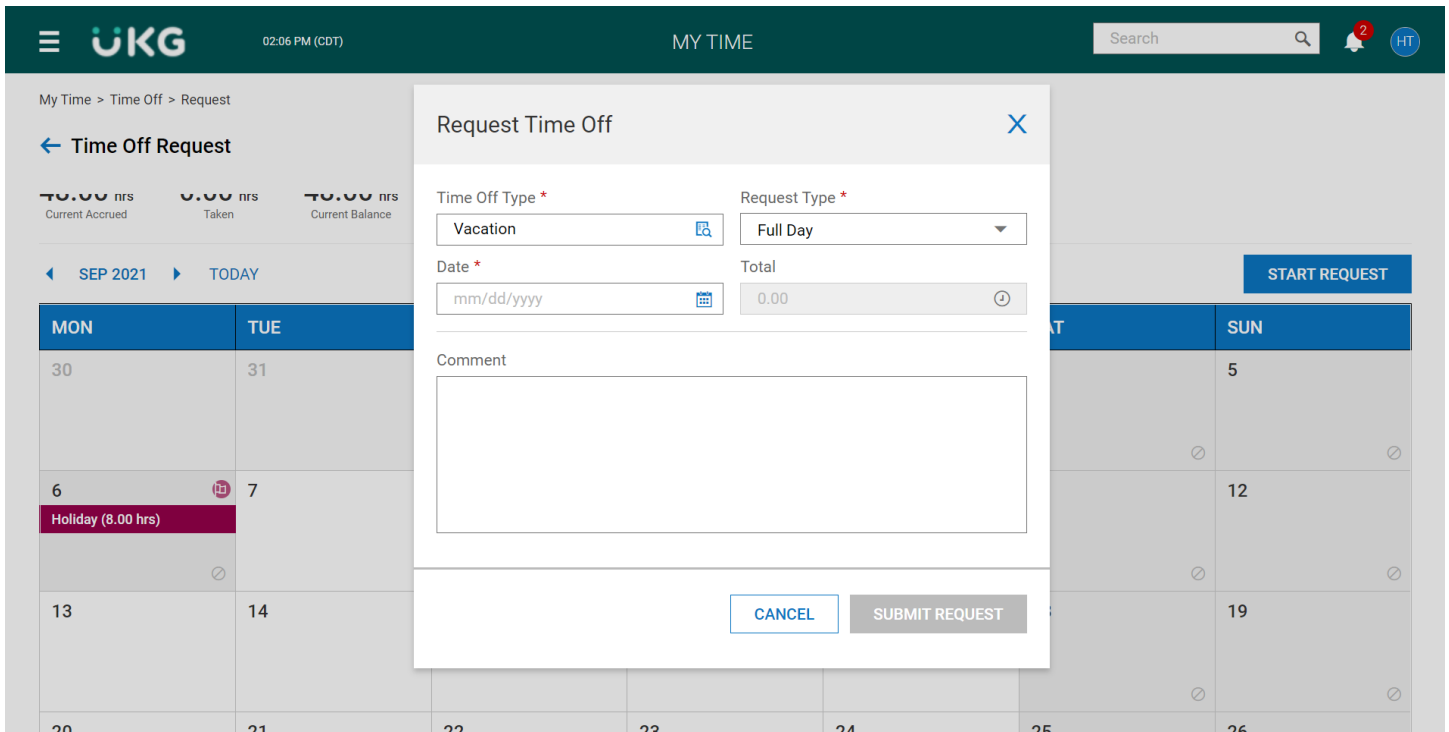


Select the **Request Type** drop-down and select from the following:

- **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.

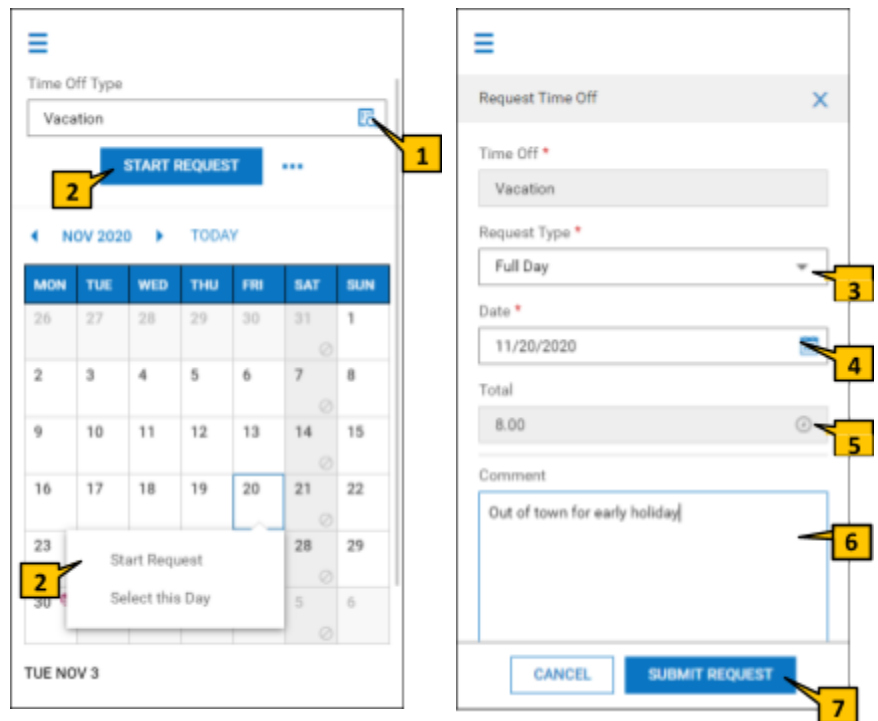
Select date or range of request.



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

The screenshot shows the UKG PRO/READY interface. At the top, there is a search bar and a notification bell with a red '2'. Below the header, there are 'Today's Tasks' and '1 New To Do's' buttons. A left sidebar menu is open, showing 'MY INFO', 'My Time', 'Timesheet', 'Time Off', 'Request', 'History', 'Balances', and 'Calendar'. A red arrow points to the 'Request' option under 'Time Off'. In the background, a calendar shows 'Sep 17' with '6 PM' and 'Clock Out at 12:38pm'. To the right, the 'My Accrual Balances' section shows a 'REQUEST VACATION' button and 'Vacation 48.00 hours available' for the period 'Jan 1, 2021 - Jan 1, 2022'.

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

The screenshot shows the 'Time Off Request' page in the UKG interface. The top header includes the UKG logo, the time '12:45 PM (CDT)', and the page title 'MY TIME'. Below the header, there is a breadcrumb trail: 'My Time > Time Off > Request'. The main content area is titled 'Time Off Request' and displays a calendar grid. A date '20' is highlighted in blue. A pop-up window is open over the date '30', showing details for a 'Vacation' request on 'SEP 30, 2021'. The pop-up includes a 'DELETE' button and the following information:

Approved On	SEP 5, 2021
Status	Approved
Amount	8.00 hrs
Current Balance	48.00 hrs



Click on Delete.

Vacation  
SEP 30, 2021 ✓

DELETED ←

---

Approved On SEP 5, 2021

---

Status Approved

---

Amount 8.00 hrs

---

Current Balance 48.00 hrs

Select Delete from the verification message.

My Time > Time Off > Request

← Time Off Request

6 7 8 9 10 11 12

Holiday (8.00 hrs)

13 14 19

20 21 22 23 24 25 26

Birthday (8.00 hrs)

27 28 29 30 1 2 3

Vacation (8.00 hrs)

You will receive confirmation that it was successful.