**Getting Started**

**A Guide for Employees**

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**Report Leave Taken During the Previous Month**

At some point between the 1st and 5th days of a given month, you will need to report any time taken during the previous month. You are still required to submit a report even if you did not take any leave.

1. Log in to TechWorks and click the **Access TimeOut** link in the Time and Leave Management pagelet.

2. On the menu, click **Monthly Reporting**.

3. Enter time taken and submit for review by your supervisor.

*NOTE: If you did not take any time off during the previous month, simply click the **Submit** button and then click **OK** to confirm submission with no items.*

For more details, refer to the **How to Report Monthly Leave** Quick Reference Guide.

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**Request Time Off**

You can submit a request for time off at any time.

1. Log in to TechWorks and click the **Access TimeOut** link in the Time and Leave Management pagelet.

2. On the menu, click **Request TimeOut**.

3. Enter leave request info (dates/hours, type of leave) and submit for review by your supervisor.

For more details, refer to the **How to Request Time Off** Quick Reference Guide.

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View Your Leave Balances

1. In TimeOut, your real-time leave balances are conveniently displayed at the top of the home page. By default, you will see balances as of the current date.

2. You can click on any date in the calendar grid displayed at the bottom of the page to show the balances as of the selected date.

NOTE: Clicking the Vacation/Sick Balances link displayed in the TechWorks pagelet will show you the current balances stored in PeopleSoft. PeopleSoft is only updated with TimeOut data once each month so this information may appear to be out-of-date. The PeopleSoft link is most useful for employees who are not using the TimeOut system.

Additional Resources

For more information, please go to the TimeOut Training Resources page, [http://www.ohr.gatech.edu/timeout/training](http://www.ohr.gatech.edu/timeout/training), or simply click on the How Do I ...? menu item when you are using TimeOut.

You will be able to view system demonstrations, access additional quick reference guides and view other training resources.