

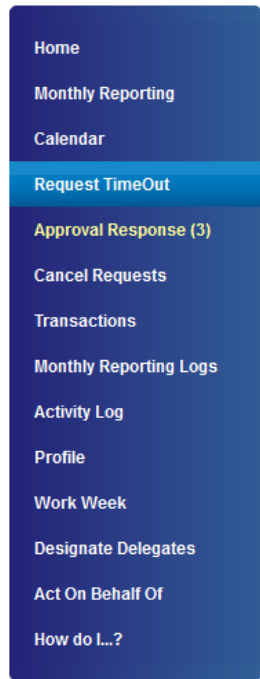


Quick Reference Guide

How to Request Time Off

Steps 1, 2, 3, 4: Enter Time Off Request

- 1 Click **Request TimeOut** on the homepage menu. A calendar is available to select days to request.
- 2 Employees can only request time off during current and future months. Select individual days or range of days (first date and end date). Use the **Day Type** drop menu to select the type of leave. Use the **Time** drop down menu to select whole day or hours. Enter **Comments** if desired (may be required in some departments).
- 3 After the selections, click **Add Days**.



4 The days will be added to the request table. Click **Submit Request**. Supervisors will receive an e-mail notification that leave requests have been submitted. Employees will receive an e-mail notification when they submit leave requests and when supervisors process the leave requests. The employee's Approval Response Page will display responses to leave requests.

[Click Here to Learn How to Forecast your Time Off and View Leave Balances](#)

Cancel Requests

Employees can cancel leave requests at any time. Click **Cancel Requests** on the homepage menu. A list of previously entered leave requests is available. Select the day(s) to cancel, enter comments if desired, and click **Submit**.



Quick Reference Guide

How to Forecast Your Time Off

How to View Leave Balances and Forecast Your Time Off

The employee's **You** tab displays the summary of leave balances on the homepage. Employees can view a summary and details of sick and vacation balances by clicking on specific dates in the calendar below. The leave balances are real-time which includes the carried forward balance (i.e. end of previous calendar year not to exceed 360 hours for vacation), year-to-date accruals, leave taken year-to-date, and adjustments from previous months. The **Planned** column displays future leave requests as of the date selected.

Click specific dates in the calendar to view the available leave balance.

Summary for Sharon Teasley Print

AS OF : 07/15/11 ? Your Vacation balance is +98.00 Hours
Your Sick balance is +88.50 Hours

Day Type	Carried Forward	Accrued	Taken	Adjusted	Balance	Planned
Vacation	74.00	60.00	36.00	0.00	98.00	16.00
Sick	61.50	48.00	21.00	0.00	88.50	8.00
Jury Duty			8.00	0.00		0.00

Vacation Accrual Rate: 10.00 hrs/mo Sick Accrual Rate: 8.00 hrs/mo

Your Annual Calendar Print

[3 Month](#) | [6 Month](#) | [Year](#)

June 2011							July 2011							August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

Legend: Selected Day Full Day Holiday