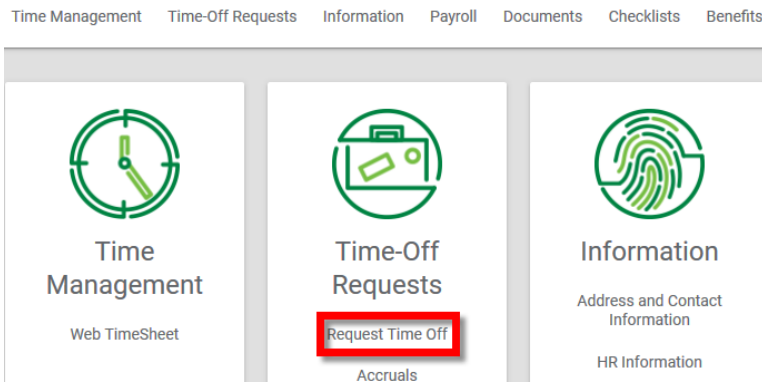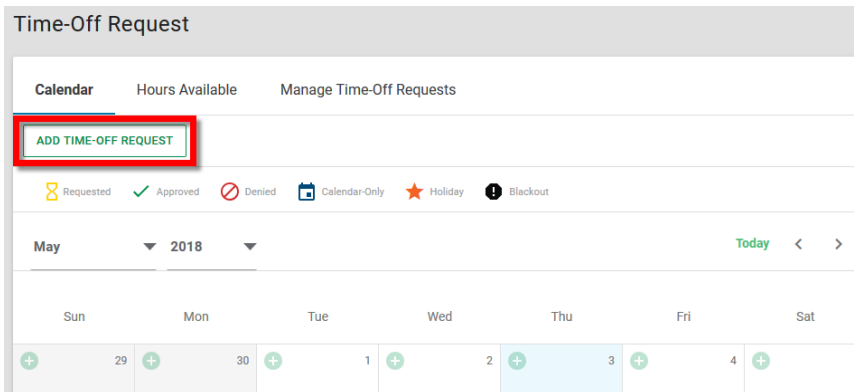# Requesting PTO or Sick hours

*PTO and sick time are no longer added to the timesheets by employees, rather you will request the time that should be added to your timesheet and submit it for your supervisor's approval.*

**Step 1:** To submit **PTO or Sick** hours, click on "Request Time Off" found under Time-Off Requests.



**Step 2:** Click on the "Add Time-Off Request."



**Step 3:** The system defaults to requesting 8 hours off, however you will want to change this depending on the number of hours you are scheduled or if you are not requesting a full day. Then select which "Type" of time off you are requesting: Personal Time Off or Sick.



**Step 4:** Enter the day(s) that you're requesting off. You can select a date range for multiple days or a single day. The system will default to have "Ignore Weekends" checked, if you need to request off for a weekend day, just be sure to uncheck that box.

**Step 5:** The start time will default to 8:00 AM, but you can adjust if necessary (i.e. you are requesting a half day). Lastly, you can enter a reason. Once the reason is entered, press "Add Request".

Start Time

08:00AM  🕐  ☑ Exclude Weekends

Reason

Enter a reason for your request

CANCEL      ADD REQUEST

**Step 6:** After you have added your time-off request, you will be brought back to the main Time-off Request screen and you will see your request added to the calendar.

⌛ Requested    ✓ Approved    ⊘ Denied    📅 Calendar-Only    ⭐ Holiday    ❗ Blackout

May  ▼    2018  ▼

| Sun | Mon | Tue | Wed | Thu |
|-----|-----|-----|-----|-----|
| ⊕ 29 | ⊕ 30 | ⊕ 1 | ⊕ 2 | ⊕ 3 |
| ⊕ 6 | ⊕ 7 | ⊕ 8 | ⊕ 9 | ⊕ 10 |
| | 8.00 PTO ⌛ | | | |

**Step 7:** After your supervisor has approved your request, the calendar day color will change to green with a check mark and these hours will automatically be added to your timesheet.

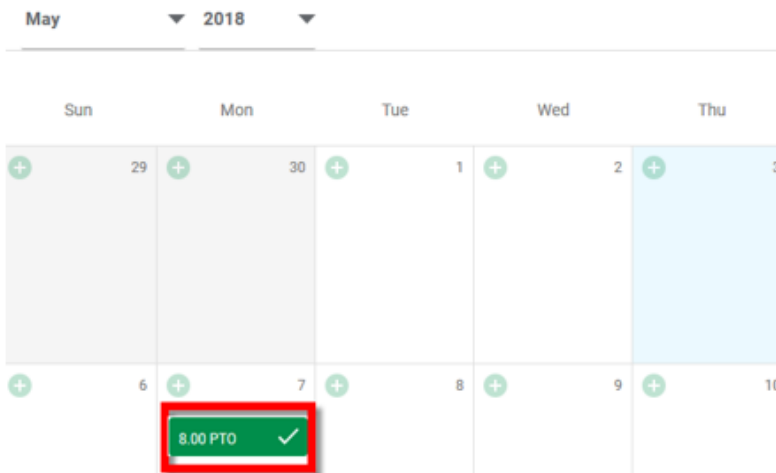⌛ Requested    ✓ Approved    ⊘ Denied    📅 Calendar-Only    ⭐ Holiday    ❗ Blackout

May  ▼    2018  ▼

| Sun | Mon | Tue | Wed | Thu |
|-----|-----|-----|-----|-----|
| ⊕ 29 | ⊕ 30 | ⊕ 1 | ⊕ 2 | ⊕ 3 |
| ⊕ 6 | ⊕ 7 | ⊕ 8 | ⊕ 9 | ⊕ 10 |
| | 8.00 PTO ✓ | | | |

# Changing or Deleting a request

*If you need to edit or remove a request, even after it's been approved, you can!*

**Step 1:** Click on the request from the Time-Off Calendar.



**Step 2:** Edit the appropriate fields. You can change the "Hours per Day" or "Type" then click "Update."



**Step 3:** Your edits will show on your calendar, and your supervisor will then need to approve or deny the request before it's finalized.

**Step 4:** If you need to change the date of your request then you will need to delete your request and add a new one.

**Edit Time-Off Request**

Hours per day *
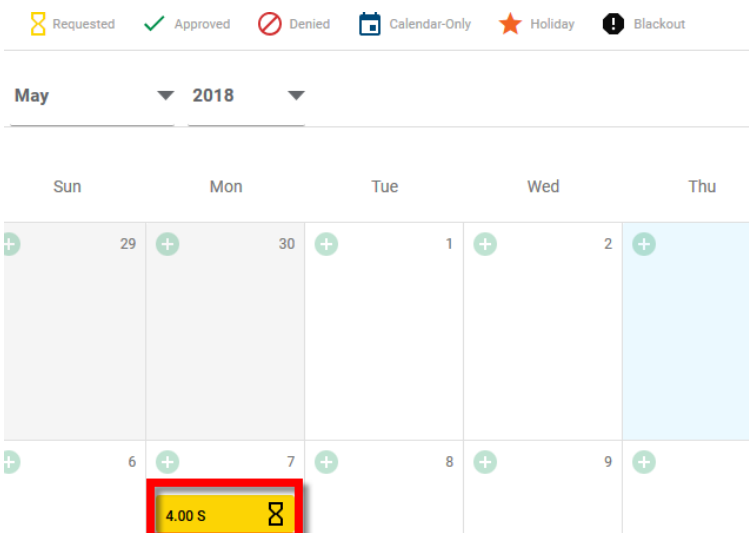
8.00

Type *

Paid Time Off

5/7/2018
Start Time

08:00AM

Reason

Enter a reason for your request

Status
Requested

REMOVE          UPDATE

**Step 5:** Your request is no longer on the calendar.

⏳ Requested     ✓ Approved     ⊘ Denied     📅 Calendar-Only     ★ Holiday     ❗ Blackout

May ▼     2018 ▼

| Sun | Mon | Tue | Wed | Thu |
|-----|-----|-----|-----|-----|
| ⊕ 29 | ⊕ 30 | ⊕ 1 | ⊕ 2 | ⊕ 3 |
| ⊕ 6 | ⊕ 7 | ⊕ 8 | ⊕ 9 | ⊕ 10 |