Request Time Off - Exempt

This job aid explains how to Request Time Off, View a Request and/or Cancel a Submitted or Approved Request for Time Off.

Request time off

You request time off from My Calendar.

Select Main Menu > My Information > My Calendar.

1. In the calendar, select the start day of your request.
2. Select New Request.
3. Select Type of Time Off.
4. Select Apply.
5. Review Dates & select additional dates if necessary.
6. For Duration - Select Full Day, 1st Half Day or 2nd Half Day.
   a. NOTE: Sick Time/Family Care have additional choices*
7. Select Review to add a comment.
8. Select Submit.
9. A confirmation panel appears.
10. Select Done.

*For Sick Time or Family Care, you can select Hours or Full day. If entering Hours, always use 8am for the start time and then enter the Duration of time used.

View Already Submitted Time Off Requests

If the time off request is already submitted and you need to verify the status of the request, you will find it easily on the My Calendar page.

From your Home page, access the Main Menu and select My Information > My Calendar.

1. Click Requests tab in the Calendar panel.
2. You can review the history of a request by clicking on the More Options icon (blue circle with 3 dots)
3. From this pop-up panel, you can Cancel an existing time off request.

Note: The icon before the request name indicates the status of the request.

Green = Approved
Red = Cancelled
Gray = Submitted and pending approval
Cancel a submitted or approved time off request

If your time off request was submitted but not yet approved or if your request was already approved, you can cancel it by submitting a cancellation request to your manager for approval. You should only correct prior time off requests through this method.

1. Select Show List.
2. Select the Requests tab.
3. From the listed requests, locate the request you wish to cancel.
4. Select the More Options icon to the right of the request.
5. Select Cancel Request
6. You can then go through the Request Time Off process to submit a new request for that period of time.