Request Time Off

Time off is requested via My Calendar in UKG.

Select Main Menu > My Information > My Calendar.

1. In the calendar, select the start date of your request.
2. Select Request, then select Time-off.
3. Select the Type of Time Off.
4. Select Apply.
5. Enter a Start time. If you are taking a full day, the Start time should be the start of your schedule in UKG.
   EX: For an 8:00am - 4:30pm schedule, your start time should be 8:00am.
6. Enter the Duration of time you are requesting in hours:minutes, not a time of day. EX: 3.5 hours of time = 3:30
   Because timecards use a rounding rule, the minutes portion must always be in 1/4 hour units: :00 :15 :30 :45

   Note: If you are requesting multiple days, the Duration is the same amount of time for each day. EX: 3 full days will be a duration of 8:00 (if you normally work an 8-hour day; you do not include your meal break time)
7. Select Review to add a comment
8. Select Submit
9. Select Done

NOTES: When requesting Personal Time, it will always deduct from any Comp Time balance first, then your Personal Time balance, then finally Earned Time balances (if you have any). You are NOT choosing where it deducts from, that happens automatically in the system.
Cancel Approved or Submitted Time Off Requests

Time off can be reviewed and canceled via My Calendar in UKG.

Select **Main Menu ➔ My Information ➔ My Calendar.**

1. Under My Schedule, you will see a list of all approved, canceled, and submitted time off requests.
2. You can review the request by clicking on it to view more details.
3. You can cancel the request by clicking Cancel request.

![Image of a cancelled time off request]

Your supervisor will need to approve the cancellation request. Once this is approved, the time will be added back to your accrual balances.