Request Time Off – Exempt (Salary)

This job aid explains how to request time off, view a request for time off and cancel a 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 a Type of Time Off.
4. Select Apply.
5. Select additional dates if necessary.
6. Enter a start time.
7. Enter a duration
8. Select Review to add a comment.
9. Select Submit.
10. A confirmation panel appears.
11. Select Done.

**View Already Submitted Time Off Requests**

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

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

1. When accessed through your mobile device, your calendar will display a monthly view, and show a **purple square** on the days you are currently scheduled to work and a **green square** on the dates you have been approved time off, and a **red square** on the days that your request was successfully cancelled.
2. You will see three dots ... on the dates that you have submitted a time off request that is pending manager approval.
3. You can move to the next month or previous month by tapping on the blue arrows at the top of the calendar.
4. You can tap the **Show List** icon to view the items in a list view instead of a calendar view.
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.

1. Select Show List.
2. Select the Requests tab.
3. From the listed requests, locate the request you wish to cancel.
4. Select the ellipses icon to the right of the request.

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

- **Green** = Approved
- **Red** = Cancelled
- **Gray** = Submitted and pending approval

1. Select Cancel Request.