Request Time Off - NonExempt

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 (for the day). EX: If you request multiple days, it is still the same amount of time each day. 3 days off should only be a duration of 8:00 hours
8. Select Review to confirm your dates and time and/or to add a comment
9. Select Submit
10. 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 and select My Information > My Calendar.

1. Click Requests in the Calendar panel.
2. You can review the history of a request by clicking on the options icon.
3. From this 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 ellipses 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 or revised request for that period of time.