


Notes: For more detailed information about the tasks described below, see the online help. To access the online help, click the Help link in the upper right corner of any main Time & Attendance module page.

In order to access the necessary menu options, select Employee from the Role Selector (if available) before starting any of the procedures below.

To Submit Time Off Requests

- 1 From the Time & Attendance menu, select **My Timecard** then select **Request Time Off**.
- 2 On the Time Off Request page, enter information in the Description or Comments fields. These are optional fields.
- 3 In the calendar, select each date for which you want to request time off. When you select a date, a row containing the date is added to the request table on the right side of the page.

Tip: To deselect a date, click the date in the calendar again.

- 4 For each date you selected, edit the Start Time and Hours fields (if necessary).
- 5 For each date you selected, make a selection from the Earnings Code menu.
- 6 To have your request reviewed by a certain date, click  (next to the Review By field) and select a date.
- 7 Click **Submit**. Your request is sent to your primary reviewer (usually your manager).

To View or Edit Your Time Off Requests

- 1 From the Time & Attendance menu, select **My Attendance**.
- 2 Under the Time Off Request heading, navigate to the Status menu. Select which types of requests you would like to view. The possible statuses are:

Status Type	Meaning
Pending Review	The request has been submitted, but has not yet been reviewed.
Pending Requester Acceptance	The request was partially approved. You can either accept the partial approval or cancel the request.
Approved	The request was fully approved and applied to your schedule.
Accepted	The request was partially approved, accepted by you, and applied to your schedule.
Denied	The request was denied by your reviewer.
Canceled	The request was canceled by you, a reviewer, a manager, or the Time & Attendance module.

- 3 To view requests for a different year, make a selection from the **Year** menu. (This menu is not displayed unless you submitted a time off request before the current calendar year.)

Tip: To view detailed information about or to edit a request, click the request number in the far-left column. Although you can view information about any request, you can only edit requests that have a Pending Review status. If you need to make changes to a request that has already been reviewed, you must cancel the request and enter a new one.

- 4 If you made any changes, click **Submit**.

To Respond to Partially Approved Time Off Requests

- 1 From the Time & Attendance menu, select **My Attendance**.
- 2 Under the Time Off Request heading, click the request number for a request with the Pending Requester Acceptance status.
- 3 Read the information in the Review column at the bottom of the page. This indicates which part of your request was accepted and which part was denied.
- 4 If you want to accept the partial approval of your time off request, click **Accept Partial Approval**.
- 5 If you do not want to accept the partial approval, click **Cancel Request** and click **OK**.

To Cancel a Time Off Request

- 1 From the Time & Attendance menu, select **My Attendance**.
- 2 Under the Time Off Request heading, click the request number in the far-left column for the request you want to cancel.
- 3 Click **Cancel Request** and click **OK**.