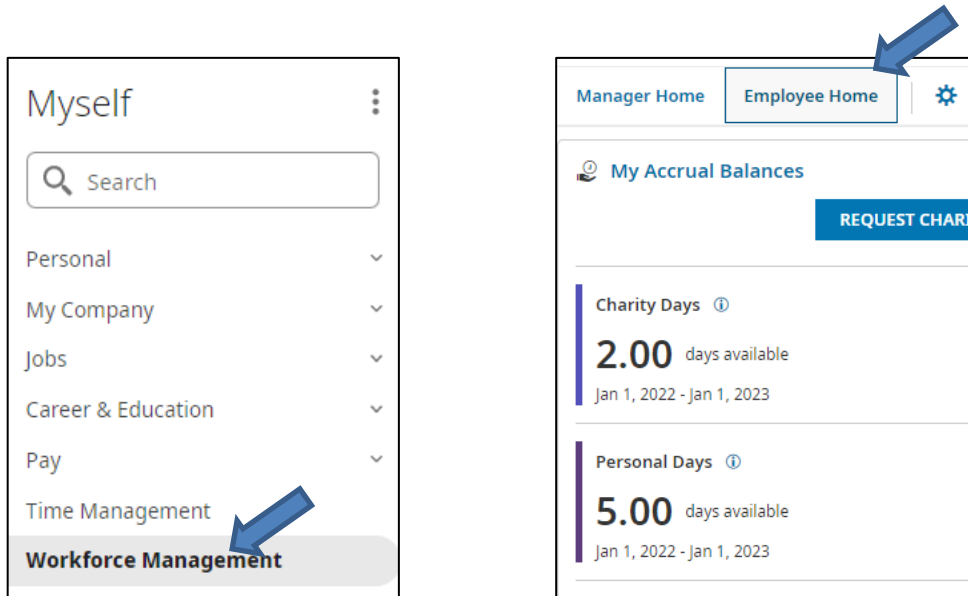


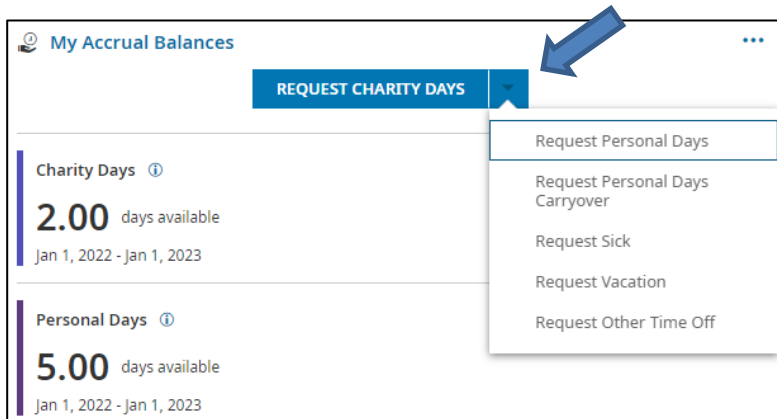
Request Time Off

The application allows you to easily request and monitor time off using the Time Off Request calendar.

Navigation into UltiPro through OKTA: **Myself > Workforce Management > Employee Home > Request**



1. Select the **Time Off Type** drop-down and select desired Time Off Type (vacation, personal day, sick, etc)



2. Select the **Request Type** drop-down and select from the following:
 - **Full Day:** requesting a full day off
 - **Multiple Days:** enter more than one day off at a time
 - **Partial Day (Bulk):** enter either full or half day requested for the day

Request Time Off

MON AUG 15

Schedule (0.00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm

Time Off Type * Request Type *

Vacation

Full Day
Multiple Days
Partial Day (Bulk)

Comment

3. Select Multiple Days under Request Type if requesting more than 1 day

Time Off Type * Request Type *

Vacation Multiple Days

From * To *

08/18/2022 08/26/2022

4. If Request Type = Partial Day, then Enter duration (displayed fields are dependent on the **Request Type**). The Total Hours will auto populate after you select Duration (8 for Full Day and 4 for Half Day)

Time Off Type * Request Type *

Vacation Partial Day (Bulk)

Date *

08/18/2022

Duration * Total Hours *

Total Hours 0.00

Total Hours
Auto Populate Day
Auto Populate 1/2 Day

5. Type a **Comment** (optional).
6. Select **Submit Request**. if the accrual balance would result in a negative value, you will receive an error and will not be able to submit.

Other Time Off Items

1. **To see your available balance:** Go under “My Accrual Balance” and click the information button. You will not see **Pending** days here

The screenshot shows the 'My Accrual Balances' page. At the top, it displays 'Personal Days Carryover' with a value of 5.00 days available for the period Dec 31, 2021 - Dec 31, 2022. Below this is a summary table:

Current Accrued	20.00
Current Balance	20.00
Available Balance	0.00
Taken	0.00
Scheduled	0.00
Current Accrue Rate	20 Days/Yearly

Below the table, the 'Vacation' section shows 20.00 days available for the period Jan 1, 2022 - Jan 1, 2023. A blue arrow points to the information icon (i) next to the Vacation balance.

2. **To cancel a request** (you cannot edit a request): Go to My Time > Time Off > History
Next year = all items in the future
Past year = all items in the past

Items with a Trash can be deleted. Items that have been approved cannot be deleted by the employee. The manager must process any approved requests.

The screenshot shows the mobile app navigation menu. The 'Time Off' section is expanded, showing options for Request, History, Balances, and Calendar. The 'History' option is highlighted.

The screenshot shows the 'Period' dropdown menu with the following options: Next year, Next year, Past year (highlighted), Next 3 months, and Past 3 months.

The screenshot shows the 'Time Off History' page. The 'Period' dropdown is set to 'Next year'. A 'Vacation' request is listed with the following details:

Date	Aug 19, 2022
Amount	8.00 hours
Submitted On	Aug 16, 2022
Status	New

A trash can icon is visible next to the request.

3. Fun:

Make sure you are on Edit Mode. You can adjust the size of the tiles, move the tile or remove this file



Click on the Gear to adjust the picture. Clicking in the field when live will feed the Turtles/Buffalo.

