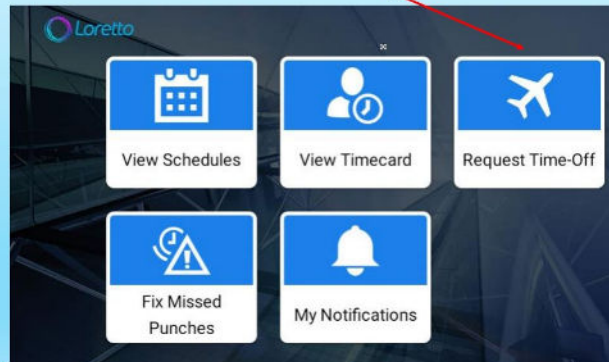# How to Request Time Off from the Timeclock

Swipe your badge at a timeclock to access the home screen. Click the "Request Time-Off Button".	Touch the *Request Time-Off* Tile on the timeclock
Select the desired transaction type – in this case, "New Time Off Request". Then, click "Submit"	
<u>Select a Start and End Date for your time off request.</u> <u>Note: If the request is only for one day, these fields will be the same date.</u>	

Then, select "Duration" and choose the unit of time you want. Note: Hours should only be used for one partial-day request and require you to input the range of hours.	**Request Time-Off** Start Date — Enter Start Date End Date — Enter End Date Duration — Select Duration Deduct from — PTO Comments Code — Select Comments Code Comments — Enter Comments Add Another — Submit Duration — Hours StartTime — 2:00 PM EndTime — 4:00 PM **Duration** ◉ Full ○ Hours × Select
Note: Comments are optional. Finally, click the "Submit" button on the "Request Time Off" screen.	Deduct from — PTO Comments Code — Select Comments Code Comments — Enter Comments Add Another — Submit