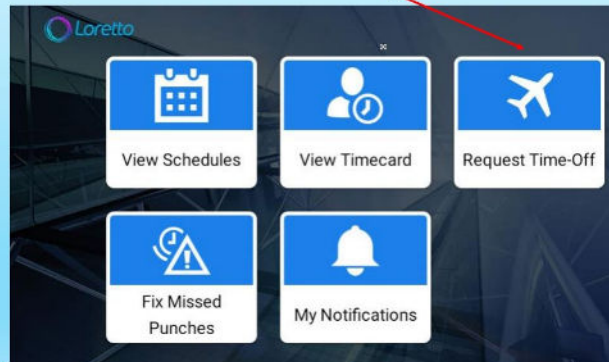


How to Request Time Off from the Timeclock

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"

A screenshot of the 'Request Time-Off' form. The title is 'Request Time-Off'. Under 'Request Type', there are three radio button options: 'New Time Off Request' (selected), 'Cancel Time Off Request', and 'Time Off Request Status'. A red box highlights the 'New Time Off Request' option, and a blue arrow points to it. At the bottom, there is a blue 'Submit' button and a back arrow.

Select a Start and End Date for your time off request.

Note: If the request is only for one day, these fields will be the same date.

A screenshot of the 'Request Time-Off' form showing the input fields. The 'Duration' field is highlighted with a red box and a blue arrow. The 'Start Time' and 'End Time' fields are also highlighted with a red box and a blue arrow. The 'Start Date' and 'End Date' fields are visible at the top. At the bottom, there are 'Add Another' and 'Submit' buttons.

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

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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.

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Comments Code Select Comments Code

Comments Enter Comments

Add Another Submit