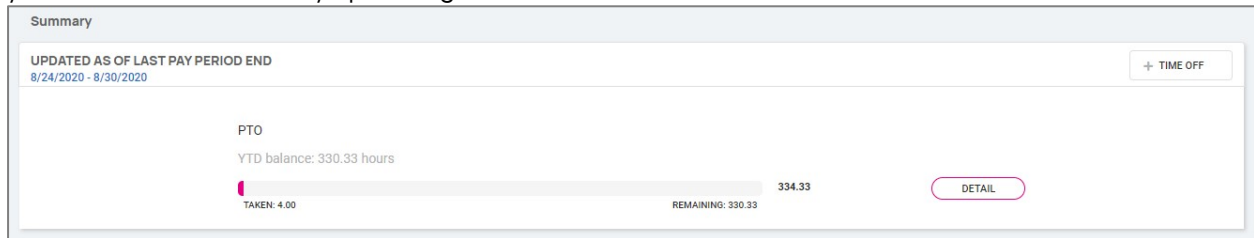


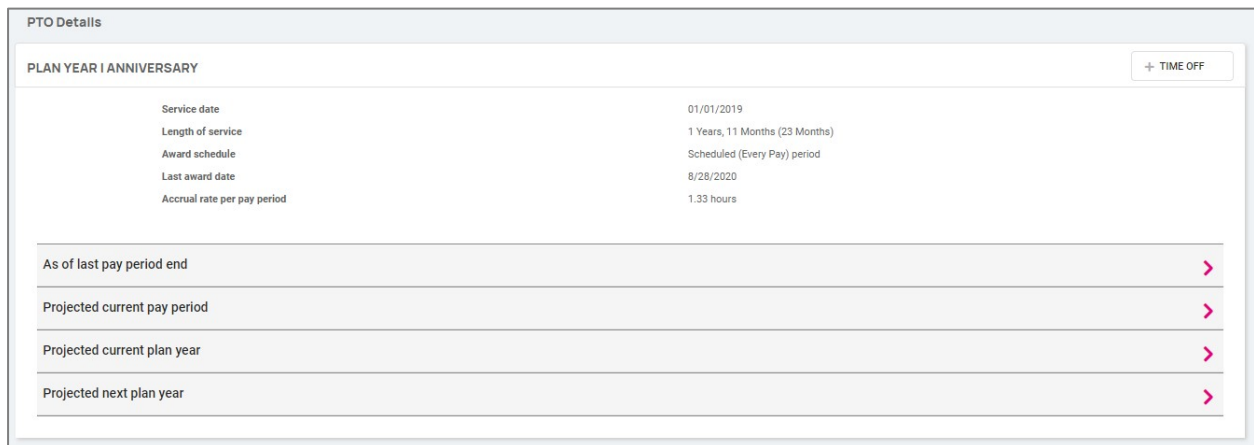
Time and Attendance > Time Off

The **Time Off** screen can be opened by selecting the **Time Off** button at the top of the Time Card view. This allows you to view details of your accrual plans, upcoming, pending, and past time off requests.

The first section provides a summary of your accrual plans with balances, and if selected, a detailed outline of when you last accrued time, any upcoming accrued time, etc.



When you select the **Detail** button on the right-hand side, the details around that specific accrual plan will be outlined



- **Service Date:** This lists your hire date or rehire date, in some case where the accrual is being calculated from.
- **Length of Service:** Based on your Service Date, this calculates your length of service with the company.
- **Award Schedule:** This lets you know how frequently you are awarded the accrual time.
- **Last Award Date:** This displays the last date you were awarded time for this accrual.
- **Accrual Rate:** This displays how much time you earn on each award schedule.
- **As of Last Pay Period End:** Once expanded using the > on the right side, this displays your available balance as of the last pay period, hours used last pay period, and year to date.
- **Projected Current Pay Period:** Once expanded using the > on the right side, this displays projections for the current pay period. It displays how many hours were taken, how many hours will be accrued, and what hours are pending (requests that have not been approved or are in the future). **Note:** Pending hours are not included in your balance.

- **Projected Current Plan Year:** Once expanded using the > on the right side, this displays projections for the current plan year. It displays how many hours were taken, how many hours will be accrued, and what hours are pending (requests that have not been approved or are in the future). **Note:** Pending hours are not included in your balance.
- **Projected Next Plan Year:** Once expanded using the > on the right side, this displays projections for the next plan year. It displays how many hours were rolled over from the previous plan year, what your current balance is, how many absence hours are approved, how many hours will be accrued, and what hours are pending (requests that have not been approved or are in the future). **Note:** Pending hours are not included in your balance.

The bottom of the **Time Off** screen outlines any upcoming time off requests, pending requests, and historical time off entered into the system, as well as company observed holidays.

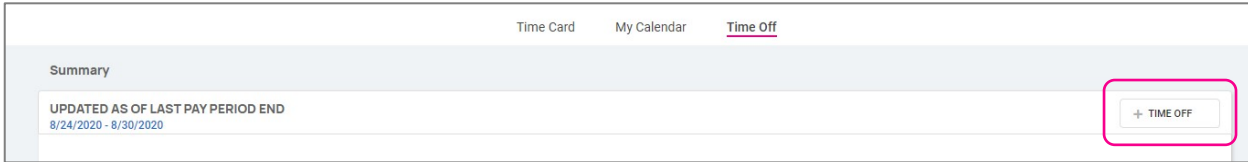
The screenshot displays the 'Time Off' interface with four main sections:

- UPCOMING TIME OFF:** A table with columns: Date, Absence policy, Hours, Status.
- PENDING REQUESTS:** A table with columns: Date, Absence policy, Hours, Status. It shows two pending sick days on 10/9/20 and 10/10/20. A 'View 3 more' link is present.
- PAST TIME OFF:** A table with columns: Date, Absence policy, Hours, Status. It shows two approved vacation days on 9/25/20 and 9/18/20. A 'View 39 more' link is present.
- 2020 holidays:** A list of holidays for 2020: Jan 1 (New Years), Jan 15 (MLK Jr Day), Feb 2 (President's Day), May 25 (Memorial Day), Jul 3 - Jul 5 (Date Range), Jul 4 (Independence Day), Sep 7 (Labor Day), Oct 2 (Columbus Day), Nov 6 (Veterans Day), Nov 26 (Thanksgiving Day), Dec 25 (Christmas Day).

Help Docs

Requesting Time Off

To submit a time off request, select the Time Off button in the top-right corner of the screen.



- Select the **Absence Policy**.
- Select the **From** and **To** dates.
- Enter the **Start Time** for the request.
- Update the corresponding **Days of the week**.
- Enter the **Number of hours** per day you are requesting.
- Double check the **Total Requested Hours**.
- Enter any **Notes** you want the approver to see.
- Choose **Submit**.

Once the request has been submitted, it goes through your company workflow process for approval.

A screenshot of the 'TIME OFF REQUEST' form. At the top left, it says 'TIME OFF REQUEST'. Below this, there is a 'Policy' dropdown menu set to 'PTO'. To the right, there are two boxes: 'AVAILABLE 349.00 Hours' and 'AFTER REQUEST 341.00 Hours'. Below these are 'From' and 'To' date fields, both set to '12/10/2020'. Underneath is a 'Requested days off' section with radio buttons for 'Su', 'M', 'T', 'W', 'Th', 'F', and 'S'. The 'Th' button is selected and highlighted in blue. To the right of these buttons is a 'Deselect all' link. Below that are 'Start time' and 'Hours per day' fields. 'Start time' is set to '08:00' and 'Hours per day' is set to '8'. Below these fields, it says 'Total requested 8 hours'. At the bottom, there is a 'Note' text area. At the very bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'.