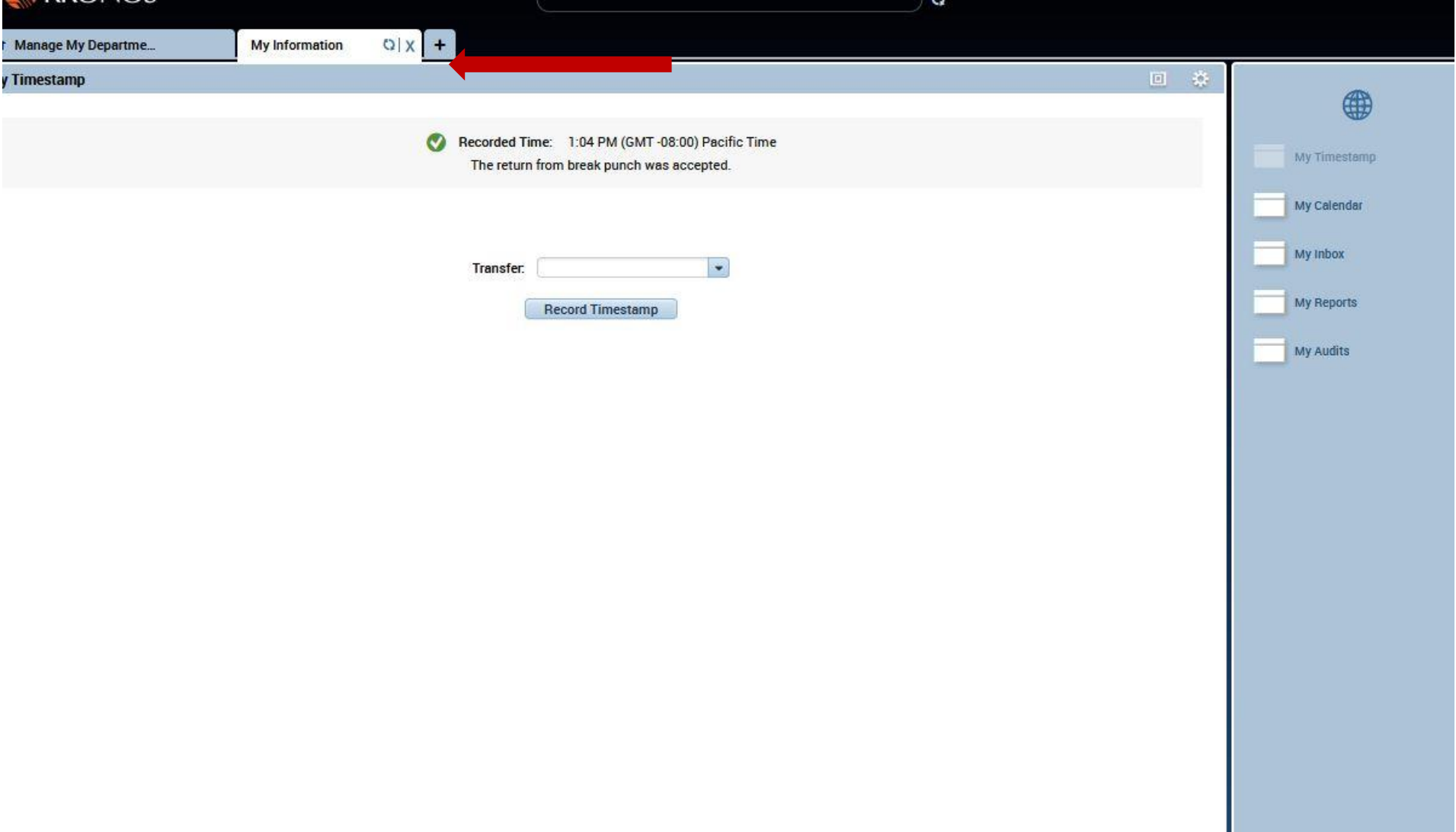


# Request Time off non-exempt Employees



Go to the + sign and select **My information**

Manage My Departme...

My Information



## My Timecard



Loaded: 2:58 PM

Current Pay Period



View

Approve  
TimecardPrint  
Timecard

Refresh



Calculate



Save

|     |   | Date     | Schedule | In | Out | Transfer | In | Out | Transfer | Pay Code | Amount | Shift | Daily | Period |
|-----|---|----------|----------|----|-----|----------|----|-----|----------|----------|--------|-------|-------|--------|
| +/- | X | Mon 8/03 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Tue 8/04 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Wed 8/05 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Thu 8/06 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Fri 8/07 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Sat 8/08 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Sun 8/09 |          |    |     |          |    |     |          |          |        |       |       |        |
| +/- | X | Mon 8/10 |          |    |     |          |    |     |          |          |        |       |       |        |

Totals

Accruals

Historical Corrections

Audits

All



All



| Account   | Pay Code | Amount |
|---|----------|--------|
| CGU-Director of HR/101237-0/Position-CGU-145208/-/-/CGU | Vacation | 3.50   |



My Timecard

My Calendar

My Inbox

My Reports

My Audits

On the right hand side go to **My Calendar**

My Calendar

August 16 - 22, 2020

Current Pay Period

- Day
- Week
- Month
- Visibility Filter
- Request Time Off



|         | Sun 8/16 | Mon 8/17 | Tue 8/18 | Wed 8/19 | Thu 8/20 | Fri 8/21 | Sat 8/22 |
|---------|----------|----------|----------|----------|----------|----------|----------|
| 8:00AM  |          |          |          |          |          |          |          |
| 9:00AM  |          |          |          |          |          |          |          |
| 10:00AM |          |          |          |          |          |          |          |
| 11:00AM |          |          |          |          |          |          |          |
| 12:00PM |          |          |          |          |          |          |          |
| 1:00PM  |          |          |          |          |          |          |          |
| 2:00PM  |          |          |          |          |          |          |          |
| 3:00PM  |          |          |          |          |          |          |          |
| 4:00PM  |          |          |          |          |          |          |          |

Then Select **Request Time Off**

**Request Time Off**

Type: Time Off Request

|     | Start date | End date  | Pay code     | Time Unit | Start time | Daily Amount |
|-----|------------|-----------|--------------|-----------|------------|--------------|
| + x | 8/17/2020  | 8/17/2020 | Bereaveme... | Hours     | 8:00AM     | 0.0          |

Accruals on: 8/17/2020

|          | Accrual     | Balance |
|----------|-------------|---------|
| Sick     | 7.50 Hour   |         |
| Vacation | 270.00 Hour |         |

Note (optional)  
Type a note (optional)

Cancel Submit

Select the type of request and **Submit**

**!** Please remember you only submit 7.5 hours daily for any time off and if the time off is in between week-ends make sure you create two requests or the system will add the weekend days.