



## Request Time Off

*Time Management*

### Request Time Off

You can request time off in Time Management using the Time-Off Requests page.

**NAVIGATION:** *Myself > Time Management*

1. Select the Scheduler category, and then select the Requests tab. The Time-Off Requests page appears.
2. View your available accrual balance information and submitted requests.
3. Select either the Add icon or from the Things I Can Do, select the Add Time Off Request link. The New Request section appears.

	Date	Day	Type	Hours	Start	End	Available Hours	Remaining Hours
x	10/27/2017	FRI	VACATION	8.00			300	292.00
x	10/30/2017	MON	VACATION	8.00			292	284.00

4. Select the appropriate pay code from the Type drop-down list.
5. Enter the requested start and end dates. Use the Calendar icon, if needed.

### Note

You can also add an optional description and note to the approving supervisor.

6. For advanced requests (multiple pay codes, partial days, non-consecutive days), select the Show Advanced Options button to display the daily table. (The Advanced Options section may appear by default depending on your company configuration.)

### Note

- You can remove days, change the pay code, modify the hours or add start and stop times by selecting the request. Or select the Hide Advanced Options to return to the Simple Request.
- Only days designated by your company as workdays are included.

7. Select Save. The request is sent to your supervisor and you will be brought back to the landing page where you can see all submitted requests.

The status of the request remains in Pending status until it is approved or denied by your supervisor. After your supervisor approves or denies your request, you will receive a message when you access Time Management.

## Modify Time Off Requests

You can modify and cancel requests for time off, as well as send a reminder to respond to a request in Time Management using the landing page. You can use the filters to find requests from the landing page.

### *NAVIGATION: Myself > Time Management*

1. Select the Scheduler category, and then select Requests.
2. Select the entry you wish to modify.
3. From the Action bar, select the action: Edit, Remind, or Cancel.
  - If you select Edit, an Edit Request form appears with the original information.
  - If you select Remind, a Reminder Message pop-up window appears. Enter a message to your supervisor and select Remind (for example, "need to buy airline ticket soon").
  - If you select Cancel, a Cancel Message pop-up window appears. If the Cancel option is gray, your company does not allow employee cancelations of requests.

### Note

Select the View Calendar from Things I Can Do to view an annual comprehensive view of historical and current time off requests status. Select a month to see a monthly view of requests. You can also view/hide requests based on status by selecting/deselecting from the key on the left.

Calendar View November 2016

**Status**

- All Statuses
- Pending
- Approved
- Declined
- Cancel Pending
- Canceled
- Modify Pending
- Removed
- Mixed Requests

< 2016 >

January 2016							February 2016							March 2016							April 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6			1	2	3	4	5							1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30
31																											

  

May 2016							June 2016							July 2016							August 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4					1	2			1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

  

September 2016							October 2016							November 2016							December 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3							1			1	2	3	4	5						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				

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