

Request Time Off

Time Off Requests are used to request time off in the future when the employee has an available balance in their Vacation bank. Use of Sick bank will continue to be handled by the employee's manager.

From the Home Page:

Use the **My Time Off** tile to request time off for any future **scheduled** days in **full day increments**.

1. From the My Time Off tile, click on the **Select Dates** icon (calendar).

My Time Off

* Reason
PTO VAC: 72.00 Hours

* Dates
7/05/2023

Select Dates

- To select one day, click the date twice and select Apply
- To select more than one **consecutive day** select the days (see below) and select Apply.

Date Range

These dates will reflect what is selected

Start Date: 11/20/2023 End Date: 11/22/2023

November 2023

Click on the first date then drag your mouse to the last consecutive date and click again

20 21 22

Cancel Apply

- Review the request in the Request Time Off tile to confirm the days:

My Time Off

* Reason
PTO Hold

* Dates
12/26/2022 - 12/29/2022

Review and confirm dates. If ok, select "Submit". If changes are needed, click on the "Select Dates" icon and reselect dates.

Advanced Options >

Submit

- Select **Submit**.

My Time Off Tile - Advanced Options

Use the **Advanced Options** to request time off for non-consecutive days, to add comments, or to specify hours duration.

1. Select **Advanced Options** in the My Time Off tile.

My Time Off

* Reason
PTO VAC: 72.00 Hours

* Dates
7/05/2023

Select Advanced Options to select non-consecutive days, unscheduled days, partial days, or to add comments

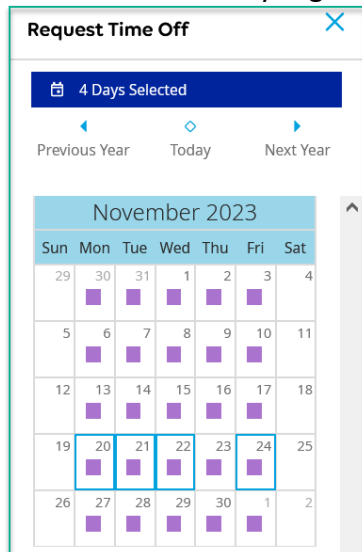
Advanced Options >

Submit

2. Select the applicable date(s) from the calendar and select **Apply**.

Do one of the following,

- Drag the cursor across dates to select multiple, consecutive days, or
- Click on individual days to select non-consecutive days.
- Click on selected days again to deselect days.



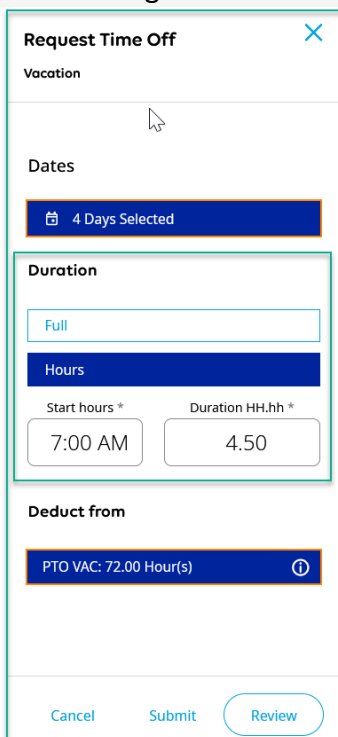
Note: Dates selected will be outlined in blue.

3. In the **Duration** section, select one of the following:

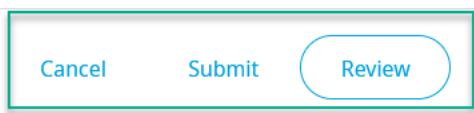
- **Full:** Entire shift that day.
- **Hours:** Enter Start Time and Duration in decimal format (ex. 4.50). **Note: The minimum duration allowed is 1.0 hours.**

Note:

The start and end times reset if you select another duration. If you later select Hours, you must enter the times again.



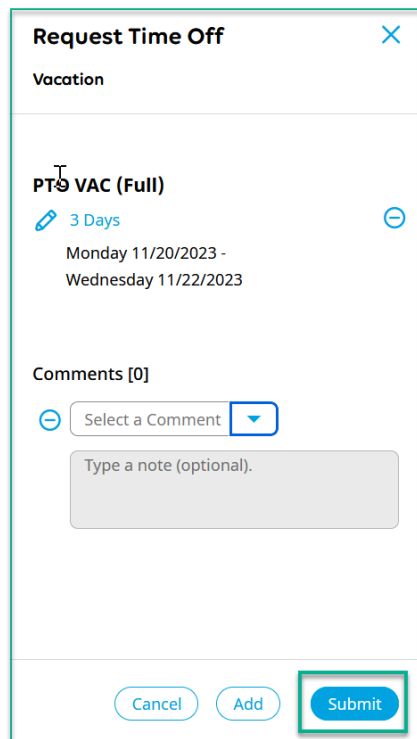
4. Select one of the following:



Cancel Submit Review

Note:

- Cancel – Cancels the request
- Submit – Submits the request without review or comment.
 - **Note: After submitting, any approval and cancellations will be for all dates within the initial request. Submit separate requests for separate approval or cancellation options.**
- Review – To review the request and/or to add a comment. Options once you select Review:
 - Cancel – Cancels the Request
 - Add – To add a second set of dates
 - After adding dates, repeat steps 2-3
 - Select Comment to add a comment
 - Use “**Request Time Off**” comment and add notes as needed.
 - Submit – To submit request after review



Request Time Off X

Vacation

PTO VAC (Full)

3 Days

Monday 11/20/2023 -
Wednesday 11/22/2023

Comments [0]

Select a Comment

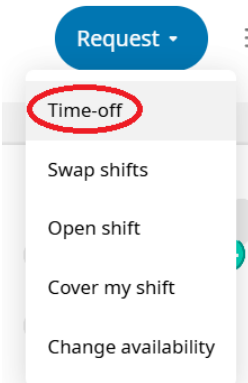
Type a note (optional).

Cancel Add Submit

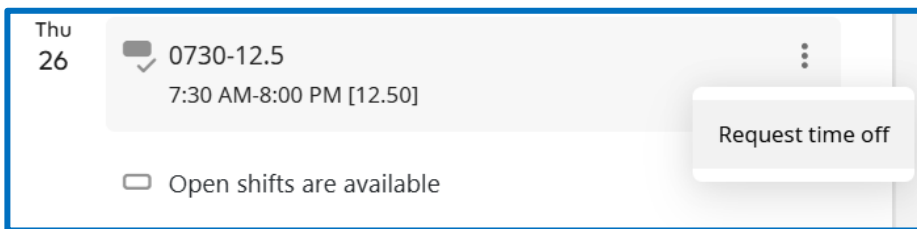
From My Calendar - Schedule:

Navigation: Main Menu > My Information > My Calendar - Schedule

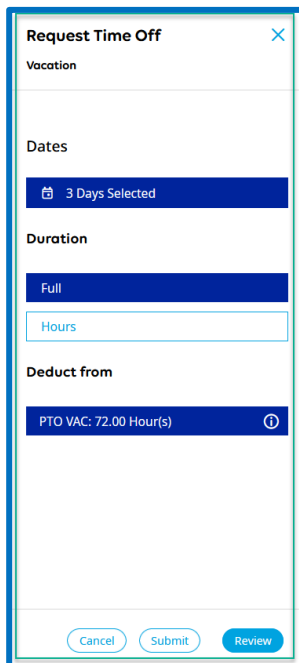
1. Select dates.
 - Drag across dates to select multiple, consecutive days
 - Use Ctrl key, then click on individual days to select non-consecutive days
 - Click on selected days again to deselect days
2. Do one of the following:
 - Select **New Request > Time-off**.



- Click the three dots next to one of your shifts, then select **Request time off**



3. The system will default to the Vacation type and will display the days selected and current vacation balance.

A screenshot of a mobile application interface showing the 'Request Time Off' form. The form has a title bar with 'Request Time Off' and a close button. Below the title bar, there is a section for 'Vacation' type. The 'Dates' section shows '3 Days Selected'. The 'Duration' section has a 'Full' button and an 'Hours' input field. The 'Deduct from' section shows 'PTO VAC: 72.00 Hour(s)' with an information icon. At the bottom, there are three buttons: 'Cancel', 'Submit', and 'Review'.

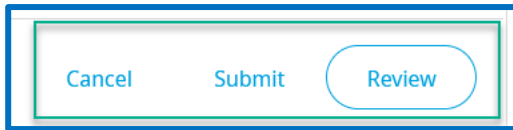
4. If you did not select dates in the calendar — or need to change the selected dates — select the dates selected to reselect days from the calendar.
 - Drag across dates to select multiple, consecutive days
 - Use Ctrl key, then click on individual days to select non-consecutive days
 - Click on selected days again to deselect days
 - Select **Apply**.
5. From Duration, select one of the following:
 - **Full Day**: Entire shift that day.
 - **Hours**: Enter Start Time and Duration in decimal format (ex. 4.50). **The minimum duration allowed is 1.0 hours.**

Note:

The start and end times reset if you select another duration. If you later select Hours, you must enter the times again.

The screenshot shows a 'Request Time Off' form with a blue border. At the top, it says 'Request Time Off' with a close button (X). Below that is a 'Vacation' section. The 'Dates' section shows a calendar icon and '4 Days Selected'. The 'Duration' section has two options: 'Full' and 'Hours'. 'Hours' is selected. Below 'Hours', there are two input fields: 'Start hours *' with '7:00 AM' and 'Duration HH.hh *' with '4.50'. The 'Deduct from' section shows 'PTO VAC: 72.00 Hour(s)' with an information icon (i). At the bottom, there are three buttons: 'Cancel', 'Submit', and 'Review'.

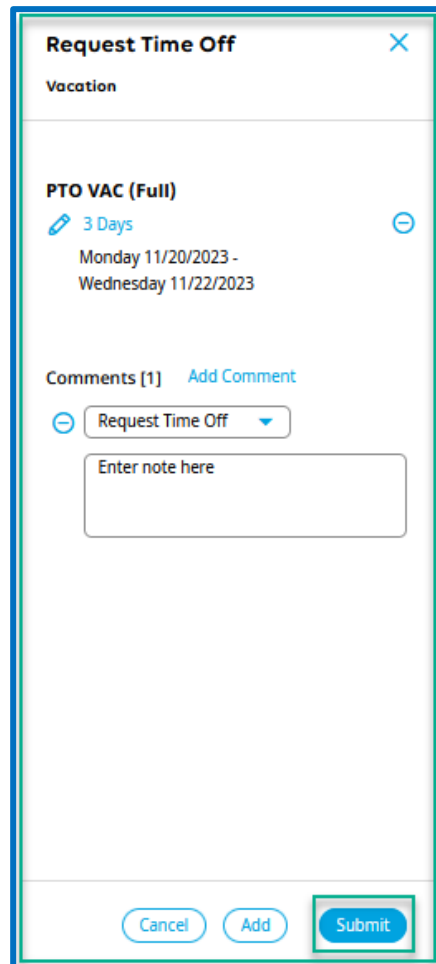
6. Select one of the following:



A horizontal button bar with three buttons: 'Cancel', 'Submit', and 'Review'. The 'Review' button is highlighted with a blue border.

Note: Cancellations by employees can only be performed before the manager approves the request. After approval, managers can cancel the request for the employee.

- Cancel – Cancels the request
- Submit — Submits the request without review or comment.
 - **Note: After submitting, any approval and cancellations will be for all dates within the initial request. Submit separate requests for separate approval or cancellation options.**
- Review – To review the request and/or to add a comment. Options once you select Review:
 - Cancel – Cancels the Request
 - Add – To add a second set of dates
 - Repeat steps 5-6
 - Select Comment to add a comment
 - Use “**Request Time Off**” comment and add notes as needed.
 - Submit – To submit request after review



Request Time Off X

Vacation

PTO VAC (Full)

3 Days

Monday 11/20/2023 -
Wednesday 11/22/2023

Comments [1] Add Comment

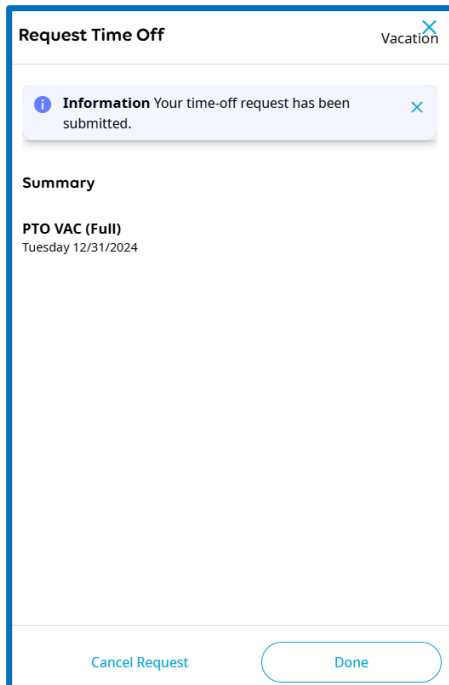
Request Time Off

Enter note here

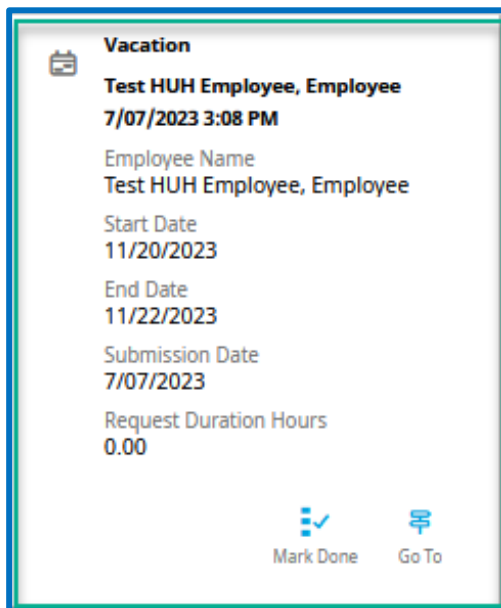
Cancel Add Submit

7. After submitting,

- A message stating the request has successfully been submitted will display, and there is an opportunity to cancel the request if needed.



- A notification will appear in the Control Center bell indicating the dates of the request, the submission date, and total hours requested.



- From the My Calendar-Schedule screen, scroll to the timeframe selected for the request, then select the desired request to cancel.



- Click on the vacation request to view more details or to cancel the request.

×

Your request

Details

History

✓

[Submitted]

Vacation (Full)

Requested date

Mon 12/30

Paycode

●

PTO VAC (Full)

Cancel request

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