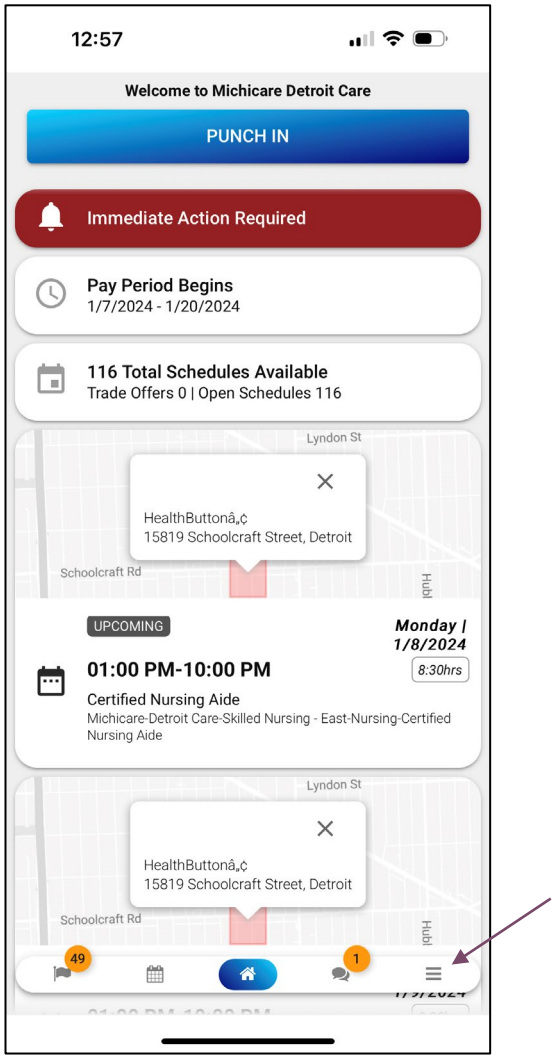
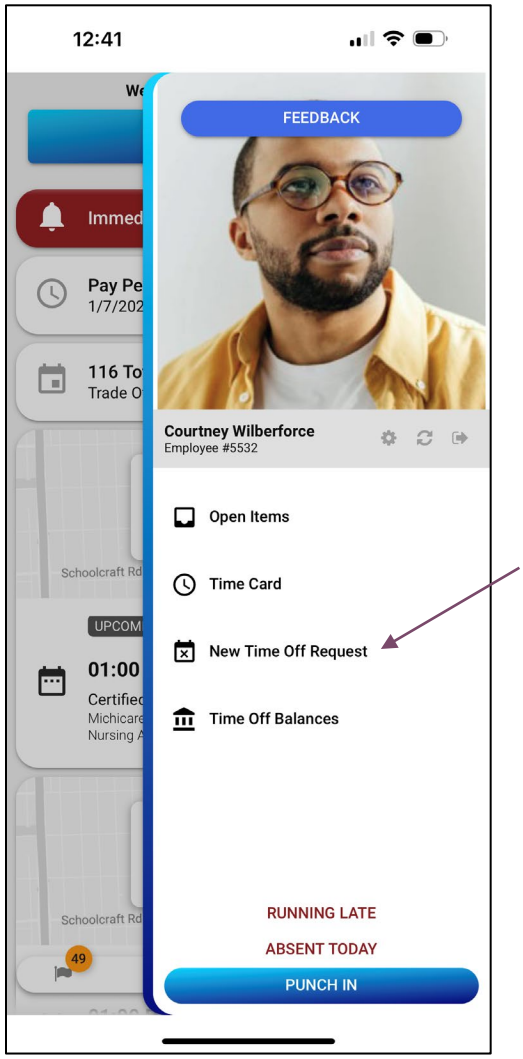
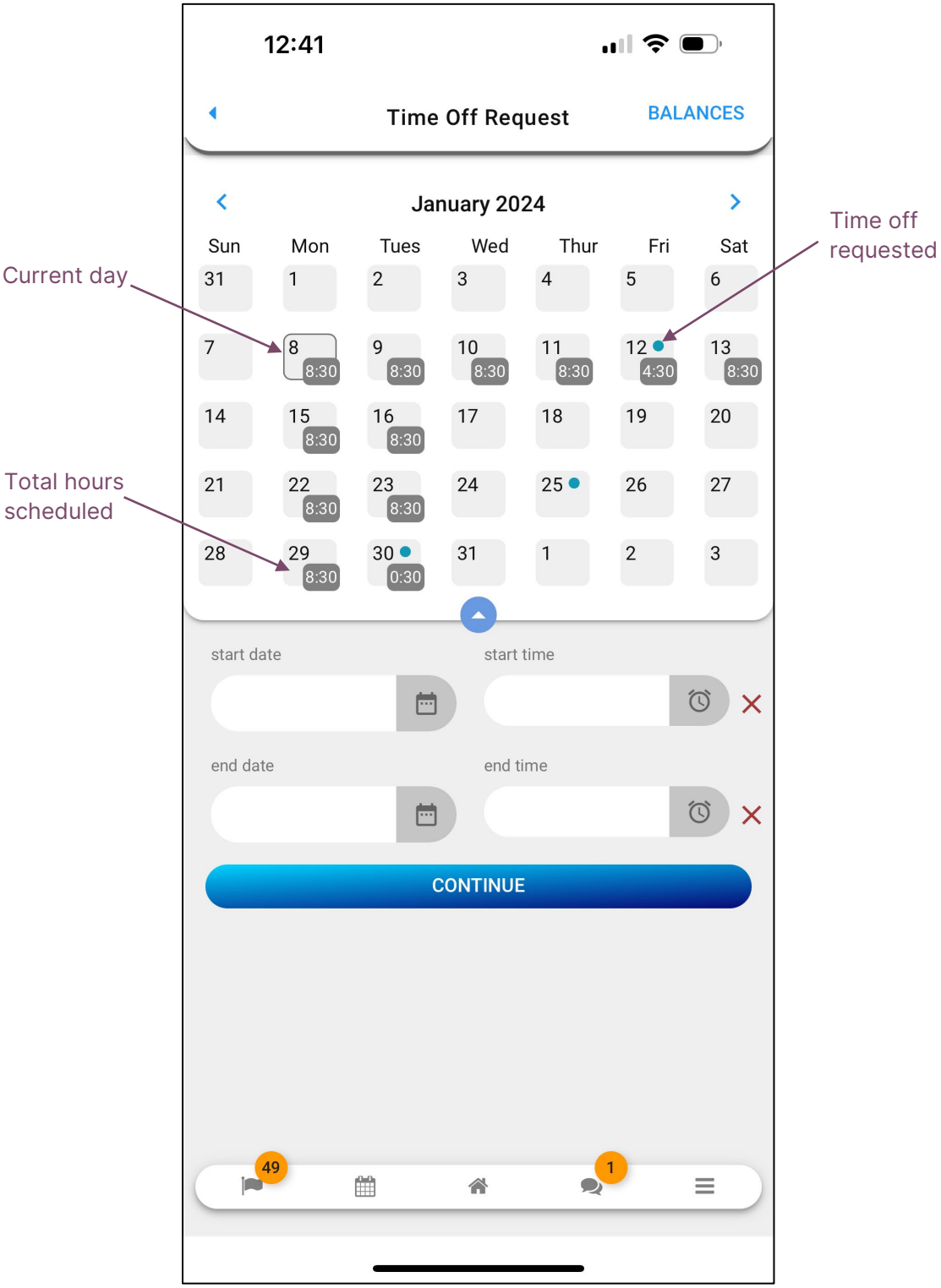
Requesting a Day off

To request a day off in My Attendance Manager, tap the ☰ menu in the home screen and tap New Time off Request in the employee screen.

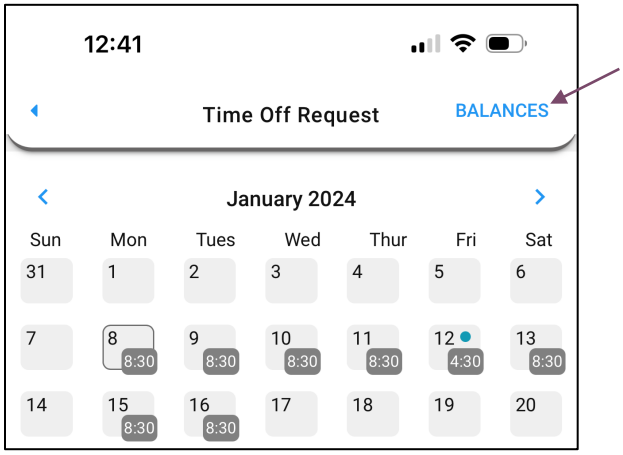


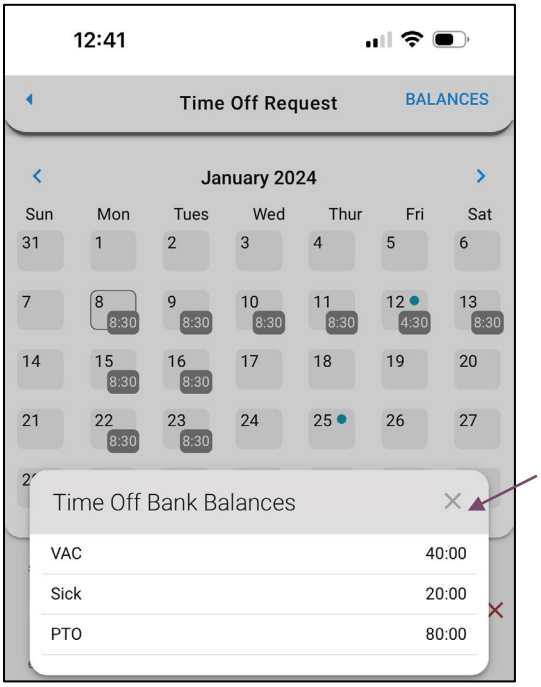


In the Time off Request screen, you can view days you are scheduled to work, indicated by the total scheduled hours displayed in the calendar. The current day is highlighted with a gray outline. Previous time off requests are indicated by blue dots.

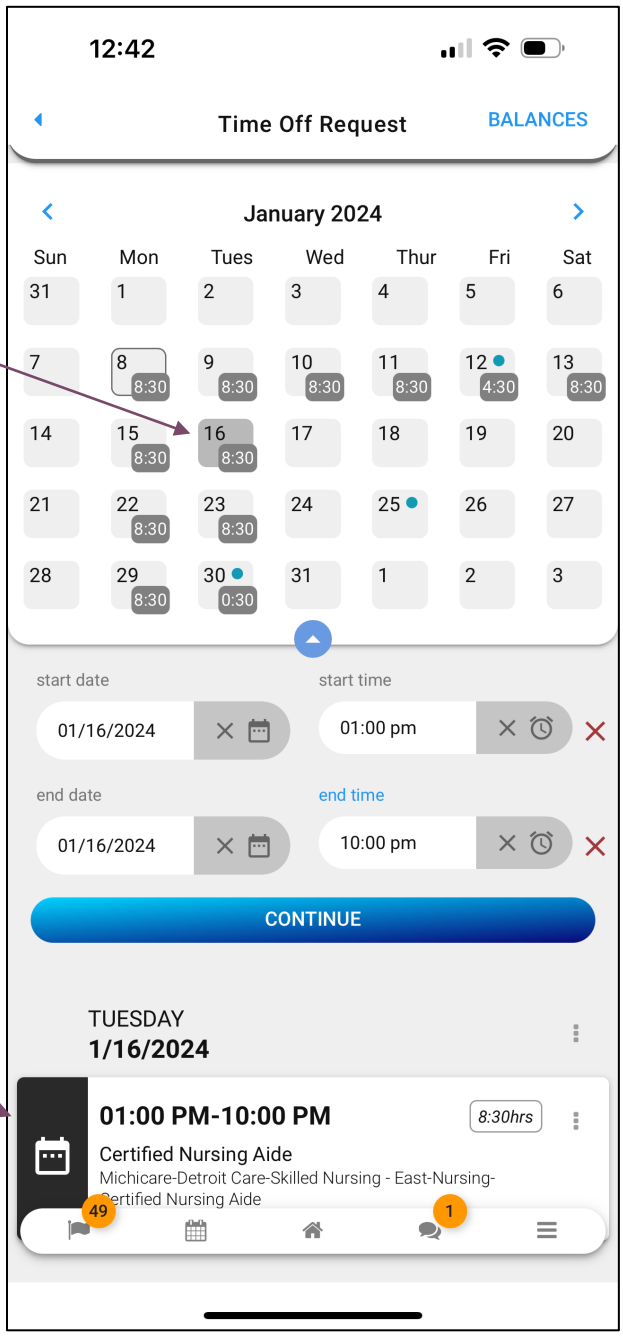


If you need to view your benefit balances before requesting time off, tap the Balances link at the top of the Time off Request screen. A pop-up Time Off Bank Balances window lists the total hours for each of your benefits.

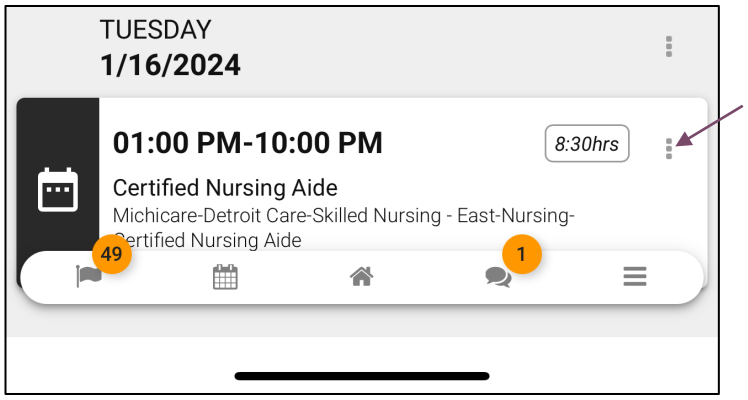




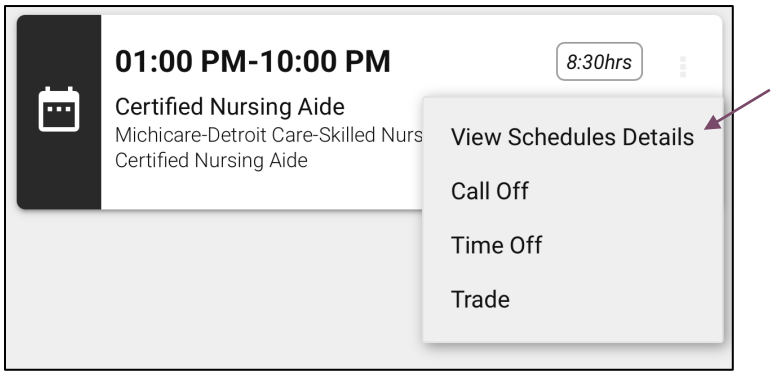
To enter the date and time of your time off request, tap the day you want to take off in the calendar. The selected day will be highlighted dark gray in the calendar. The date and time fields will be filled for you with the date selected and the start and end times of your scheduled shift.



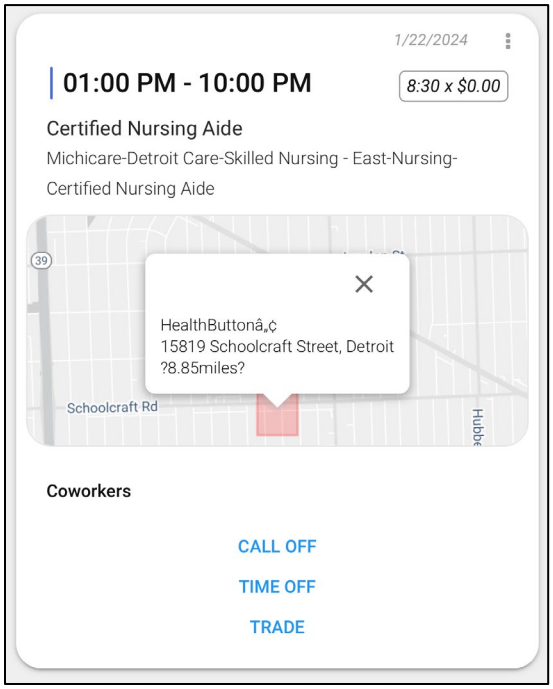
If you need to see details about the schedule you have selected, tap the menu in the schedule panel.



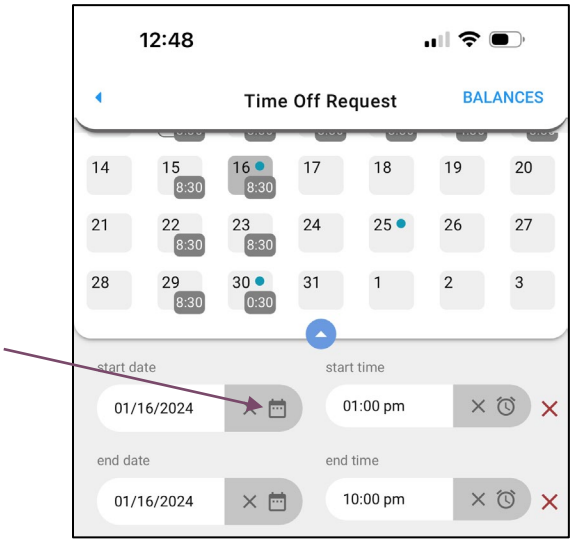
Tap the View Schedule Details in the menu.



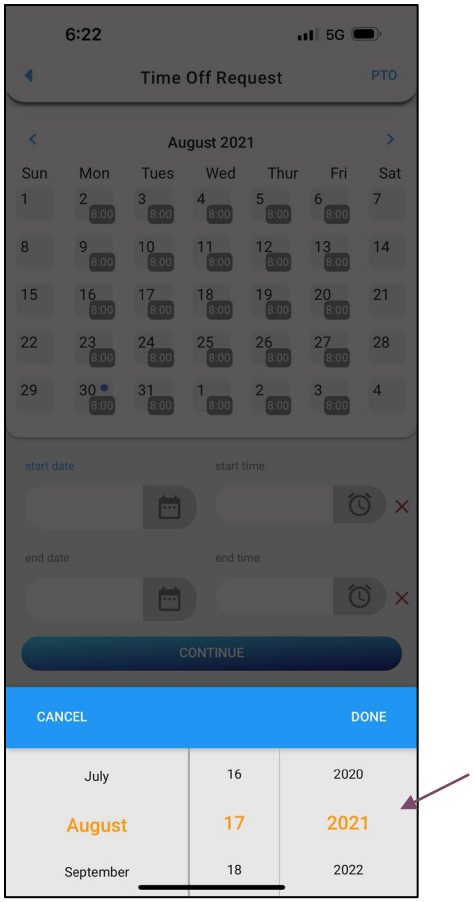
Schedule times, work location and date are displayed.



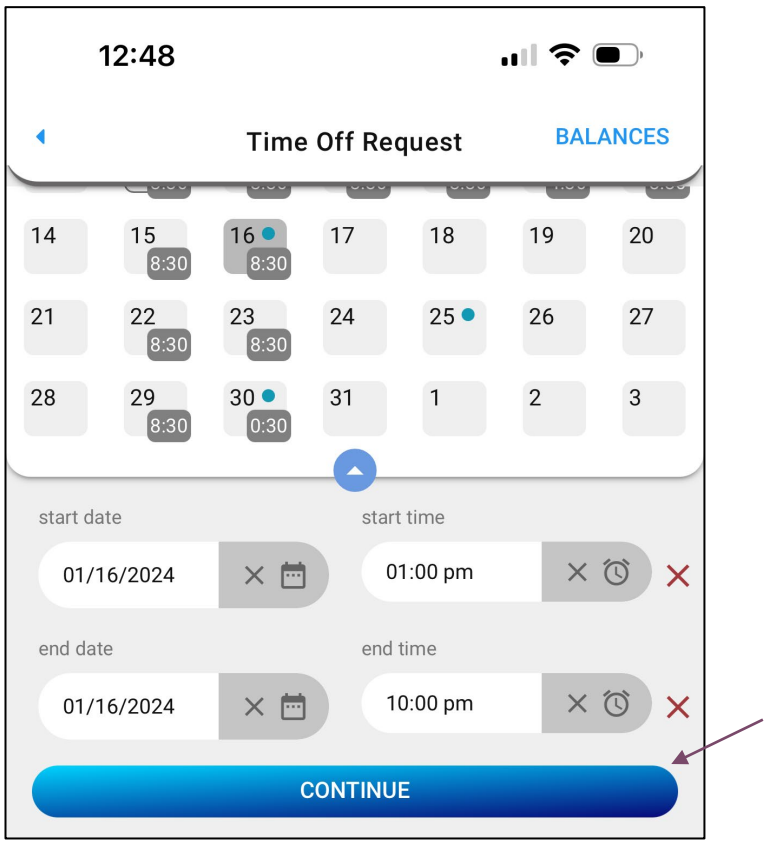
To request a different day off, either select a new day in the calendar or add the new day by tapping the calendar icon in the start and end date fields.



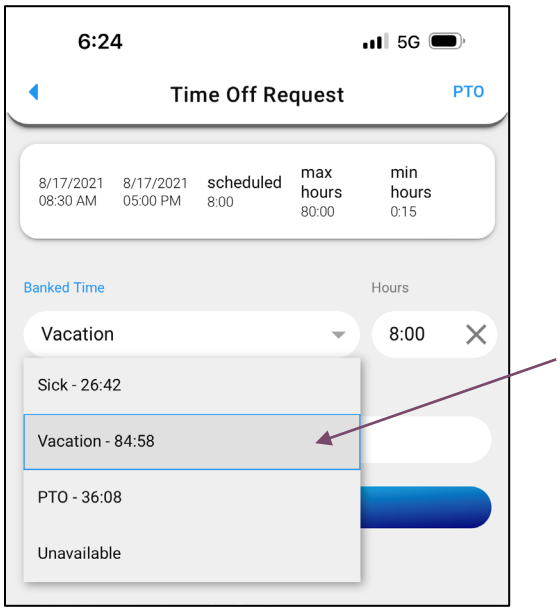
Swipe through the month, day and year selections until you have the day you are requesting off selected. Tap **Done** after you have selected your date.



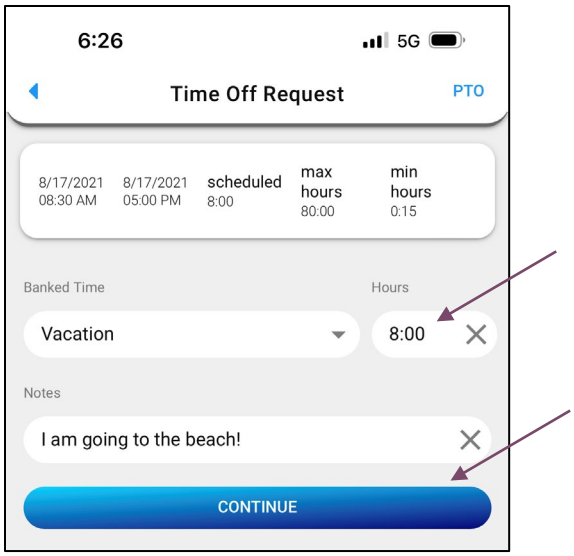
With the appropriate day selected, tap Continue.



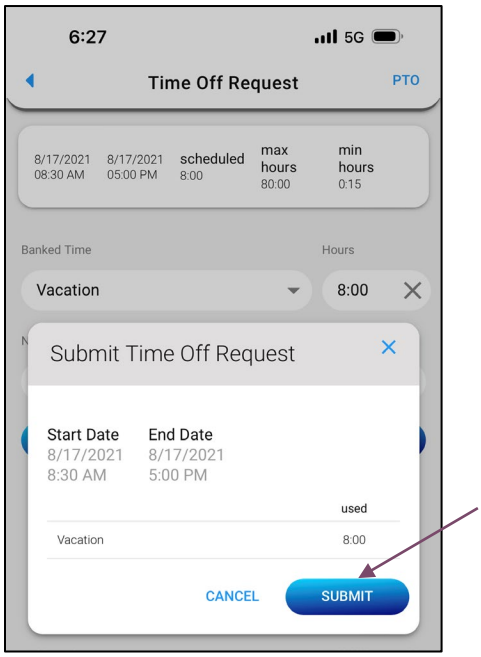
Select a benefit bank you want to use for your time off in the Banked Time drop-down list.



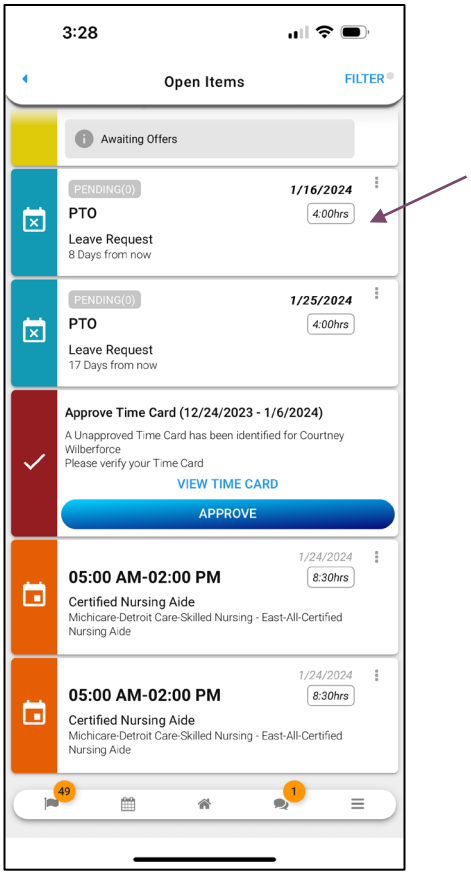
Check to make sure the correct amount of time is entered in the Hours field. Edit the Hours field if necessary. Type a message in the Notes field for your manager, if needed, and tap Continue.

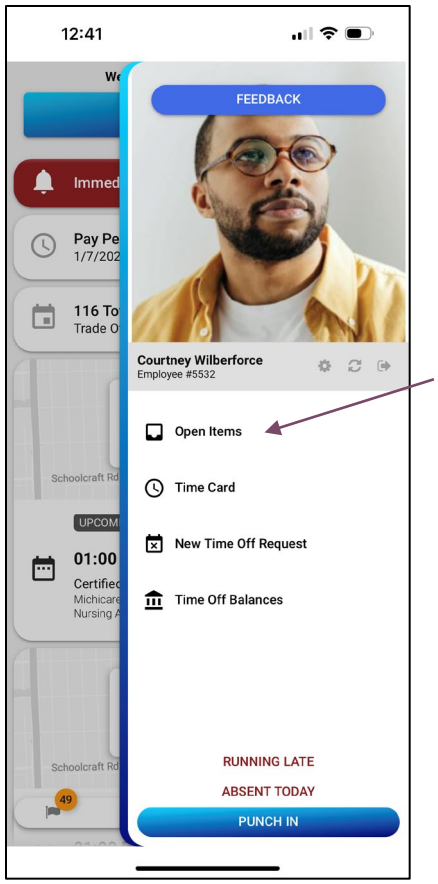


Review the details of your request and tap the Submit button if they look correct.

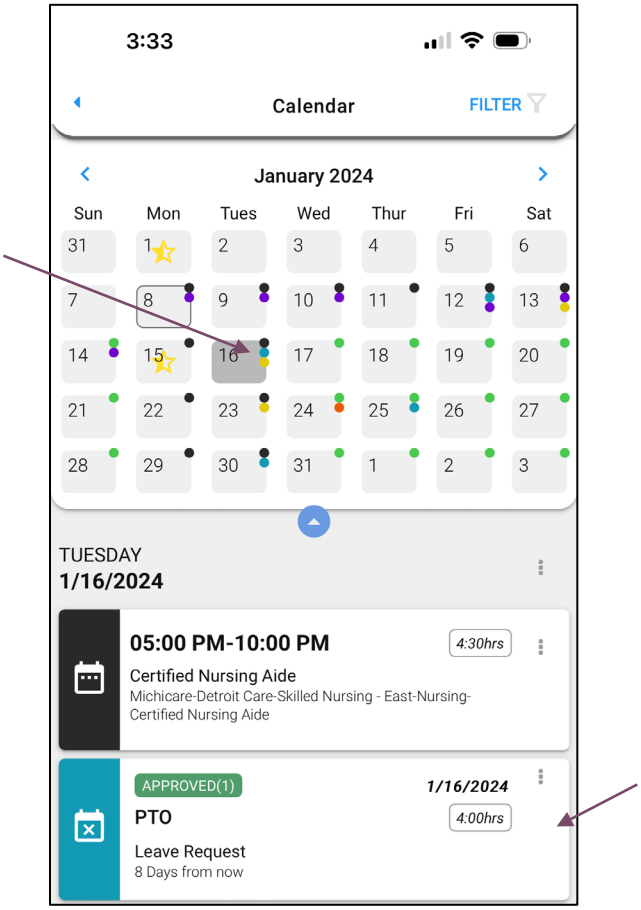


Submitted time off requests can be viewed in the Open Items screen. You can access Open Items from the employee panel.



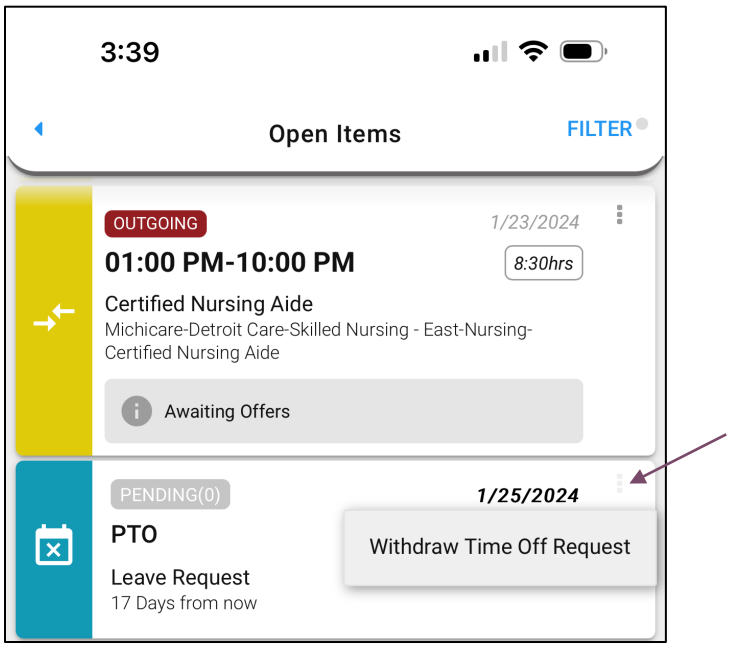


After your manager approves your time off request, you will no longer see it in the Open Items. Tap the Calendar button in your home page to view the Calendar screen. A blue dot will appear on the calendar date of your day off. Tap the date to view the details of your approved day off request.

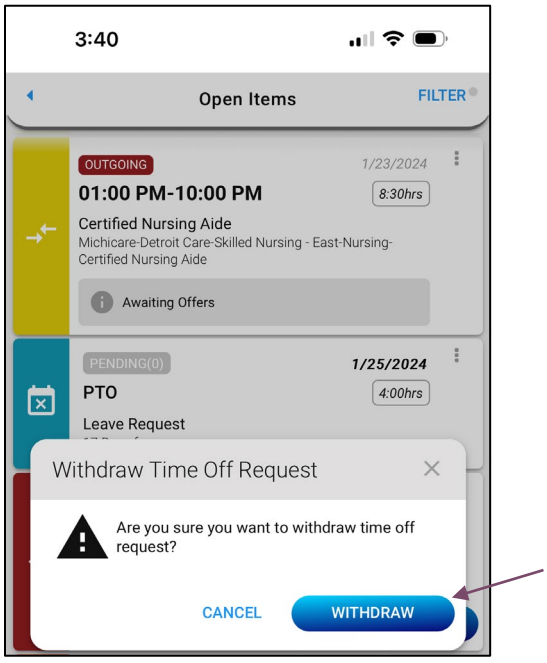


Canceling a Time off Request

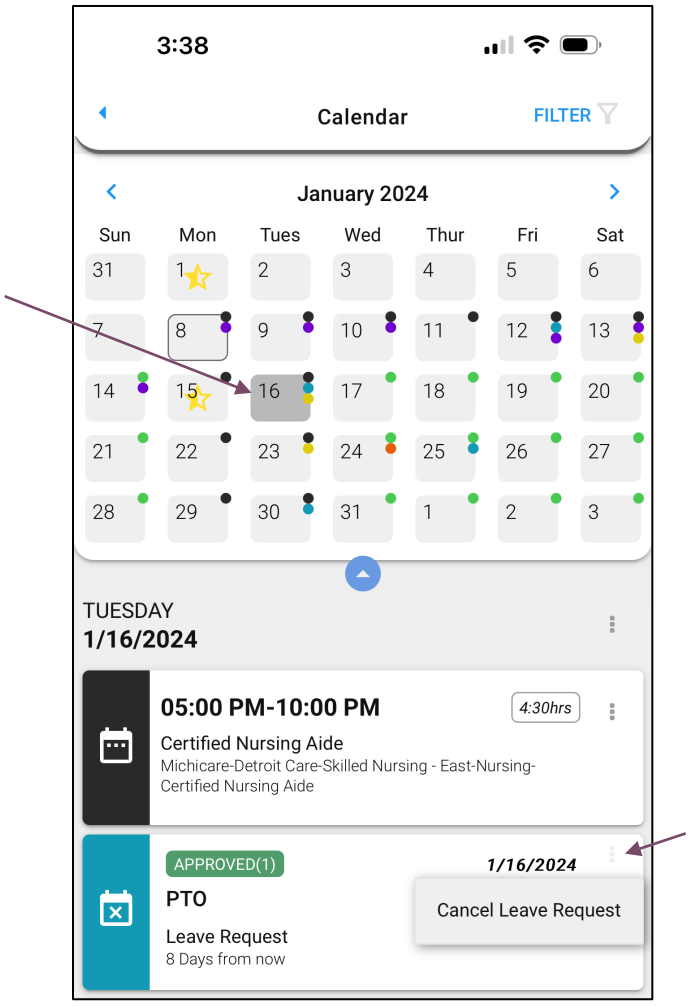
To cancel a time off request that is pending manager approval and a time off request that has been approved. To withdraw a pending time off request, navigate to the Open Items screen and tap the pending time off request tile menu ⋮. Tap the Withdraw Time off Request pop up window.



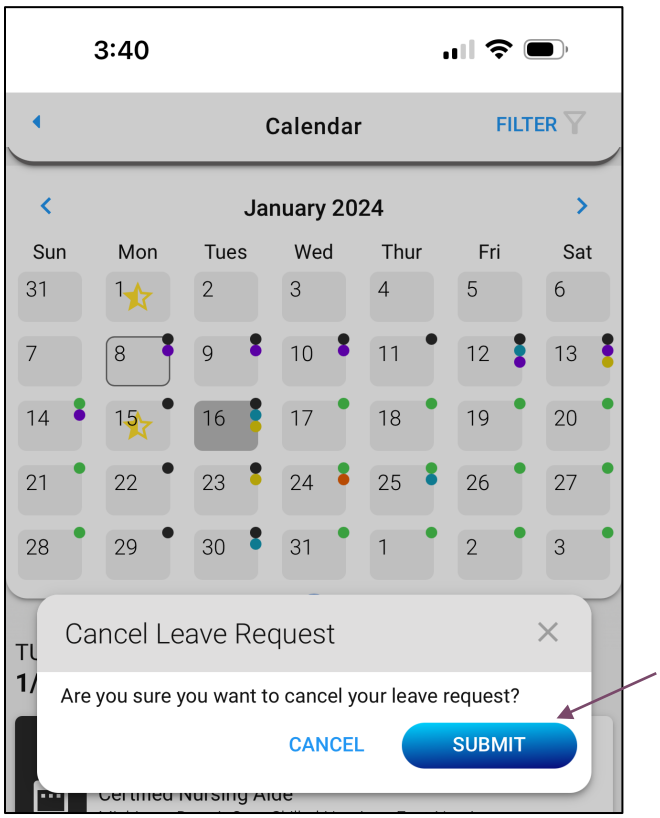
Confirm your request to cancel the time off request by tapping the Withdraw button.



To cancel a time off request that has been approved, tap the date of the time off request in the calendar. Tap the tile menu ⋮ in the Time off Request tile and the Cancel Leave Request pop-up window.



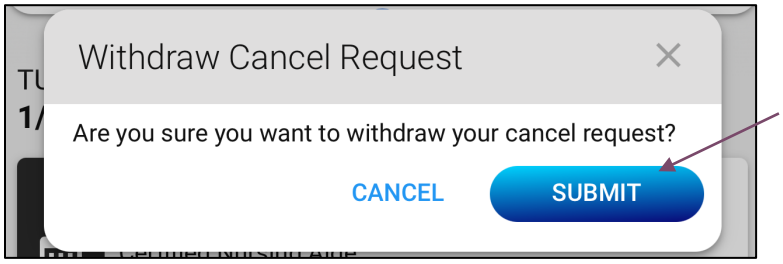
Tap the Submit button to confirm your time off request cancellation.



The time off request tile will indicate the request to cancel is pending your manager's approval.

If you want to withdraw your request to cancel the time off request, tap the menu ⋮ in the pending request to cancel time off tile and tap the Withdraw Cancel Request pop-up window.

Tap the Submit button.



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