
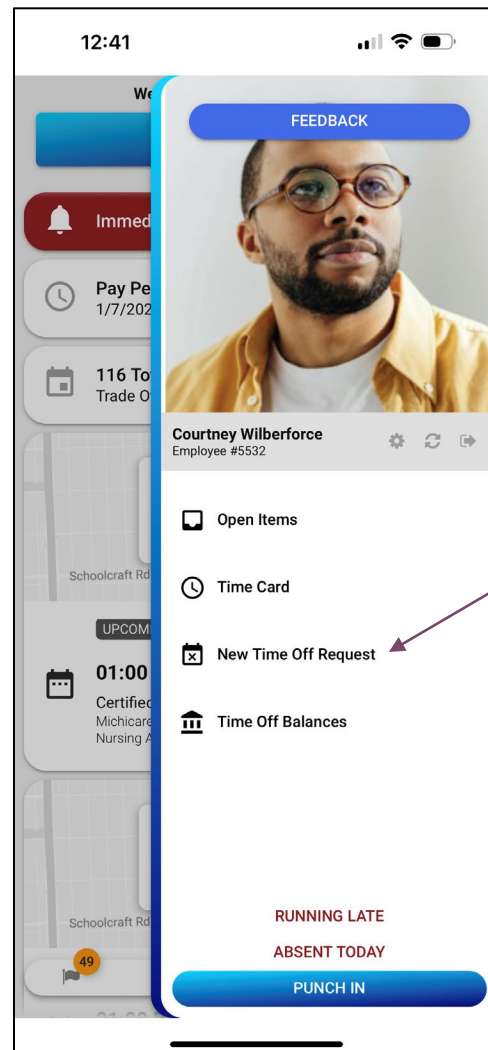
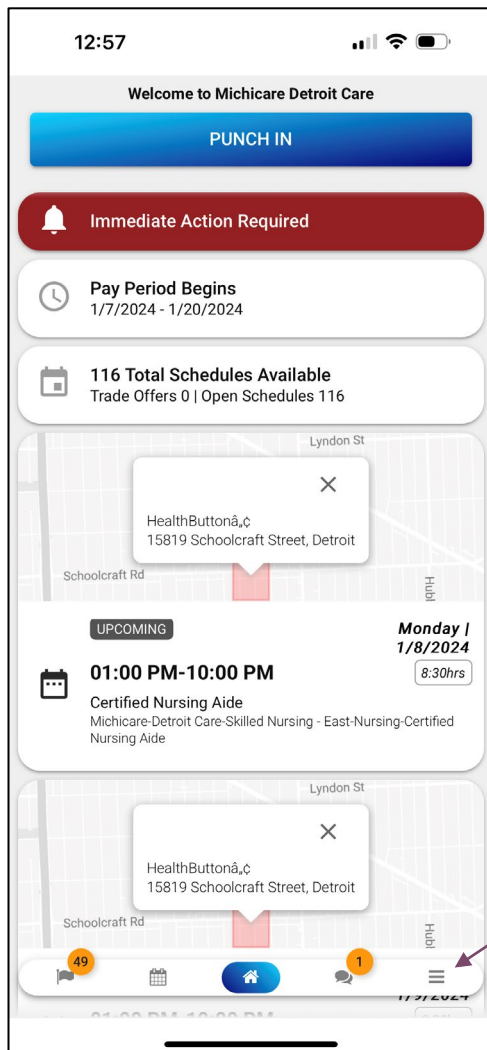


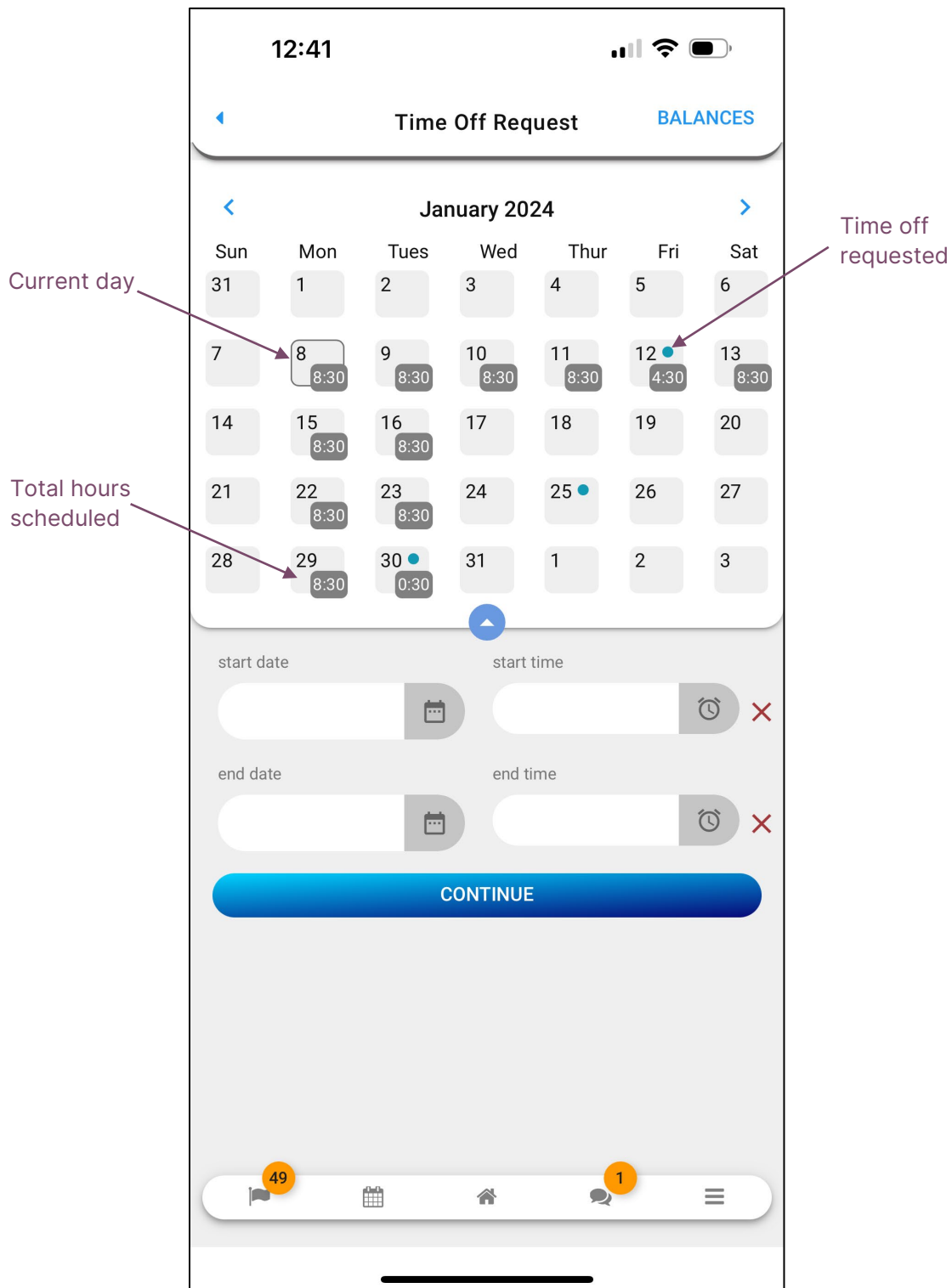


Requesting a Partial Day off

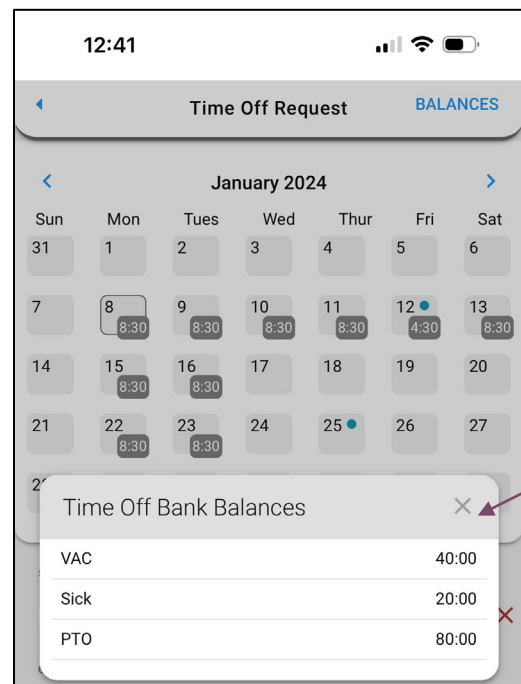
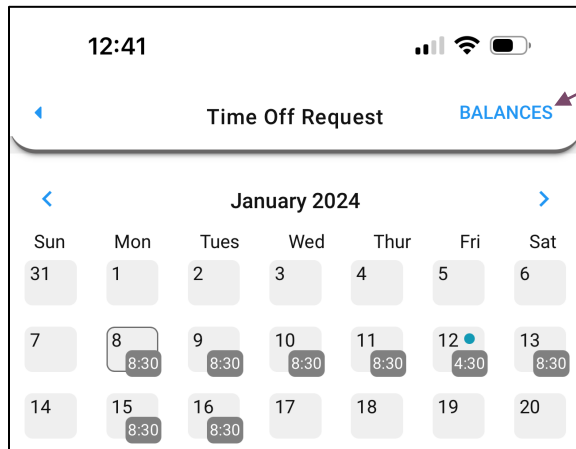
To request a partial shift off in My Attendance Manager, tap the  menu in the home screen and tap New Time off Request in the employee screen.



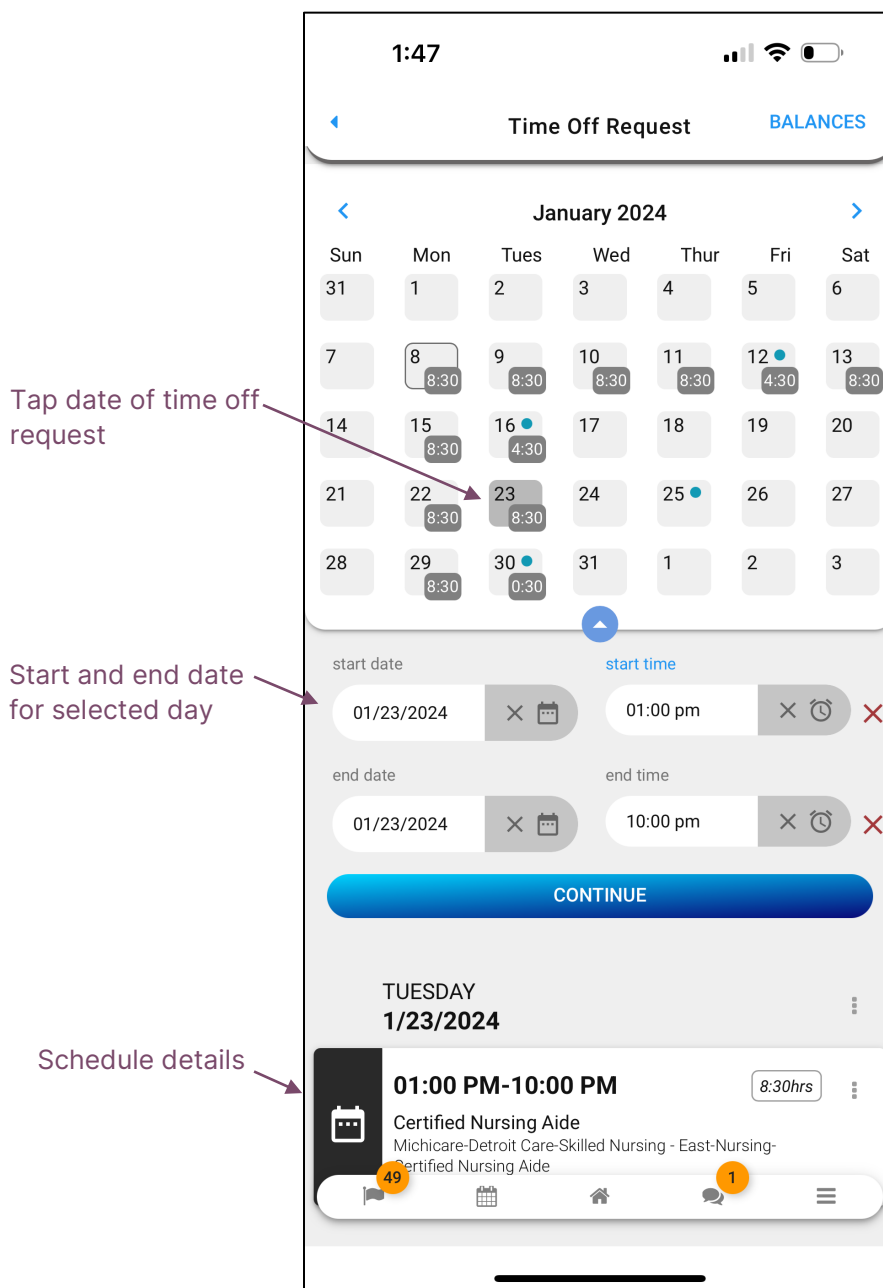
In the Time off Request screen, you can view days you are scheduled to work, indicated by the total scheduled hours displayed in the calendar. The current day is highlighted with a gray outline. Previous time off requests are indicated by blue dots.




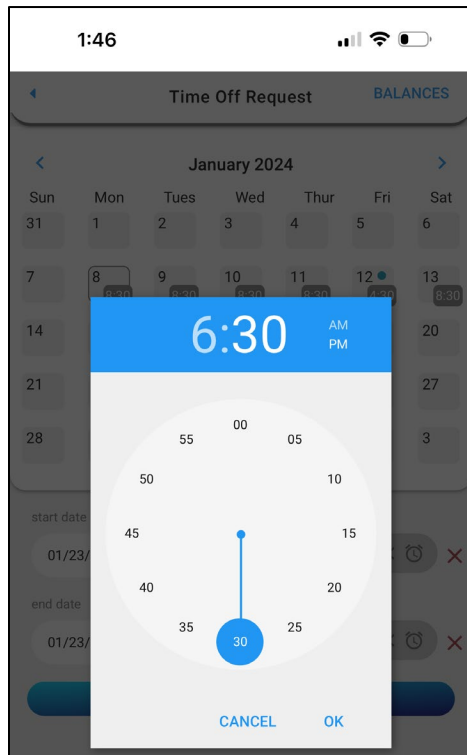
If you need to view your benefit balances before requesting time off, tap the Balances link at the top of the Time off Request screen. A pop-up Time Off Bank Balances window lists the total hours for each of your benefits.



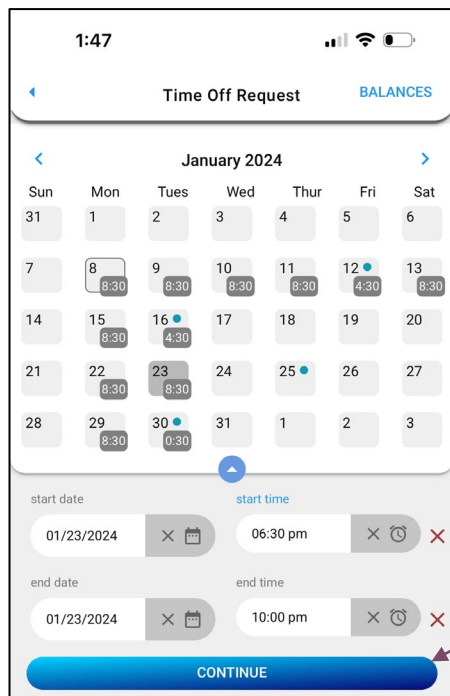
To enter the date and time of your time off request, tap the day you want to take off in the calendar. The selected day will be highlighted dark gray in the calendar. The date and time fields will be filled for you with the date selected and the start and end times of your scheduled shift. Schedule details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



Adjust the start and end times for the partial day off by tapping the clock icon  in each field. In the clock pop-up screen, swipe the arm of the clock to the correct hour and minutes. Tap either AM or PM. Tap OK when the correct time has been selected.



When the start and end times have been entered, tap the **Continue** button.



Select a benefit bank to deduct your time off hours from the Banked Time drop-down list.

1:47

Time Off Request [BALANCES](#)

Start Date: 1/23/2024 06:30 PM End Date: 1/23/2024 10:00 PM
Scheduled Hours: 3:30

Banked Time Hours

PTO 8:00 X

PTO - 80:00

Sick - 20:00

VAC - 40:00

Enter the number of hours you are taking off in the Hours field. Add information about your time off request in the Notes field if needed. Tap the **Continue** button.

1:48

Time Off Request [BALANCES](#)

Start Date: 1/23/2024 06:30 PM End Date: 1/23/2024 10:00 PM
Scheduled Hours: 3:30

Banked Time Hours

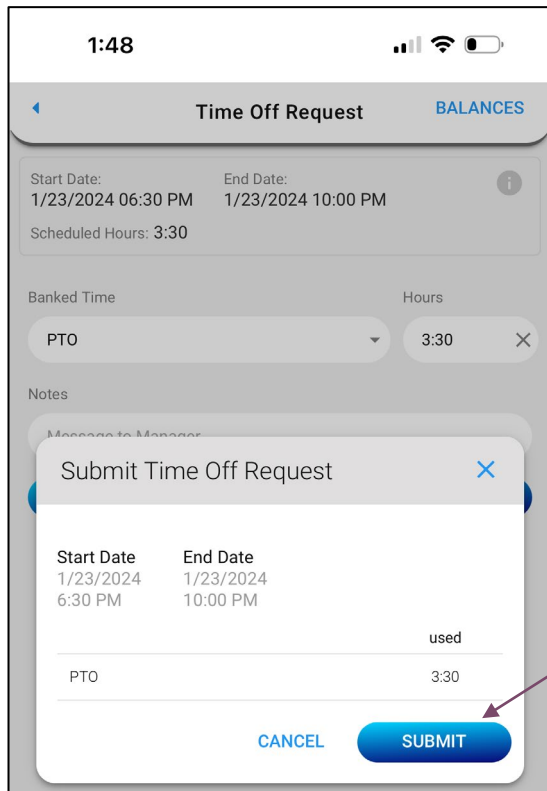
PTO 3:30 X

Notes

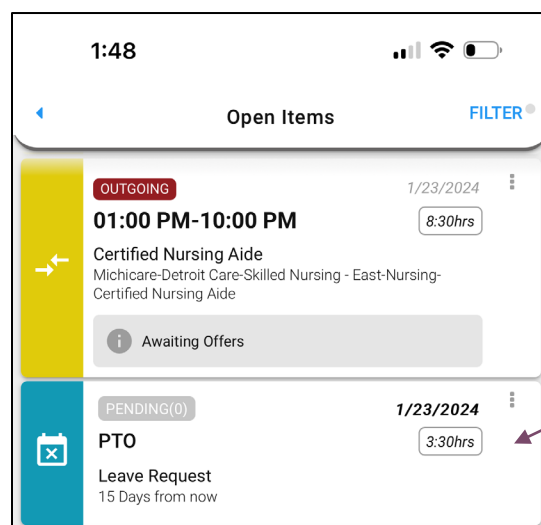
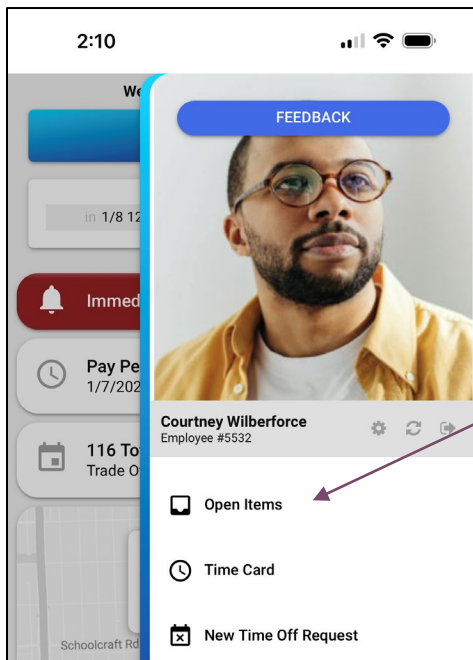
Message to Manager


CONTINUE

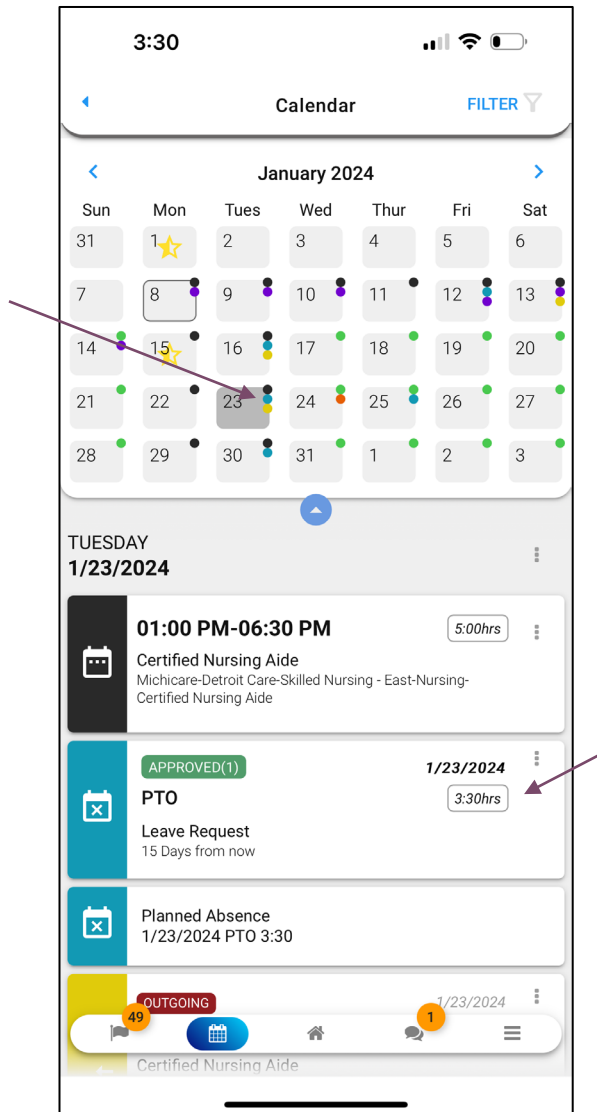
Verify the details of your request and tap the **Submit** button if they look correct.





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

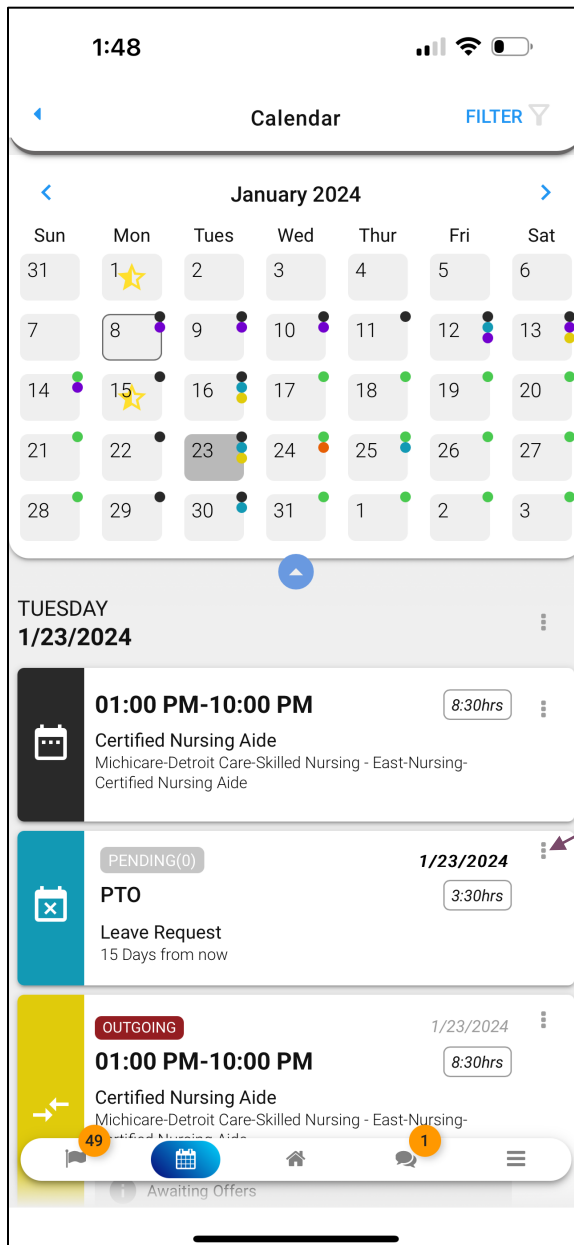


After your manager approves your time off request, you will no longer see it in the Open Items. Tap the Calendar button  in your home page to view the Calendar screen. A blue dot will appear on the calendar date of your time off. Tap the date to view the details of your approved time off request.

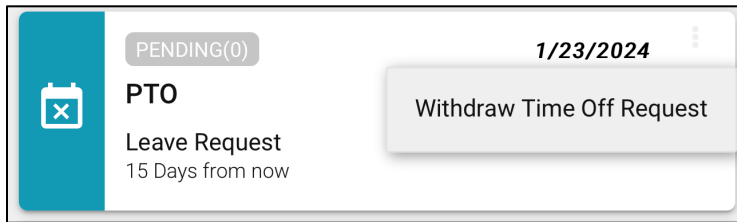


Canceling a Time off Request

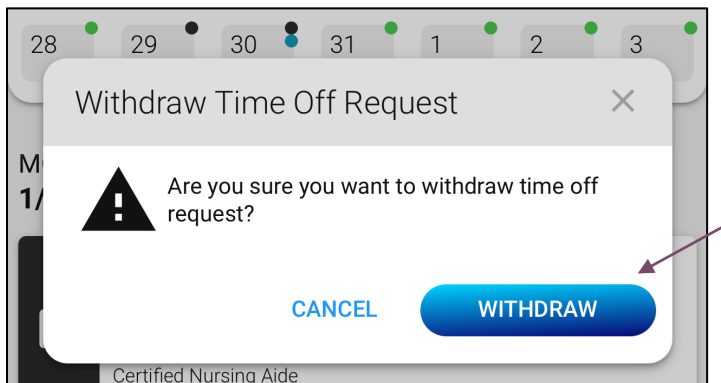
You can cancel a leave request that is pending manager approval and a leave request that has been approved. To withdraw a pending time off request, tap the Calendar button  to view the Calendar screen and tap the date of the pending time off request in the Calendar. Tap the tile menu  of the pending time off request.




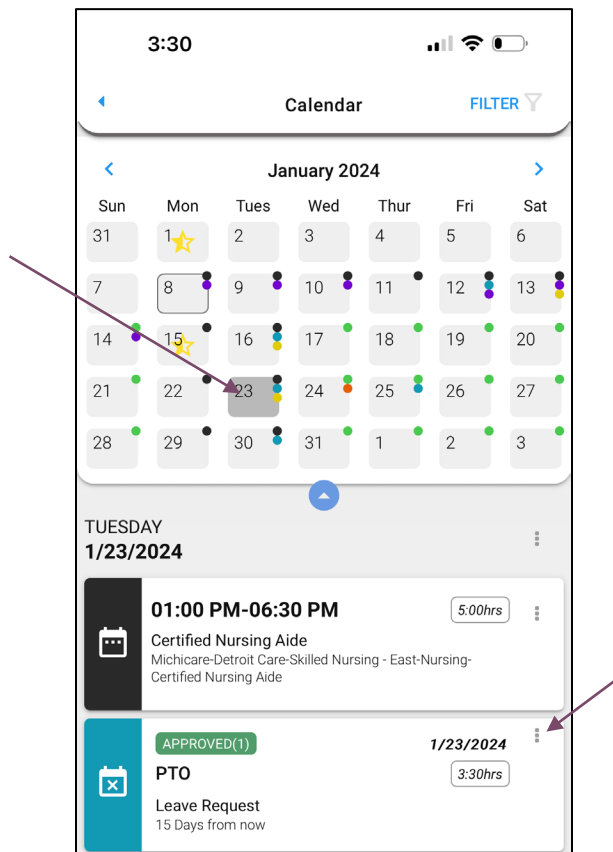
Tap the Withdraw Time off Request pop up window.



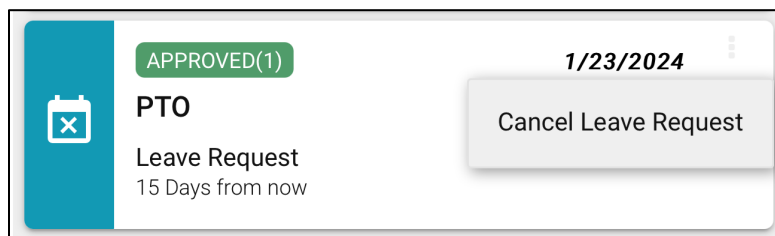
Confirm your request to cancel the time off request by tapping the Withdraw button.



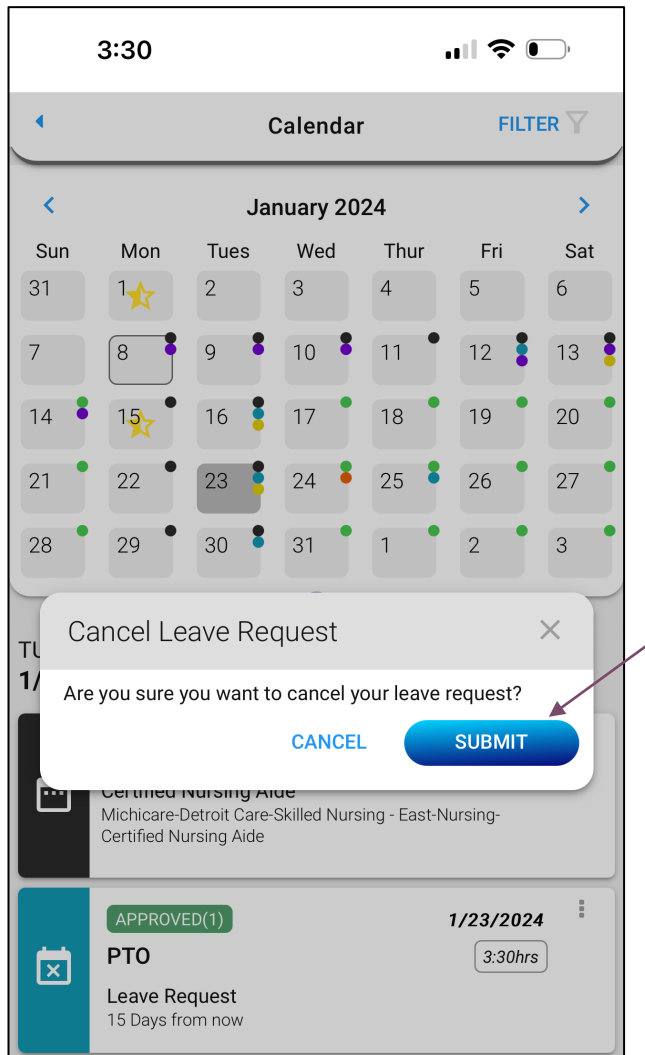
To cancel a time off request that has been approved, tap the date of the time off request in the calendar. Tap the tile menu  in the Time off Request tile.



Tap and the Cancel Leave Request pop-up window.



Tap the **Submit** button to confirm your leave request cancellation.



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