Overview

Employees are able to submit time off requests from their time card screen. Managers and supervisors may also submit time off requests on behalf of their direct reports from the respective employee's time card. If the manager or supervisor are set up as approvers for time off requests, the request is automatically approved when submitted.

Submitting a Time Off Request

1. Navigate to **Employee Self-Service > Time > Time Card**
2. Select the **Request Time Off** button from the action bar.

3. Enter the time off request details:
    a. Select the **Absence Policy**.
    b. Select the **From** and **To Dates**.
    c. Enter **Start Time** for the absences.
    d. Update corresponding dates of the week.
    e. Enter the numbers of hours per day you are requesting.
4. Review the Projected Balances:
    a. **After Time off Request:** What the employee balance will be after the request is made. This is simply the current balance minus the request.
    Note: This does not take any future awards/pending/limits into consideration after the date of the request.
    b. **Current Plan Year:** Balance takes all current requests/future awards/pending approvals/limits into consideration to the end of the current plan year.
    c. **Next Plan Year:** Balance will take all current requests/future awards/pending approvals/limits/carryover into consideration through the end of the next plan year.