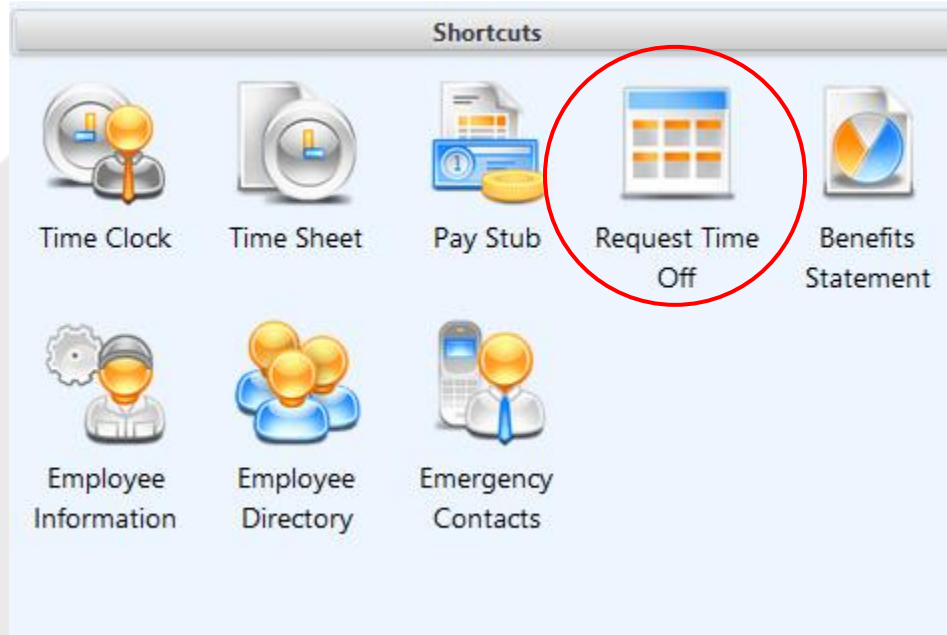
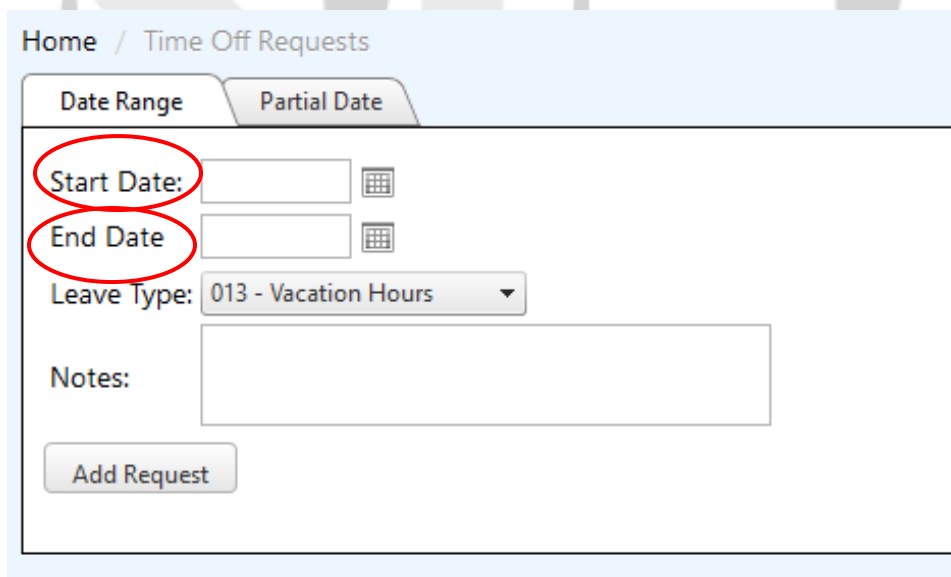


Employee Time Off Request

1. Log into your My Employer on the Go account
2. Click on "Request Time Off"



3. Enter the Start Date and End Date for your absence (If you need to request a few hours off, skip down to step 8)





The screenshot shows the 'Time Off Requests' form. The 'Date Range' tab is selected. The 'Start Date' and 'End Date' fields are circled in red. The 'Leave Type' is set to '013 - Vacation Hours'. There is a 'Notes' text area and an 'Add Request' button.


4. Select the “Leave Type” that applies to your case based off the options your company has provided

Home / Time Off Requests

Date Range Partial Date

Start Date: 

End Date 

Leave Type: 

Notes:


Add Request


- 013 - Vacation Hours
- 014 - Holiday Hours
- 015 - Sick Hours
- 016 - PTO


5. Enter the specific reason for why you are requesting time off under the “Notes” section

Home / Time Off Requests

Date Range Partial Date

Start Date: 

End Date 

Leave Type: 


Notes:


Add Request


6. Select “Add Request”

Home / Time Off Requests

Date Range Partial Date

Start Date: 


End Date: 

Leave Type: 013 - Vacation Hours 

Notes:

Add Request

7. Your request will be sent in. Under “Request Status” it should say “Submitted.” Once approved by the employer, the status will change to “Approved.”

Edit	Cancel	Start Date	End Date	Hours	Leave Type	Request Status	Submitted Date	Employee Notes	Manager 
		10/3/2016	10/4/2016	16:00	013 - Vacation Hours	Approved	9/12/2016	Fall Break for Graycie. Will be back on the 5th	
		8/12/2016	8/13/2016	08:00	013 - Vacation Hours	Approved	7/22/2016	Benefit Golf Tournament. I can take Time without pay.	
		5/30/2016	6/3/2016	40:00	013 - Vacation Hours	Approved	4/25/2016	Vacation	
		4/1/2016	4/4/2016	16:00	013 - Vacation Hours	Approved	3/07/2016	Graycie Cheer Comp Myrtle Beach	

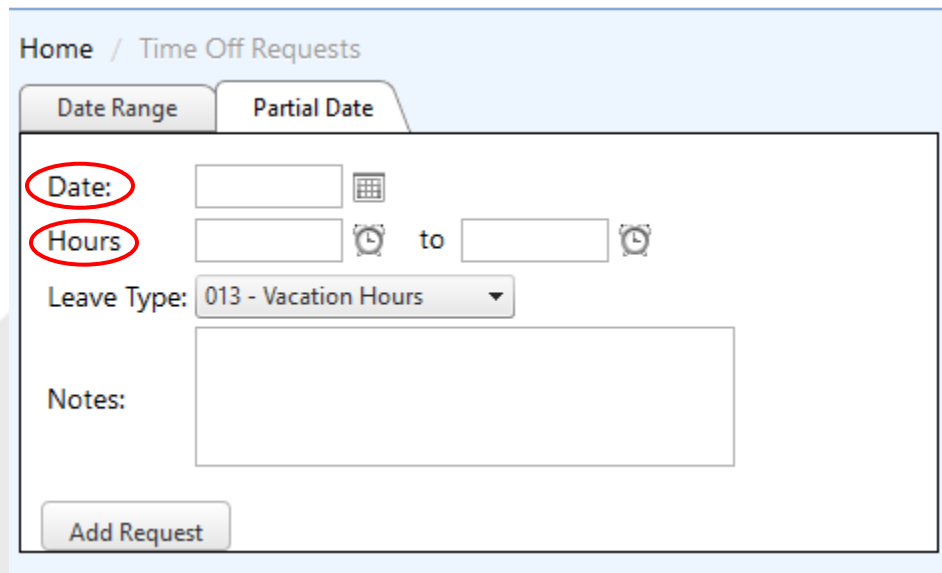
8. If the request was denied, scroll to the right and look at the column titled “Manager Notes” to view the reason for denial.
9. If you need to request only a few hours off, select the “Partial Date” tab

Employee Notes	Manager Notes	Internal Notes
for daughter's birthday		
Vacation		
exams		

Notes:


Add Request



10. Select the desired date and time of absence.




Home / Time Off Requests

Date Range Partial Date

Date: 

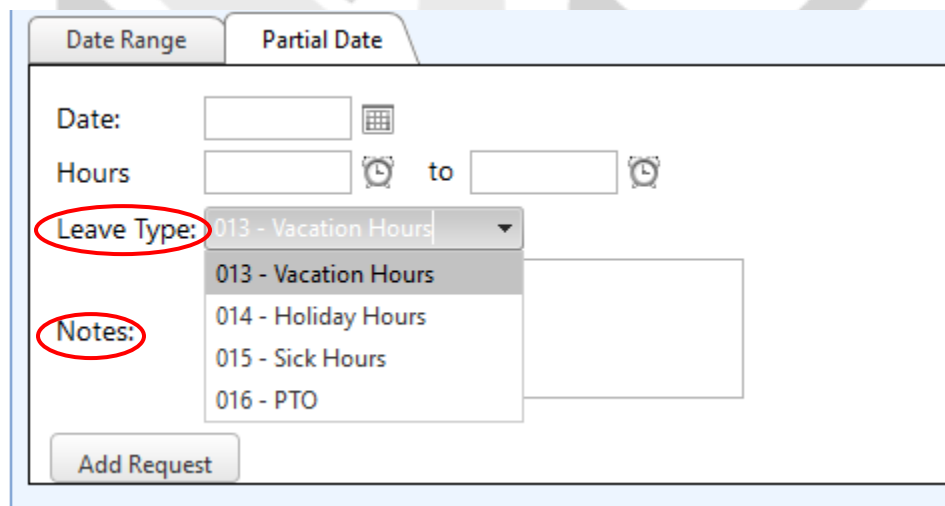
Hours:  to 

Leave Type: 013 - Vacation Hours 


Notes:



Add Request


11. Select the “Leave Type” that applies to your request and enter the specific reason for your absence under the “Notes” section.



Date Range Partial Date

Date: 

Hours:  to 

Leave Type: 013 - Vacation Hours 

Notes:

Add Request

- 013 - Vacation Hours
- 014 - Holiday Hours
- 015 - Sick Hours
- 016 - PTO

12. Select “Add Request.” Your Request will say “submitted under the “Request Status” column until approved by your employer.

Date Range | **Partial Date**

Date:

Hours: to

Leave Type: 013 - Vacation Hours

Notes:

Add Request

Balances

Accrual	Balance	Requested	Remaining
No records to display.			

Leave Type: All | Request Status: All

Edit	Cancel	Start Date	End Date	Hours	Leave Type	Request Status	Submitted Date	Employee Notes	Manager
		10/3/2016	10/4/2016	16:00	013 - Vacation Hours	Approved	9/12/2016	Fall Break for Graycie. Will be back on the 5th	
		8/12/2016	8/13/2016	08:00	013 - Vacation Hours	Approved	7/22/2016	Benefit Golf Tournament. I can take Time without pay.	
		5/30/2016	6/3/2016	40:00	013 - Vacation Hours	Approved	4/25/2016	Vacation	
		4/1/2016	4/4/2016	16:00	013 - Vacation Hours	Approved	3/07/2016	Graycie Cheer Comp Myrtle Beach	

13. If the request was denied, scroll to the right and look at the column titled “Manager Notes” to view the reason for denial.

Manager Name	Employee Notes	Manager Notes
	Leave early for daughter's gymnastics competition in Tennessee	