

## Requesting Time Off

You can request time off in Time Management using the Scheduler Request page.

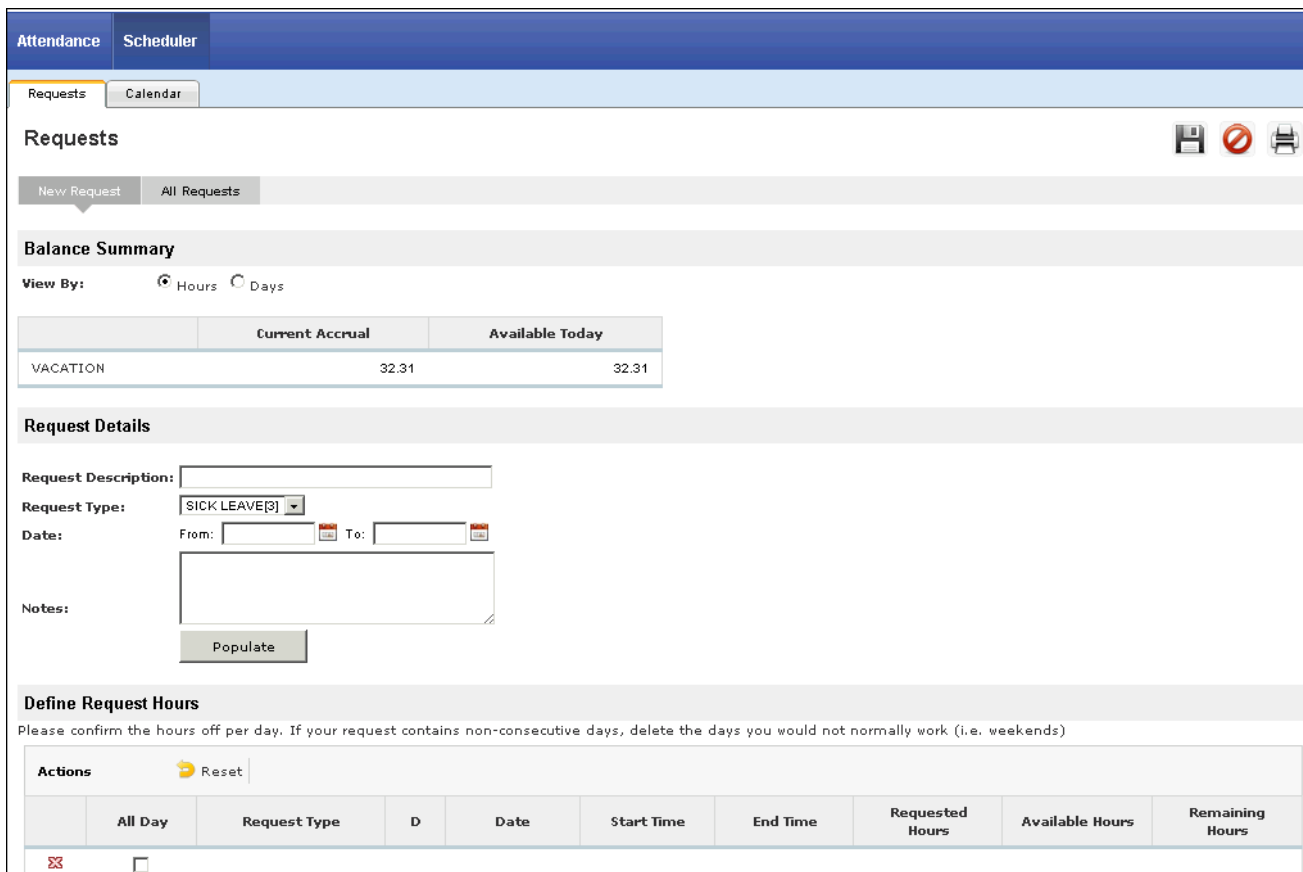
### To navigate to Time Management:

1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.

The Time Management categories appear.

### To request time off:

1. From the Time Management categories, select the Scheduler category. The Scheduler Requests page appears.



The screenshot shows the 'Scheduler' tab selected in the top navigation bar. Below it, the 'Requests' section is active, with 'New Request' and 'All Requests' tabs. The 'Balance Summary' section shows 'View By' set to 'Hours'. A table displays the current accrual and available hours for 'VACATION'.

	Current Accrual	Available Today
VACATION	32.31	32.31

The 'Request Details' section includes a 'Request Description' field, a 'Request Type' dropdown menu (set to 'SICK LEAVE[3]'), and 'Date' fields for 'From' and 'To'. There is also a 'Notes' field and a 'Populate' button.

The 'Define Request Hours' section includes a 'Please confirm the hours off per day. If your request contains non-consecutive days, delete the days you would not normally work (i.e. weekends)' instruction. Below this is a table with columns for 'All Day', 'Request Type', 'D', 'Date', 'Start Time', 'End Time', 'Requested Hours', 'Available Hours', and 'Remaining Hours'. There are 'Actions' and 'Reset' buttons above the table.

2. From the New Request form, view your accrual balance information. It is available for view either by hours or days.
  - The Current Accrual is the last balance imported during the most recent payroll.

- The Available Today column includes the hours that you can request now. This balance takes into account future time-off events (whether in the current period or beyond) that have not been reported to payroll yet.
3. In the Request Details section, enter a description for the request for reference purposes.
  4. From the Request Type drop-down list, select the appropriate pay code.
  5. Enter the requested start and end dates. Use the Calendar icon, if needed.
  6. Select Populate. The table in the Define Request Hours section is populated with the days you have entered.

**Note:**

You can remove any days that should not be included in the request by selecting the Delete icon in the left column; however, you cannot delete the first or last day of a multi-day event. In order to change one of those dates, you must change the calendar selectors and re-populate the table.

**Request Details**

Request Description:

Request Type:

Date: From:  To:

Notes:

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**Define Request Hours**

Please confirm the hours off per day. If your request contains non-consecutive days, delete the days you would not normally work (i.e. weekends)

**Actions**

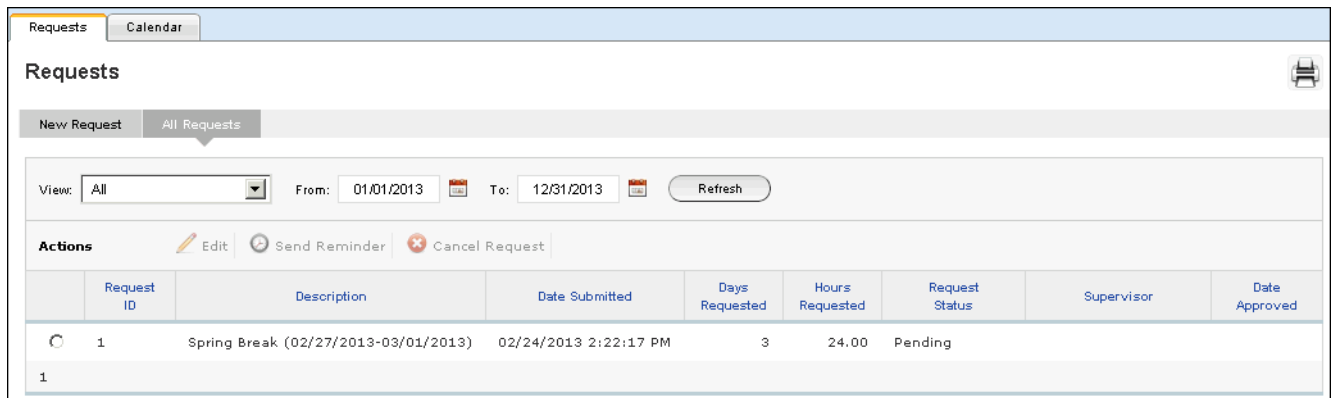
	All Day	Request Type	D	Date	Start Time	End Time	Requested Hours	Available Hours	Remaining Hours
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	WE	2/27/2013			8.00	32.31	24.31
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	TH	2/28/2013			8.00	24.31	16.31
<input type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	FR	3/1/2013			8.00	16.31	8.31
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<b>*Negative Balance Shown</b>							<b>Total Hours Requested</b>	24.00	

**Note:**

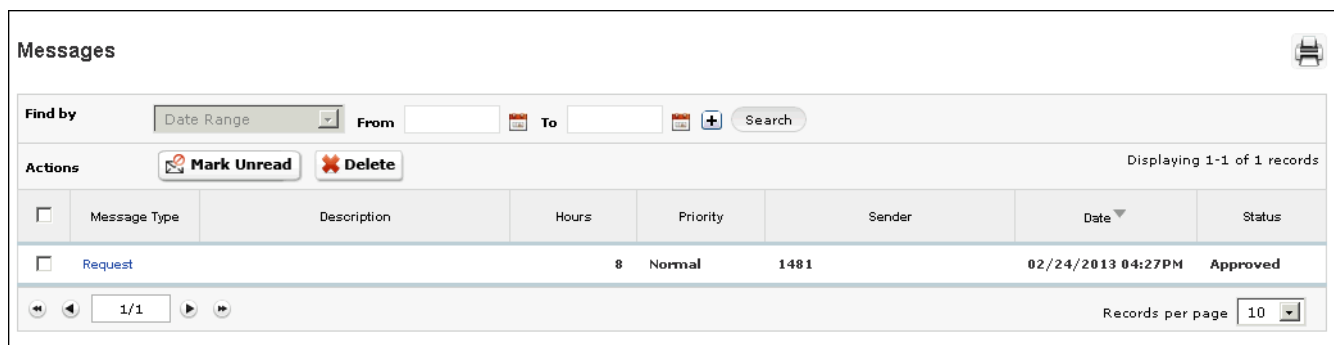
Only days designated by your company as work days are included.

By default, the All Day check boxes are selected for the days you have requested. If you will not be out all day, you can deselect the desired All Day boxes and enter total hours . If you would like to request specific start and end times, enter the times in addition to the total hours.

7. Select Save and Submit. The request is sent to your supervisor and added to your All Requests page.



The status of the request remains in Pending status until it is approved or denied by your supervisor. After your supervisor approves or denies your request, you will receive a message when you access Time Management.



## Modifying Time Off Requests

You can modify and cancel requests for time off, as well as send a reminder to respond to a request in Time Management using the All Request page. You can view the following types of requests from the All Requests page:

- Pending
- Approved
- Declined
- Canceled
- All

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2. From the expanded navigation menu, select Time Management.

The Time Management categories appear.

### **To modify submitted requests:**

1. From the Schedules category, select All Requests.

2. Select the entry you wish to modify.

New Request All Requests

View: All From: 01/01/2013 To: 12/31/2013 Refresh

Actions Edit Send Reminder Cancel Request

Request ID	Description	Date Submitted	Days Requested	Hours Requested	Request Status	Supervisor	Date Approved
1	Spring Break (02/27/2013-03/01/2013)	02/24/2013 2:22:17 PM	3	24.00	Pending		

3. From the Action bar, select the action, such as Edit, Send Reminder, or Cancel Request.

- If you select Send Reminder, a Request Details pop-up window appears:

Requests

Request Details

Send Reminder - Spring Break (02/27/2013 - 03/01/2013)

Message to supervisor:

Just a reminder, please review request, thanks!

Save Close

- If you select Edit Request, an Edit Request form appears with the original information:

Edit Request
All Requests

**Balance Summary**

View By:  Hours  Days

	Current Accrual	Available Today
VACATION	32.31	32.31

**Request Details**

Request Description:

Request Type:

Date: From:  To:

Notes:

Message to Supervisor:

**Define Request Hours**

Please confirm the hours off per day. If your request contains non-consecutive days, delete the days you would not normally work (i.e. weekends).

Actions
Reset

	All Day	Request Type	D	Date	Start Time	End Time	Requested Hours	Ava
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	We	02/27/2013			8.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION[2]	Th	02/28/2013			8.00	

**Hint:**

If you deselect the All Day box for a new or edited request, you will be required to enter a start and stop time for the day's request.

**Requests**

! The partial request day for 02/27/2013 requires both start and end time.

- If you select Cancel Request, a Request Details pop-up window appears.

**Requests**

**Request Details**

PTD Cancellation - Spring Break (02/27/2013 - 02/28/2013)

Message to supervisor:

Decided didn't need this day off...

Save
Close

Note: PTD cancellations do not remove events, such as meetings, from your personal and/or shared Outlook calendars. To keep your calendar(s) current, please manually delete the applicable meeting(s).

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