

Request Time Off

The application allows you to easily request and monitor time off using the Time Off Request calendar.

Navigation: **My Info > My Time > Time Off > Request.**

1. Select the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc).
2. Select **Start Request**. Alternatively, you may select a date or range from the calendar and select **Start Request** there to auto-populate the requested date.
3. Select the **Request Type** drop-down and select from the following:
 - **Full Day:** requesting all scheduled time for that day.
 - **Multiple Days:** enter number of hours requested for each day.
 - **Partial Day (Bulk):** enter a total number of hours requested for the day.
 - **Partial Day (Start/Stop):** enter start and end time of requested time off.
4. Select date or range of request.
5. Enter duration, time frame, or total hours (displayed fields are dependent on the **Request Type**).
6. Type a **Comment** (optional).
7. Select **Submit Request**.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.