

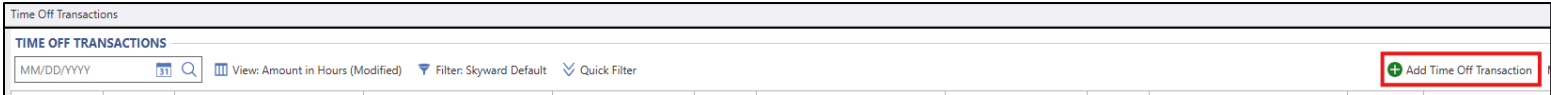


ENTERING TIME OFF

Click on “Request Time Off” in Employee Access (Menu/Time Off/Time Off Requests)



Click on “Add Time Off Transaction”



Enter all time off details * indicates a required field

Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Transaction Type Single Day Date Range

*Start Date 05/01/2026 Friday

*Assignment BEE, BUSY P - Clerical Support 242D 8HR District Admin Asst II - PAYROLL - 2025-07-01 - 2026-06-30

*Supervisors YOUNG, PAULI OLSON Clear

*Employee Time Off Type Annu 12.00000

*Time Off Reason Annu Annual

Transaction Type Used

*Employee Hours Per Day 8:00:00

*Hours 4:00

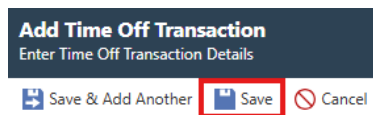
*Days 0.50000

Description Dentist Appointment

**Use Single Day if entering one day
Use Date Range if entering more than one day
*You cannot combine multiple days into one date**

Enter the number of hours you are taking off and the days will calculate for you

Click Save to submit time off



After saving you will see waiting for approval as the status on your time off transactions

Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Hours	Description	Status	Reversed	Position Type Description
05/01/2026	Annual	Annual	Used		Dentist Appointment	Waiting for Approval	<input type="checkbox"/>	Clerical Support 242D 8HR