MyTime- Requesting Time Off

From Employees Home Page

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Off and view available Time Off Balances

- *Select - Time off Request Type from the Pay Code drop down list*
- *Select - Date range of request*
- *Drag across the forecasting tool to view future accrual time*

- *View Request Details and Bank Usage and submit.*
- *To make changes select back*

- *Confirmation displays that request has been submitted*
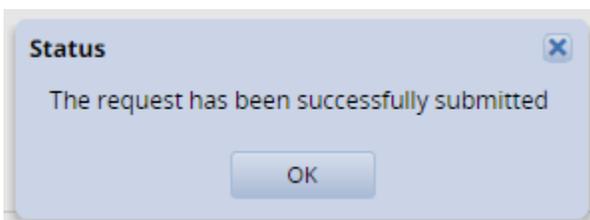
- *Once Submitted Manager receives email notification*
- *Manager logs into EmpCenter to review, approve or deny request*
- *Upon approval time will automatically be entered on the timesheet*
- *Employee receives email notification of status*

- *View current and past requests*
- *Status of each request*
- *Create new request*

Your request has been submitted.

➕ **Create New Request**

| Current | Past |

Type	Start Da... ▲	End Date	Hours Requested	Status
Time off - ETO Sched	06/12/2017	06/23/2017	80	Pending

Current and past Time Off Requests are shown on this page as well as status of request