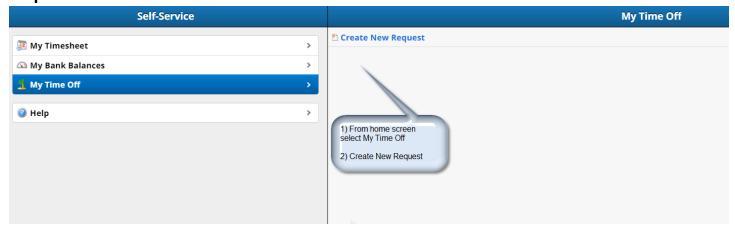# MyTime - Requesting Time Off Mobile Application
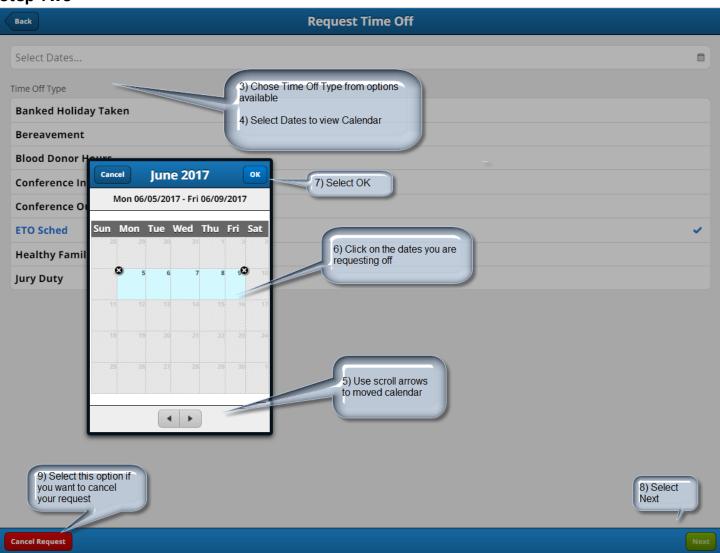
Using your Mobile Device sign in to: **https://mytime.jefferson.edu**
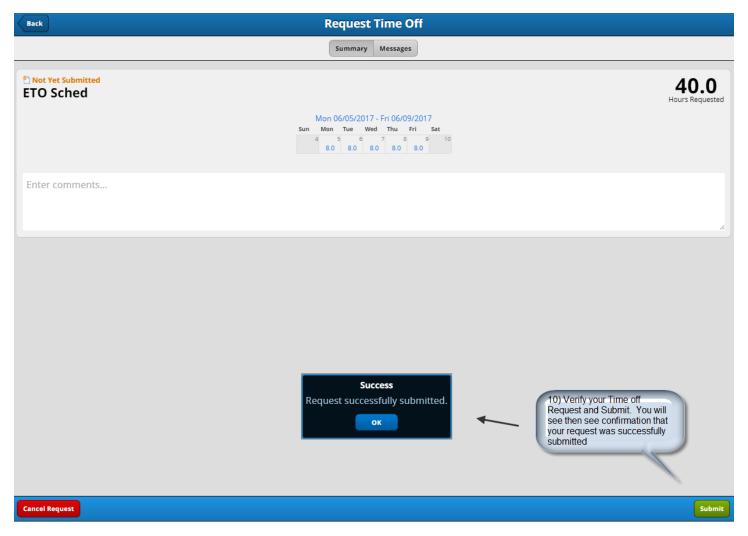
Step One

Self-Service		My Time Off
My Timesheet	>	Create New Request
My Bank Balances	>	
My Time Off	>	
Help	>	

1) From home screen select My Time Off

2) Create New Request

Step Two

Back

Request Time Off

Select Dates...

Time Off Type

3) Chose Time Off Type from options available

4) Select Dates to view Calendar

Banked Holiday Taken

Bereavement

Blood Donor Hours

Conference In

Cancel   **June 2017**   OK

7) Select OK

Conference Ou

Mon 06/05/2017 - Fri 06/09/2017

ETO Sched

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3

6) Click on the dates you are requesting off

Healthy Famil

⊗	5	6	7	8	⊗	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jury Duty

5) Use scroll arrows to moved calendar

◄ ►

9) Select this option if you want to cancel your request

8) Select Next

Cancel Request   **Next**

Step Three

Back   **Request Time Off**   Summary | Messages

📄 Not Yet Submitted
ETO Sched

40.0
Hours Requested

Mon 06/05/2017 - Fri 06/09/2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
	8.0	8.0	8.0	8.0	8.0	

Enter comments...

Success
Request successfully submitted.

OK

10) Verify your Time off Request and Submit. You will see then see confirmation that your request was successfully submitted

Cancel Request   **Submit**

Step Four

My Time Off

📄 **Create New Request**

ETO Sched (HCM Business Analyst II-03082025-0007077330)   ⌄ Pending
Mon 06/05/2017 - Fri 06/09/2017

- *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*