

## Time Off Request using the Navigator

**1** Select **My Calendar** from your related items. This will make your **My Calendar** become your primary workspace.

**2** Click **Request Time Off** that is located at the top center of the **My Calendar** workspace.

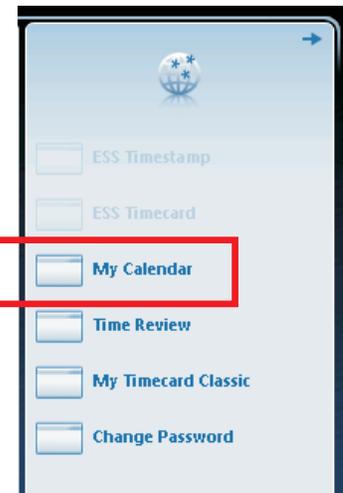
**3** Click the drop-down arrow by **Type** to choose the type of leave that you are requesting.

**4** Choose the **Start Date** and **End Date** for the leave request. If you are taking time off in hours, half day or just one full day, the start date and end date will be the same.

**5** Choose the **Duration**. The options will be Full Day, Half Day or Hours.

**6** If choosing a duration of **Hours**, you will then need to enter a **Start Time** and **Length**. The start time will be the time that you are ending work. The length will be the number of hours or minutes that you need to take off. Note: If you are choosing a full day or half day then you will skip this step.

**7** Click **Submit**. This will submit your time off request to your Supervisor for approval.



**Request Time Off**

Type: Administrative Leave 8hr

Start date: 2/08/2014

Start time: [dropdown]

+ Add another time-off period

Accruals on: [dropdown]

Accrual	Balance
Annual Leave 8hr	Professional Development 8hr
Personal 8hr	Regular 8hr
Sick 8hr	Sick 8hr
Sick Bank 8hr	Sick Bank 8hr
	Subpeona-Court 8hr
	Unpaid 8hr

Notes (Optional)

**Request Time Off**

Type: 1-Personal 7.5hr

Start date	End date	Duration	Start time	Length
10/20/2012	10/20/2012	Full day		

+ Add another time-off period

Accruals on: 10/20/2012

Accrual	Balance
Personal 7.5hr	5.0 Day
Sick 7.5hr	100.5 Day
Sick Bank 7.5hr	5.0 Day
Vacation 7.5hr	9.53 Day

Notes (Optional)

Draft Submit Cancel

### Additional Notes:

- You can press **Add another time-off period** that is located under the Start Date and End Date section and request other days off. However, if you use this feature, you must be requesting the same type of leave off.

- If your **Start Date** and **End Date** go through a weekend, i.e. Friday through Monday time off request, you will need to choose a start date and end date of Friday and then add another time-off period and choose a start date and end date of Monday. If you choose Friday as the start date and Monday as the end date, you will be charged days for Saturday and Sunday.

## Time Off Request using the InTouch

- 1** Press the **Time-off Request** soft key.
- 2** Swipe your **Badge** or enter your badge **ID number** and **Scan Finger**.
- 3** Select the **leave type** that you are requesting. Use the arrows to scroll up and down.
- 4** Select **Submit Request** if you are making a new request. Select **Cancel Request** if you have already submitted a request and wish to cancel.
- 5** Choose the **Start Date** and **End Date** for the leave request. If you are taking time off in hours, half day or just one full day, the start date and end date will be the same. Once you choose the two dates, click **Continue**.
- 6** Select the **Duration** of the request; Full Day, Half Day or Hours.
- 7** Select the **Start Time** of your request. The start time should reflect the time that the leave begins.
- 8** Select the **Length** of the request. The length will be the amount of time that you are requesting, i.e. 1:00 for 1 hour.
- 9** Click **Submit**.

