To Submit Time Off Requests

1. From the Time & Attendance menu, select My Timecard.
2. If applicable, from the Position menu, select the position for which you are requesting time off.
   
   **Note:** The Position menu only displays if you have more than one position at your company.
3. In the Today's Activities section, select Request Time Off.
4. On the Time Off Request page, enter information in the Description or Comments fields. These are optional fields.
5. In the calendar, select each date for which you want to request time off. When you select a date, a row containing the date is added to the request table on the right side of the page.

   **Tip:** To deselect a date, click the date in the calendar again.
6. For each date you selected, edit the Start Time and Hours fields (if necessary).
7. For each date you selected, make a selection from the Earnings Code menu.
8. To have your request reviewed by a certain date, click (next to the Review By field) and select a date.
9. Click Save. Your request is sent to your primary reviewer (usually your manager).

To View or Edit Your Time Off Requests

1. From the Time & Attendance menu, select My Attendance.
2. If applicable, from the Position menu, select the position associated with the time off requests.
3. Under the Time Off Request heading, navigate to the Status menu. Select which types of requests you would like to view. The possible statuses are:

<table>
<thead>
<tr>
<th>Status Type</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Review</td>
<td>The request has been submitted, but has not yet been reviewed.</td>
</tr>
<tr>
<td>Pending Requester Acceptance</td>
<td>The request was partially approved. You can either accept the partial approval or cancel the request.</td>
</tr>
<tr>
<td>Approved</td>
<td>The request was fully approved and applied to your schedule.</td>
</tr>
<tr>
<td>Accepted</td>
<td>The request was partially approved, accepted by you, and applied to your schedule.</td>
</tr>
<tr>
<td>Denied</td>
<td>The request was denied by your reviewer.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The request was canceled by you, a reviewer, a manager, or the Time &amp; Attendance module.</td>
</tr>
</tbody>
</table>

4. To view requests for a different year, make a selection from the Year menu. (This menu is not displayed unless you submitted a time off request before the current calendar year.)
Tip: To view detailed information about or to edit a request, click the request number in the far-left column. Although you can view information about any request, you can only edit requests that have a Pending Review status. If you need to make changes to a request that has already been reviewed, you must cancel the request and enter a new one.

5 If you made any changes, click Submit.

To Respond to Partially Approved Time Off Requests

1 From the Time & Attendance menu, select My Attendance.
2 If applicable, from the Position menu, select the position associated with the time off requests.
3 Under the Time Off Request heading, click the request number for a request with the Pending Requester Acceptance status.
4 Read the information in the Review column at the bottom of the page. This indicates which part of your request was accepted and which part was denied.
5 If you want to accept the partial approval of your time off request, click Accept Partial Approval.
6 If you do not want to accept the partial approval, click Cancel Request and click OK.

To Cancel a Time Off Request

1 From the Time & Attendance menu, select My Attendance.
2 If applicable, from the Position menu, select the position associated with the time off request.
3 Under the Time Off Request heading, click the request number in the far-left column for the request you want to cancel.
4 Click Cancel Request and click OK.