Access Time Off Request Widget - Supervisors

1. Click the **Workspaces Carousel**.

2. Click the **My Information** workspace.

3. Click the **Gear** icon in the title bar of the **Request Time Off** widget and select **Pop-out** to activate the widget.

Access Time Off Request Widget - Employees

1. Click the **Gear** icon in the title bar of the **Request Time Off** widget and select **Pop-out** to activate the widget.

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Request Time Off Overview

- **Time Period**: Determines which dates display in the calendar. The drop-down arrow can be used to select a different date range.
- **Date Views & Scroll Bar**: Displays the calendar by day, week or month. The left and right arrows can be used to scroll through the dates within the selected time period.
- **Visibility Filter**: Displays calendar items to show or hide holidays, schedule pay codes, scheduled shifts or time off requests.
- **Request Time Off**: Launches the time off request form. This form can be completed to submit a request for time off.
- **Calendar Grid**: Displays scheduling information including shifts, pay codes, and holidays.
Submit a Time Off Request

1. Click Request Time Off.
2. Click the drop-down arrow in the Type field and select the type of time off you are requesting.

*Note: If you are unsure of which leave accrual type to select when requesting time off, please contact the University Leave Administrator.*

3. Enter the dates your time request begins and ends in the Start date and End date fields. Click the Calendar icon to select the date from a calendar.

*Note: To request multiple non-consecutive days, you must submit multiple requests.*

4. Enter the start time for the leave accrual request in the Start time field.

5. Enter the daily duration of time being requested in the Length field.

*Note: If requesting multiple consecutive days off, enter the number of hours per day, not the total number of hours.*

6. Click Submit.

Retract or Cancel a Submitted Time Off Request

1. Click the Gear icon in the title bar of the Request Time Off widget and select Pop-out to activate the widget.
2. Hover over the time off request you want to retract or cancel. Click the arrow to activate the pop-up menu.

*Note: If the request has not yet been approved, you can retract the request. If the request has been approved, you can cancel the request.*

3. Click Retract or Cancel.
4. Review the details of the submitted time off request and click Submit.
Access My Leave Widget

1 Click the Gear icon in the title bar of the My Leave widget and select Pop-out to activate the widget.

Leave Overview

1 As of
Balances are current as of the date selected. The calendar icon can be used to select a different date.

2 Column Selector
Allows you to add and remove columns from the view.

3 Refresh
Updates the widget with the most recent information.

4 Leave Type
Lists each different type of leave on its own row.

5 Balance Columns
Taken to Date: All approved leave time taken through selected date.
Current Balance: Balances as of the selected date.
Projected Accruals: Upcoming leave accrual credits.
Approved Planned Takings: Hours associated with approved time off requests.
Projected Year-End Balance: Current balance plus projected accruals minus approved planned takings.