

Requesting Time Off

Employee benefits include time off, such as vacation, personal time, and sick time. Benefits vary depending on the company, but benefit hours and time off requests are all tracked and managed through the Time on Demand (ToD) Employee Self Service (ESS) application. Check with your Supervisor about your company's policy.

You can request time off using one of the following options:

- **Partial Day Off:** A day that you need to come in late, take time off in the middle of the day, or leave early.
- **Day Off:** A single day that you need, for personal business, for example.
- **Consecutive Days Off:** Several days off in a row, for vacation, for example.

The steps for requesting time off are basically the same – only the information you are required to enter is different. Follow the steps below to request time off. Screen shots that illustrate the process begin on the next page.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN). See the “Logging In” job aid if you need instructions.
- 2 Click the button that represents the type of time off you need: **Request Partial Day Off, Request Day off, Request Consecutive Days off**. See Figure 1.
- 3 Complete the fields on the screen, following the on-screen instructions and then click .

Note: If you have a schedule and you want the system to calculate the number of hours you will be off based on the number of hours you are scheduled to work, enter 0 in the Amount of Time field. However, if you do not have a schedule and you enter 0, no hours will be paid.

An email is sent to your Supervisor and your request appears at the bottom of the Activity window in the Time Off Requests List.

Your Supervisor will approve or deny your request, and generally you will receive an email response. You can also check the Activity window that displays when you log in to check the status of your request. See **Error! Reference source not found.**

Screenshots are available on the next page.

The screenshot shows the Paycor 12 login page with fields for Badge/ID and PIN, and a Login button. A red circle with the number 1 highlights the Login button. Below the login page, the main dashboard is visible, showing the user's name (Irene Addison), the time (3:14:57 PM), and the date (Monday, November 26, 2012). A red circle with the number 2 highlights the 'Request Partial Day Off' button in the 'Punch' menu. An 'Enter Time Off Request' dialog box is open, showing the date (11/22/2012), amount of time (8:00), and personal time type (Vacation). A red circle with the number 3 highlights the 'Ok' button at the bottom of the dialog box.

Figure 1: Requesting Time Off.

The screenshot shows the 'Time Off Requests' table in the Paycor 12 interface. The table has columns for Status, Request, Date, and Comments. One request is highlighted with a red circle: Status: Approved, Request: PTO 4:00, Date: 02/11/13, Comments: 4:00. A 'Cancel Request' link is visible next to the request.

Status	Request	Date	Comments
Approved	PTO 4:00	02/11/13	4:00

Figure 2:
Time Off Request
Approved.