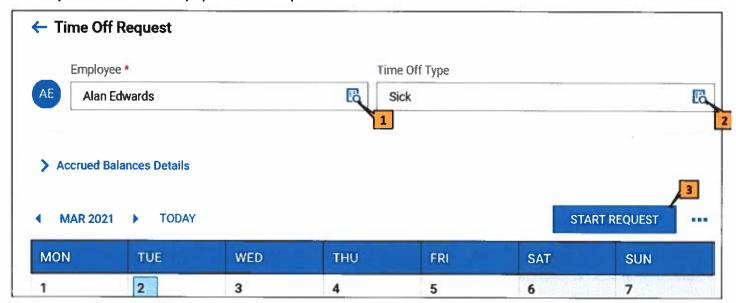
Request Time Off for an Employee

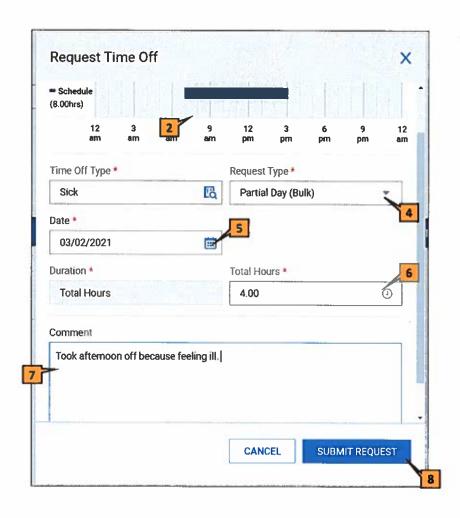
Managers may occasionally need to initiate a Time Off Request on an employee's behalf. This job aid outlines how request time off for another employee.

Navigation: **My Team > Time > Time Off > Request**.

- 1. Select the desired employee in the **Employee** field.
- 2. Select the Time Off Type drop-down and select desired Time Off Type (vacation, sick, etc).
- 3. Select **Start Request**. Alternatively, you may select a date or range from the calendar and select **Start Request** there to auto-populate the requested date.



- 4. Select the Request Type drop-down and select from the following:
 - Full Day: requesting all scheduled time for that day.
 - Multiple Days: enter number of hours requested for each day.
 - Partial Day (Bulk): enter a total number of hours requested for the day.
 - Partial Day (Start/Stop): enter start and end time of requested time off.
- 5. Select date or range of request.
- 6. Enter duration, time frame, or total hours (displayed fields are dependent on the Request Type).
- 7. Type a Comment (optional).
- Select Submit Request.



Note:

The request follows the normal workflow that is followed when the employee submits the request. If you are the employee's approving manager, the request should now be available in your To Do items.

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