

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.

The screenshot shows the 'Time Off Request' form. At the top left is a back arrow and the title 'Time Off Request'. Below this are two input fields: 'Employee *' with a dropdown menu showing 'Alan Edwards' (with a callout '1') and 'Time Off Type' with a dropdown menu showing 'Sick' (with a callout '2'). Below these fields is a link '> Accrued Balances Details'. At the bottom left is a calendar navigation showing 'MAR 2021' and 'TODAY'. The calendar grid shows days from MON to SUN, with the date '2' selected (callout '3'). To the right of the calendar is a 'START REQUEST' button (callout '3') and a three-dot menu.

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).
8. Select **Submit Request**.

Request Time Off [X]

— Schedule (8.00hrs)

12 am 3 am **2** 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type * Request Type *

Sick [🔍] Partial Day (Bulk) **4**

Date * **5**

03/02/2021 [📅]

Duration * Total Hours *

Total Hours 4.00 [🔍] **6**

Comment **7**

Took afternoon off because feeling ill. |

CANCEL SUBMIT REQUEST **8**

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.

© 2020 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors’ software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.