

Requesting time off in the Time & Labor System

Video: [Submit Time Off Requests](#)

Request Time Off Via the Employee Time & Labor Dashboard

1. Navigate to Time & Labor > Home > Employee Dashboard.
2. Select the request Type from the dropdown.
3. Select Multiple Days, if requesting for multiple day.
4. Select Include Weekends, if taking off from Saturday and Sunday shifts.
5. Enter the Start Date of a current or future pay period. Enter the End Date, if requesting for multiple days.
6. Requests for days in previous, already closed pay periods are not allowed.
7. Enter the Start Time. An End Time is not required.
8. Enter the Hours Per Day. An End Time is not required when inputting Hours Per Day.
9. Entering an End Time overrides the Hours Per Day (if entered).
10. Enter Notes if desired.
11. Select Submit Request
 - a. The submit request option will produce a green notification to indicate the request's approval.
 - b. A red notification message will display an explanation for the request being rejected.

Request Time Off Via the Mobile Application

1. Select **Time Off** from the main menu.
2. Select the **Request** tab.
3. Choose the **Time Off Type** from the dropdown menu.
4. Enter a **Start Date**.
5. Enter an **End Date**.
6. Enter the **Start Time**
7. Leave the **End Time** field empty.
8. Enter the **Hours Per Day**
9. Tap **Include weekends** to turn on or off. If the request occurs on or crosses over a weekend, this setting should be to the right (and blue).
10. Enter a Note, if desired.
11. Select **Submit** in the top right of the interface once completed.

Important Information

- A user cannot submit a zero-hour request in the app.
- Tap the **Status** section to track the status of a request.
- Employees enabled for Time & Labor and assigned a Benefit Policy must have Time & Labor Access set to **Allow** to see the **Request Types** in the Mobile app.
- Users receive push notifications when the status of the request changes.
- Supervisors receive notifications when employees submit requests.
- Not adjusting the duration of hours can result in the Mobile app displaying a different request total than Time & Labor. While this is a visual discrepancy only, it can be confusing for employees.
- When selecting a request time, the available balance appears to follow the same rules as **Time Off Balances on the Employee Self-Service Portal**.
- If using HR & Payroll only, in four-column view, the “**Used Since Last**” Payroll amount changes per requests in HR & Payroll that are in an approved status, but not yet taken.
- The available column will then display differently based on that data and may not match what is on the employee record.
- Users cannot submit time off requests for days that fall within a closed pay period.
- There is a Spanish version of this document available **here**.