



REQUESTING TIME-OFF

Employees can submit a time off request by using **Request Time Off** located in the **Employee Calendar** in the **Employee Workspace**. This feature provides an accessible way for employees to request time off. The application's internal messaging system sends this request to your supervisor's email.

To use the Request Time Off function:

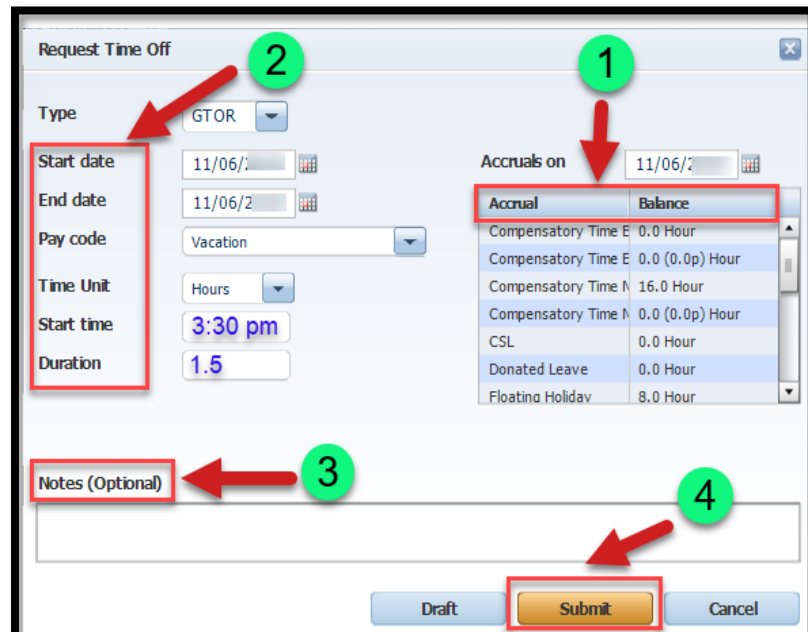
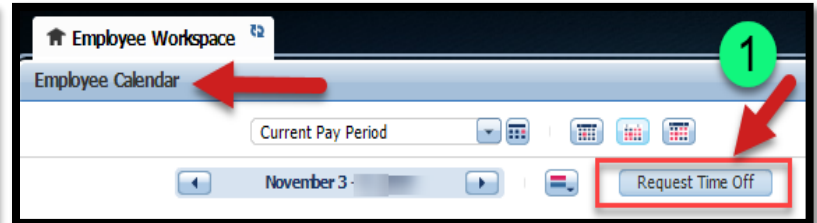
1. Click Request Time Off and complete
 - a. **Type:** GTOR (default)
 - b. **Start date** and **End date**
 - c. **Pay code:** (select applicable Pay Code)
 - d. **Time Unit:** (choose *Full day* or *Hours*)
 - i. On **Hours**, you will need to calculate the **LENGTH** of time you will be gone.
 - ii. **Start time:** (use only with Hours)
 - iii. **Duration:** (use only with Hours)
 - e. Click **Submit**

****You can check your *Accrual Balance* prior to submitting your GTOR.**

1. Your **GTOR** should appear on the date that you selected requesting the time off.
2. Both you and supervisor will receive an email with a status update.
3. Once it has been approved, then the Employee will receive notification via email and you can view the status in the **Details** of the GTOR.

Retracting GTOR (Global Time-Off Request):

1. Move your mouse across your **GTOR** *until you see a blue circle* that will allow you to click **DETAILS** or **RETRACT**.
2. Click **RETRACT**, add **NOTES**, then **SUBMIT**.
**It will remain on your calendar as an inactive GTOR.*
3. *If your GTOR has been approved by your Supervisor or if the pay period has closed; you WILL NOT be able to Retract. However, you can Cancel Approved.*



Note: The **Accrual Balances** displayed are dependent on which date is selected in the timecard when the **Accruals** are accessed.

