





# Requesting Time Off for Another Employee

As a manager, there may be times that an employee needs you to initiate a time off request on his behalf. This job aid covers how to request time off for another employee.

## Requesting time off for another employee

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Time Off > Request**.
- 2 In the **Choose Employee** field, select the name of the employee.
- 3 In the **Time off type** field, select the name of the time off you are requesting.
- 4 In the **Request type** field, select the type of request you wish to make. (Refer to the table in this job aid for a description of each request type.)
- 5 Complete the date and time fields that appear for the selected request type.
- 6 In the **Comment** field, enter any additional notes about the request. (Optional.)
- 7 Click **Submit Request**.
- 8 Click **OK** to acknowledge the success of your submittal.

**Note:** As a manager, you will likely need to perform additional steps to approve the time off request after you have submitted it.

Choose Employee

- Adil Wilcox
- Alan Edwards
- Amy Decker
- Anel Harrell
- Ben Edwards

Request Type	Description
Full Day	Select a single date.
Partial Day (Start/Stop)	Select a single date with a start and end time.
Partial Day (Bulk)	Select a single date and enter # of hours.
Multiple Days	Select a date range and the # of hours per day.

AD Amy Decker

Time off type\*

Request type\*

Date\*

From\*  am

To\*  pm

Comment

**SUBMIT REQUEST**