



Requesting Time Off for An Employee

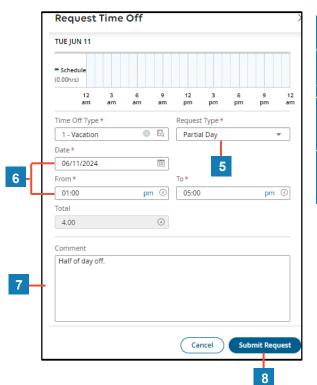
As a manager, there may be times that an employee needs you to initiate a time off request on his behalf. This job aid covers how to request time off for another employee.

Requesting time off for an 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 Click Start Request.
- 5 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.
- 6 Complete the date and time fields that appear for the selected request type.
- 7 In the **Comment** field, enter any additional notes about the request. (Optional.)
- 8 Click Submit Request.

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





Request Type	Description
Full Day	Select a single date.
Partial Day	Select a single date and enter # of hours.
Multiple Days	Select a date range