

# Quick Guide: Request Time Off

**Overview:** There are several ways for employees and supervisors to request time off. Below are the instructions for two methods from the MyTime Dashboard. Leave Requests populate the timesheet once approved, but do not replace existing schedules or time entries. As a result, leave populating a current timesheet containing scheduled hours will require editing. Leave Requests can be edited or deleted by the employee prior to the day the time off request begins.

[Request Time Off Methods](#)

[Request Time Off Form Entry](#)

[Viewing and Editing Leave Requests on the Calendar](#)

[Viewing and Editing Leave Requests on the Timesheet](#)

\*[Exempt Employees Timesheet view of Leave, Includes video](#)

[Non-exempt Employees Timesheet view of Leave](#)

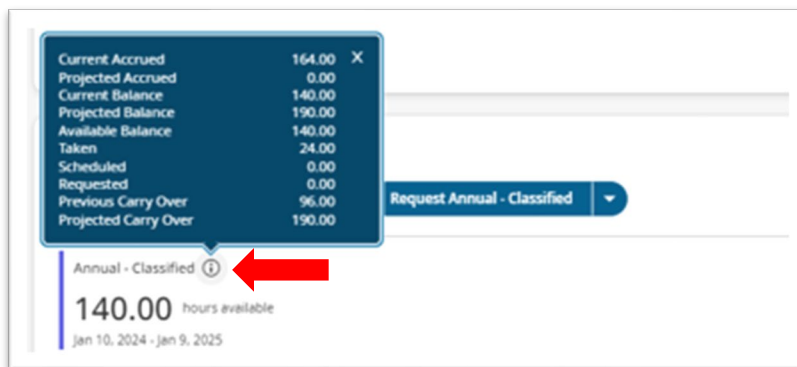
## Request Time Off Methods

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### Option 1: My Accrual Balances Widget

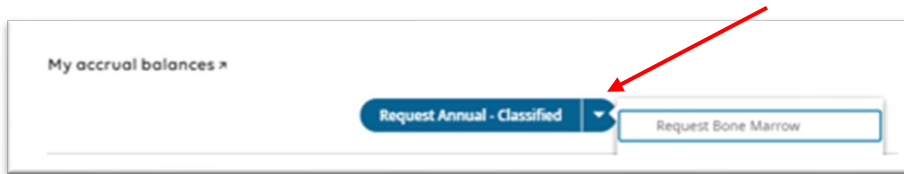
Navigation: Dashboard > Home Tab > *My Accrual Balances* widget.

1. Hover over the information icon ⓘ to view leave accrual, available balance, taken, scheduled etc.



2. Select the *Request Annual-Classified* dropdown to select leave type.

[The Request Time Off Form will open](#)



## Option 2: My Schedule My Time Off Widget

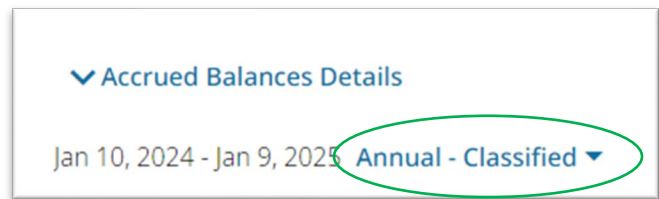
Navigation: Dashboard > Home Tab > My schedule My time off widget

### View Leave Balances

1. Select *My Time Off*



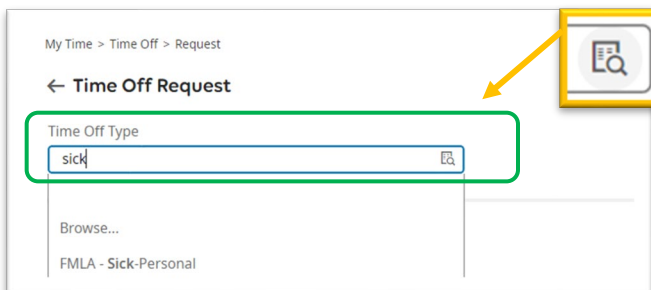
2. Under the *Accrued Balances Details*, to the right of the pay period, select the dropdown arrow to select view leave balances for the selected leave type.



✓ Accrued Balances Details									
Jan 10, 2024 - Jan 9, 2025 Annual - Classified ▾									
64.00 hrs	214.00 hrs	140.00 hrs	190.00 hrs	24.00 hrs	0.00 hrs	0.00 hrs	96.00 hrs	190.00 hrs	140.00 hrs
Current Accrued	Projected Accrued	Current Balance	Projected Balance	Taken	Scheduled	Requested	Previous Carry Over	Projected Carry Over	Available Balance

### Request Time Off

1. Use the *Time Off Type* box to select the leave type. You may click the search icon within the box or enter the name directly into the search box.



2. Click on the **Start Request** button to open the *Request Time Off* form.

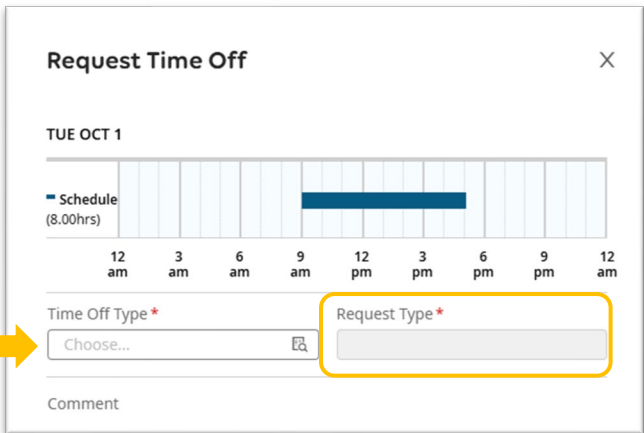
## Request Time Off Form Entry

After you've started your time off request you have 3 options for leave:

- *Full Day*
- *Multiple Day*
- *Partial Day (Bulk)*

**Time Off Type:** defaults to leave type if leave is selected from the *Accrued Balance Details* form. Edit the current selection or select a leave type.

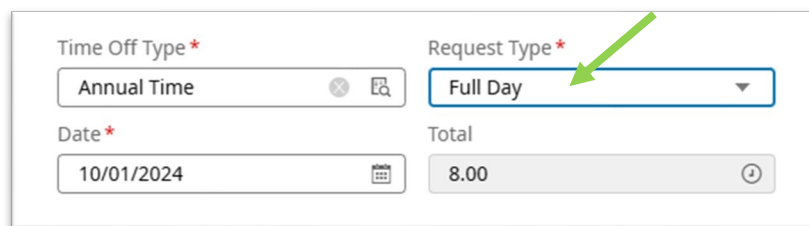
**Request Type:** Each *Request Type* option (full, partial or multiple days) will populate additional fields for form entry.



The screenshot shows a 'Request Time Off' form. At the top, it says 'TUE OCT 1'. Below that is a calendar grid with a blue bar indicating a schedule from 9 am to 6 pm. The text 'Schedule (8.00hrs)' is next to the bar. Below the calendar are two dropdown menus: 'Time Off Type \*' with the text 'Choose...' and 'Request Type \*' which is highlighted with a yellow box. Below these is a 'Comment' field.

### Entry for a *Full Day* of Leave

1. *Time Off Type:* select or edit the leave type
2. *Request Type:* choose *Full Day*
3. *Date:* choose the date you'd like to take leave



The screenshot shows a close-up of the form fields. The 'Time Off Type \*' field is set to 'Annual Time'. The 'Request Type \*' field is a dropdown menu with 'Full Day' selected, highlighted by a green arrow. The 'Date \*' field is set to '10/01/2024'. The 'Total' field is set to '8.00'.

### Entry for *Multiple Days* of leave using a date range

1. *Time Off Type:* select or edit the leave type
2. *Request Type:* choose *Multiple Days*
3. *From/To:* select a date range

4. *Hours Per Day*: can be entered as a partial or full day

A screenshot of a leave request form. The fields are: Time Off Type\* (Annual Time), Request Type\* (Multiple Days), From\* (10/25/2024), To\* (10/25/2024), and Hours Per Day\* (6.00).

### Entry for a *Partial Day* of leave

1. *Time Off Type*: select or edit the leave type
2. *Request Type*: choose *Partial Day (Bulk)*
3. *Date*: select a date
4. *Total Hours*: enter the total hours of leave you'd like to use for the selected date

A screenshot of a leave request form. The fields are: Time Off Type\* (Annual Time), Request Type\* (Partial Day (Bulk)), Date\* (10/25/2024), and Total Hours\* (4.00).

### Projected Balance

**Calculate Button:** Click to show the Projected *Start* and *End* Balances for the leave request. Projected start and end balances only reflect current accrual period balances and will not calculate future accrual periods.

**Comment field:** enter information which may be necessary for supervisor approval or record keeping. This field may particularly be important for use with *Partial Day (Bulk)* option.

**Submit Request:** Request will route to the primary supervisor.

A screenshot of the Projected Balance section of a leave request form. It shows Start Balance (479.00) and End Balance (471.00) fields, a Calculate button, a Comment field with the text "I will be off the afternoon of October 1st, starting at 1pm", and a Submit Request button. A green arrow points from the text "Request will route to the primary supervisor." to the Submit Request button.

## Viewing and Editing Leave Requests on the Calendar

**Submitted and un-approved leave** will show on the *My schedule My time off* widget calendar with perforated lines around the selected leave day.

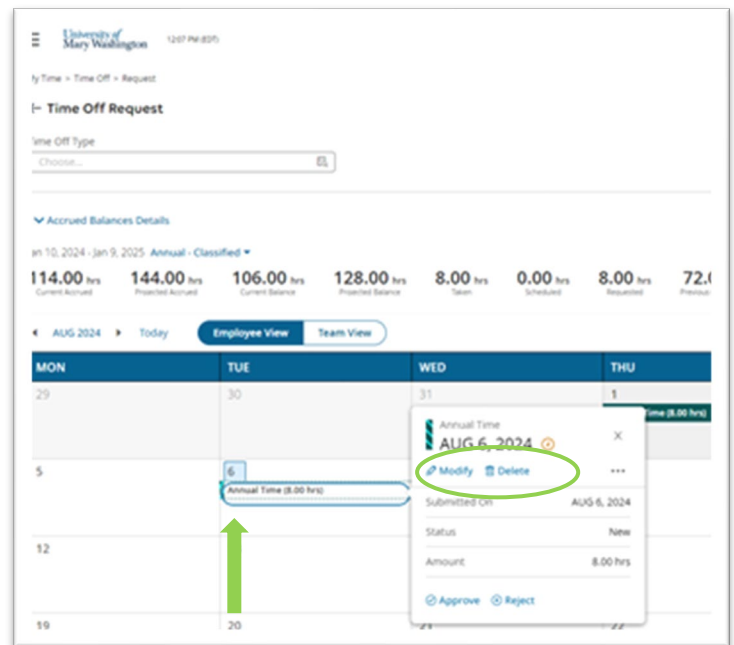


**Approved leave** is shown as a solid line. The color of the solid line indicates the leave type color as displayed in the *My accrual balances* widget.



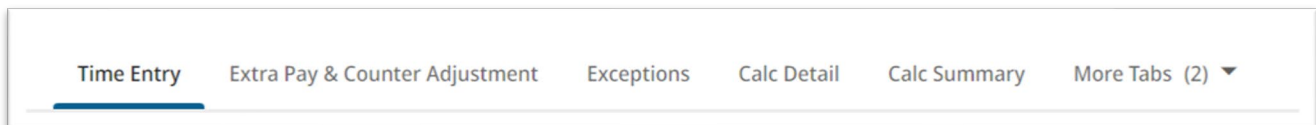
Pending or Approved leave requests not yet taken may be edited or deleted from the *My schedule My time off* widget calendar.

- Click on the leave within the calendar widget and choose *Modify* or *Delete* from the pop-up box.
- A Leave Request can be cancelled or edited up until the date requested. A comment is required prior to submission. Save your timesheet before exiting.



## Viewing and Editing Leave Requests on the Timesheet

Navigation: *Dashboard > Clock Widget > View my timesheet > Time Entry Tab*



[Exempt Employees Timesheet view of Leave](#)

[Non-exempt Employees Timesheet view of Leave](#)

## Exempt Employees

An approved *Leave Request* (populating the current pay period) will add additional hours to the hours already populated hours on the timesheet.

Exempt employees' timesheets will require timesheet adjustments to reflect the correct working hours.

Below is an example of a **full day leave request** for an Exempt employee.

The screenshot shows a timesheet entry for 'THU Aug 1' with a '8a-4p 8 Hour Shift'. The interface includes columns for 'From', 'To', 'Raw Total', and 'Calc. Total'. The first row shows 'From am' and 'To am' with '8.00' in both 'Raw Total' and 'Calc. Total' columns. The second row shows '08:00 am' and '04:00 pm' with '8.00' in both 'Raw Total' and 'Calc. Total' columns. A third row shows '16.00 hrs' in both 'Raw Total' and 'Calc. Total' columns. A dropdown menu is open, showing 'Annual Time' selected. A red box highlights a trash icon, and orange boxes highlight the '8.00' values and the '16.00 hrs' totals.

The calculation for daily hours includes the 8-hour scheduled period **and** the 8-hour Annual leave (16 hours).

Exempt employees with edit abilities:

- Delete the second row on the timesheet to remove the 8-hour working schedule.

Employees who cannot edit their timesheet:

- enter a *Change Request* to modify *Leave Requests* or request an adjustment to their timesheet

Below is an example of a **partial day leave request** for an Exempt Employee

Watch the video: [Exempt Timesheet Edit & Leave Request](#)

The **scheduled 8:00am to 5:00 pm hours** will need to be adjusted by 4 hours to correct the Raw Total and Calc. Total columns.

From	To	Raw Total	Calc. Total	In Date	Time Off
From am	To am	4.00	4.00	FRI Oct 25	Annual Time
08:00 am	05:00 pm	9.00	8.00	FRI Oct 25	
		13.00 hrs	12.00 hrs		

To make the adjustment:

1. Adjust the **From and To columns to reflect the 4 hours worked** **OR**
2. Adjust the **From and To columns to reflect the working hours** or enter the 4 hours in the **Raw Totals** column.

The screenshot shows a timesheet entry for 'FRI Oct 25' with a '4.00' in the 'Raw Total' and 'Calc. Total' columns. The 'From' and 'To' columns are empty. A dropdown menu is open, showing 'EO' selected. A blue box highlights the '4.00' values and the 'EO' dropdown.


From	To	Raw Total	Calc. Total
From am	To am	4.00	4.00
From am	To am	4.00	4.00
		8.00 hrs	8.00 hrs

### Non-exempt Employees

For Non-exempt employees, the bulk leave will add to the existent clocked hours and additional editing should not be necessary.

Below is an example of a non-exempt employee clocking out at 12:15. The employee submitted a Leave Request for Partial Day Bulk for 3.75 hours to complete the 8 hour day.

Sample timesheet prior to approved the Leave Request

From	To	Raw Total	Calc. Total	In Date
				
08:00 am	12:15 pm	4.25	4.25	FRI Oct 25 ▼
		4.25 hrs	4.25 hrs	

Sample timesheet after the Leave Request has been approved by supervisor

From	To	Raw Total	Calc. Total	In Date	Time Off
					
From am	To am	3.75	3.75	FRI Oct 25	Annual Time
08:00 am	12:15 pm	4.25	4.25	FRI Oct 25 ▼	
		8.00 hrs	8.00 hrs		