

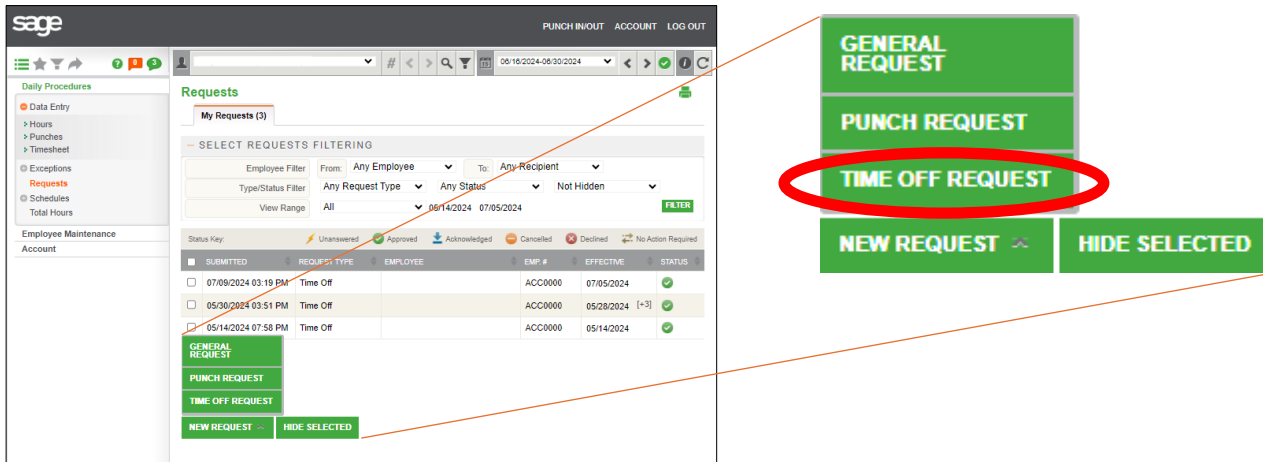
TIME OFF REQUESTS

This process applies to both hourly and salaried employees –

To submit for Time Off Requests (vacation, sick, etc.) on the left side menu

Daily Procedures > Requests

At the bottom of the screen is a green NEW REQUEST button – click to expand, then select “TIME OFF REQUEST”



The Request Detail screen will display with your supervisor's name to send request to.

Click the green circle with the + sign on the right side of the screen to enter the details of your request.

The screenshot shows the 'Request Detail' screen. It includes fields for 'Send Request To', 'Total Hours', 'REQUESTED DATE(S)', 'DATE', 'HOURS', 'PAY TYPE', 'SCHEDULING', and 'COMMENT'. A red circle highlights the green circle with a '+' sign on the right side of the screen.

Request Detail

Send Request To: [Dropdown]

Total Hours: 0.00

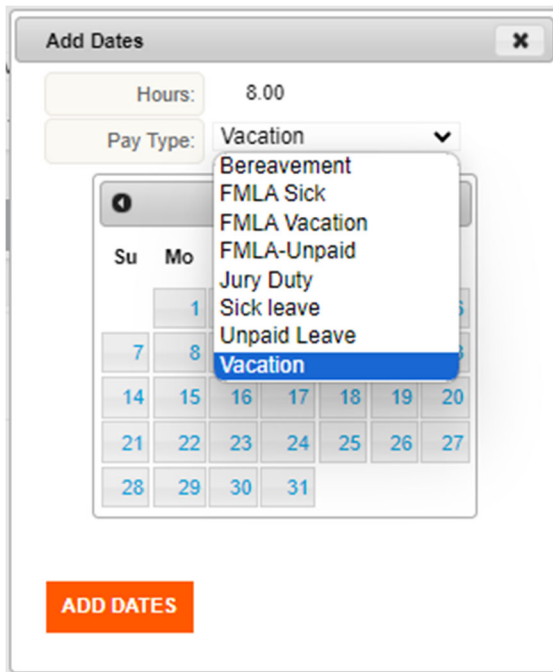
REQUESTED DATE(S) [Green circle with +]

DATE | HOURS | PAY TYPE | SCHEDULING

COMMENT

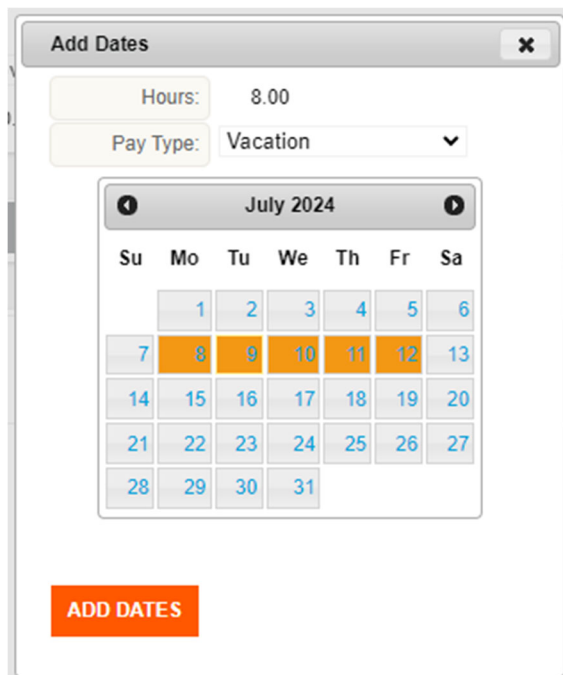
SUBMIT REQUEST

A screen with a calendar will display. Enter the number of hours (this is PER DAY)



The 'Add Dates' form is displayed. The 'Hours' field is set to 8.00. The 'Pay Type' dropdown menu is open, showing options: Bereavement, FMLA Sick, FMLA Vacation, FMLA-Unpaid, Jury Duty, Sick leave, Unpaid Leave, and Vacation (highlighted in blue). The calendar below shows the month of July 2024, with the 8th highlighted. An orange 'ADD DATES' button is at the bottom.

Use the arrow-down to reveal the options for Pay Type. Select the appropriate option.



The 'Add Dates' form is displayed. The 'Hours' field is set to 8.00. The 'Pay Type' dropdown menu is set to 'Vacation'. The calendar below shows the month of July 2024, with the 8th, 9th, 10th, 11th, and 12th highlighted in orange. An orange 'ADD DATES' button is at the bottom.

Then click the date on the calendar for the requested time off.

If you are requesting multiple days, hold down the Ctrl key and it will allow you to select them.

Important Note: Please do not submit a request that extends through the closing of a pay period. For example. If you need the 10th-20th of a month off, please submit two requests. One for the 10th-15th and the second for the 16th-20th.

Click the orange ADD DATES button.

This will bring the details into the request form. Check that each date and the # of hours is correct (no more than 8 hours per day!) and when verified, click the green SUBMIT REQUEST button at the bottom of the screen.

Request Detail

Send Request To:

Total Hours: 40.00

REQUESTED DATE(S)

DATE	HOURS	PAY TYPE	SCHEDULING
07/08/2024	8.00	Vacation	All Day
07/09/2024	8.00	Vacation	All Day
07/10/2024	8.00	Vacation	All Day
07/11/2024	8.00	Vacation	All Day
07/12/2024	8.00	Vacation	All Day

COMMENT

SUBMIT REQUEST

You may view the status of each individual request on the right side of the requests page. Status options are shown just above the list. (Unanswered, Approved, Acknowledged, etc.)

sage PUNCH IN/OUT ACCOUNT LOG OUT

Requests

My Requests (3)

— SELECT REQUESTS FILTERING

Employee Filter From: Any Employee To: Any Recipient

Type/Status Filter Any Request Type Any Status Not Hidden

View Range All 05/14/2024 07/05/2024 **FILTER**

Status Key: Unanswered Approved Acknowledged Cancelled Declined No Action Required

SUBMITTED	REQUEST TYPE	EMPLOYEE	EMP. #	EFFECTIVE	STATUS
<input type="checkbox"/> 07/09/2024 03:19 PM	Time Off		ACC0000	07/05/2024	⚡
<input type="checkbox"/> 05/30/2024 03:51 PM	Time Off		ACC0000	05/28/2024 [+3]	✅
<input type="checkbox"/> 05/14/2024 07:58 PM	Time Off		ACC0000	05/14/2024	❌

NEW REQUEST **HIDE SELECTED**