## HOW TO REQUEST TIME OFF IN DAYFORCE

There are few places on Dayforce screen where you can originate your time off request.

## Option 1

1) Press on the menu at the top left corner of the screen

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Benefits	Calendar	Earnings		Forms	Profile & Settings	Time Away List
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	Actions	Events	Balances	Earnings	BOOKMARKS	
Pending Actions						View all actions in Message Center

## 2) Click on Work menu and Time Away List



3) To view your Balances, select Request New Time Off. Click on the Balances menu



4) On the Your balances, form, fill out necessary information, such as dates and reason. You may want to include comments that will be visible to your manager.

**Note:** In the right corner, your balances will adjust automatically to show the transaction of your request. You can also click on **Balances** at the bottom to see that information.

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5) Click **Submit** after you finish.

The request will go to your Manager for approval. After your manager reviews and makes the decision, you will be able to see a message in your Dayforce Message Center. Click on the message to see the details.

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Compose	•	O Refresh         Image: Select ▼         Image: Delete         Image: Mark as ▼	×
Approvals	•	Inbox	
Inbox	42	Haque, Fatima     TRANSACTION APPROVED: The Contact Details transaction for S	ultan, Jamilya was approved. 6/21/2019 9:22 AM
🖂 Messages			
Reports			
() Notifications	42		

## **Option 2**

1) Time off can be also requested by clicking on the **Calendar** icon on your Dayforce home page.



2) Click on the day that you need and select Create Time off Request.



3) On the Your balances, form, fill out necessary information, such as dates and reason. You may want to include comments that will be visible to your manager.

**Note:** In the right corner, your balances will adjust automatically to show the transaction of your request. You can also click on **Balances** at the bottom to see that information.

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<b>Type</b> Float - Days	Start 5/31/2019	6/30/2019	0.00	0.00	0.00	0.00	0.00		Days

4) Your Calendar View will update after you click **Submit**. Requested days will turn Orange, pending approval, once approved, it will turn Green.

**Note:** If you are cancelling already approved vacation, it would need to be approved by your manager as well.



Status	Calendar Cell	Description
<b>Pending</b> – Orange Cell	🛠 Vacation - 1 Day 11	Time off has been requested for this day, but the manager has not yet responded to the request.
Approved – Green Cell	Y Vacation - 1 Day 13	Time off has been approved for this day.
<b>Cancellation</b> Pending – Red Cell	Y Vacation - 1 Day 09	Time off has been approved for this day, but the employee has asked to cancel this request. The cancellation request is awaiting manager approval.