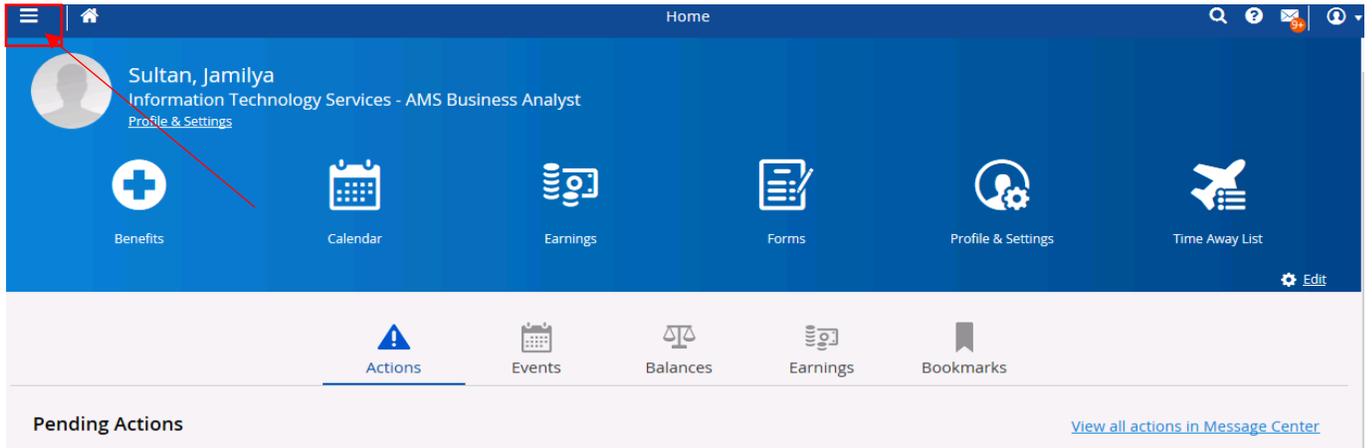


HOW TO REQUEST TIME OFF IN DAYFORCE

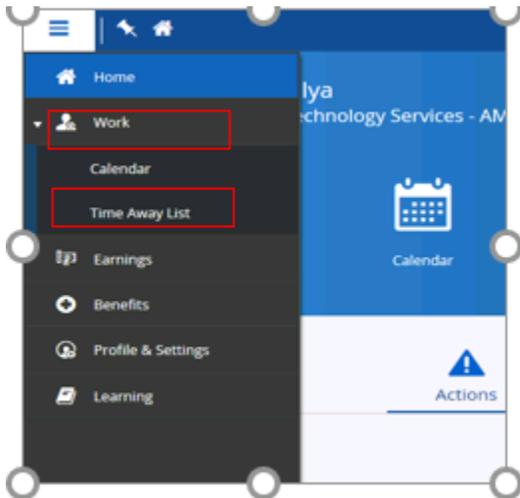
There are few places on Dayforce screen where you can originate your time off request.

Option 1

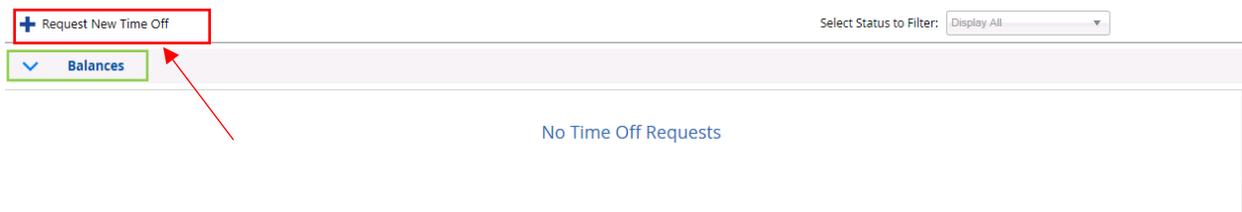
- 1) Press on the menu at the top left corner of the screen



- 2) Click on **Work** menu and **Time Away List**



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



- 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.

Time Requested: **0.00 Hours**

Status: **⊕ Pending**

Reason: Select a Reason... Start: 6/22/2019 End: 6/22/2019

Type of Request: All Day Partial Day

Employee Comments

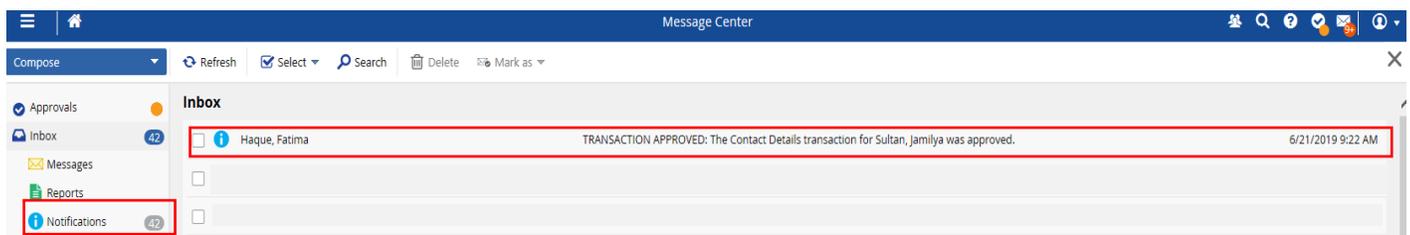
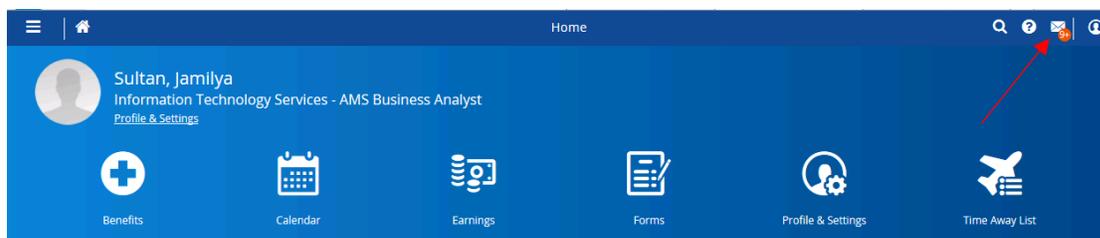
Balances

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Float - Days	5/31/2019	6/30/2019	0.00	0.00	0.00	0.00	0.00	Days
Vacation - Days	5/31/2019		2.34	0.00	0.00	2.34	0.00	Days

Time Requested: **0.00 HC**

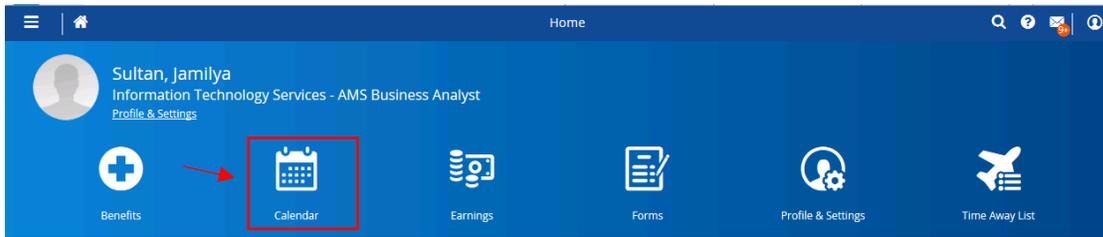
Reason: Select a Reason... (Dropdown menu showing: Bereavement, FLOAT, Jury Duty, Sick, Vacation Days)

- 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.

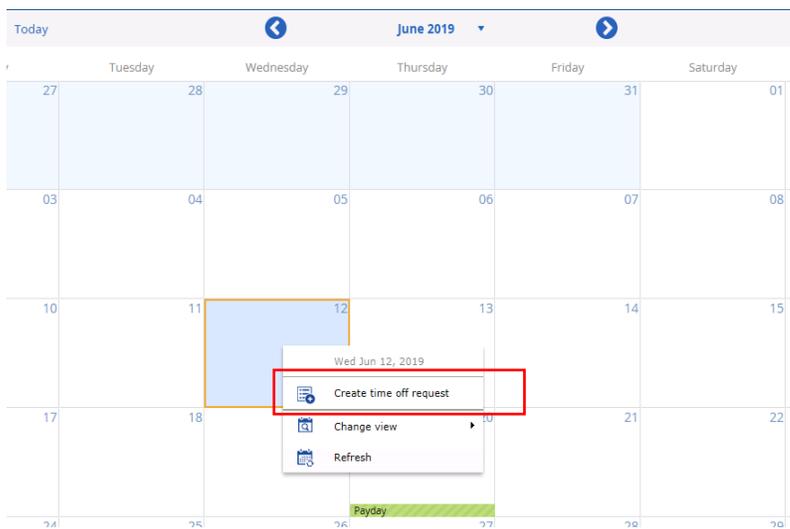


Option 2

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.

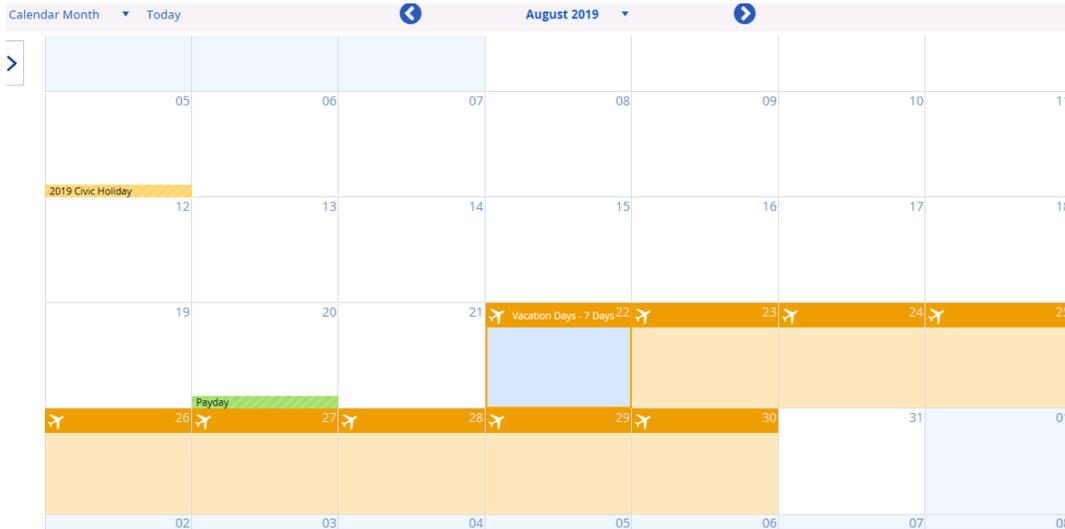
Note: In the right corner, your balances will adjust automatically to show the transaction of your request. You can also click on **Balances** at the bottom to see that information.

The screenshot shows the 'Your balances' form in Dayforce. The 'Time Requested' is 0.00 Hours. The 'Status' is Pending. The 'Reason' field is highlighted with a red box, along with the 'Start' and 'End' date fields. The 'Balances' section is highlighted with a green box. The 'Balances' section includes a table with columns for Type, Start, End, Accrued, Approved, Pending, Remaining, Exceeded, and Unit.

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Float - Days	5/31/2019	6/30/2019	0.00	0.00	0.00	0.00	0.00	Days
Vacation - Days	5/31/2019		2.34	0.00	0.00	2.34	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
Pending – Orange Cell		Time off has been requested for this day, but the manager has not yet responded to the request.
Approved – Green Cell		Time off has been approved for this day.
Cancellation Pending – Red Cell		Time off has been approved for this day, but the employee has asked to cancel this request. The cancellation request is awaiting manager approval.