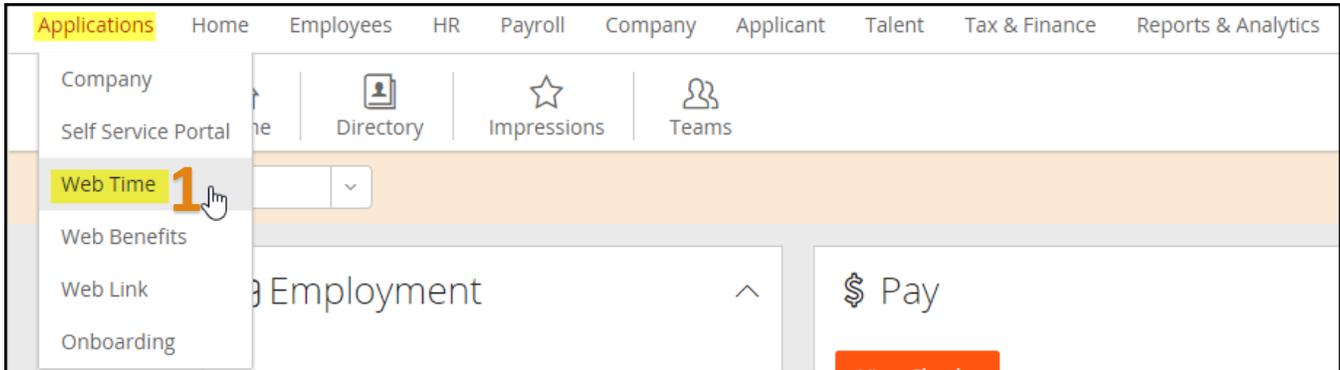


How to Request Time Off

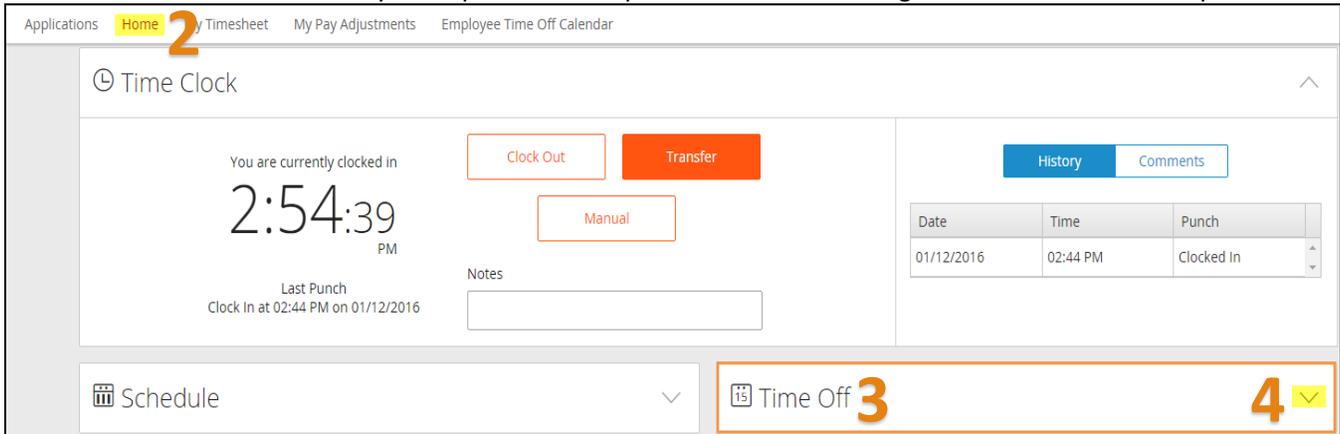
Employees can request time off simply by accessing their Web Time Employee Dashboard.

Last Revised: 01/29/2016

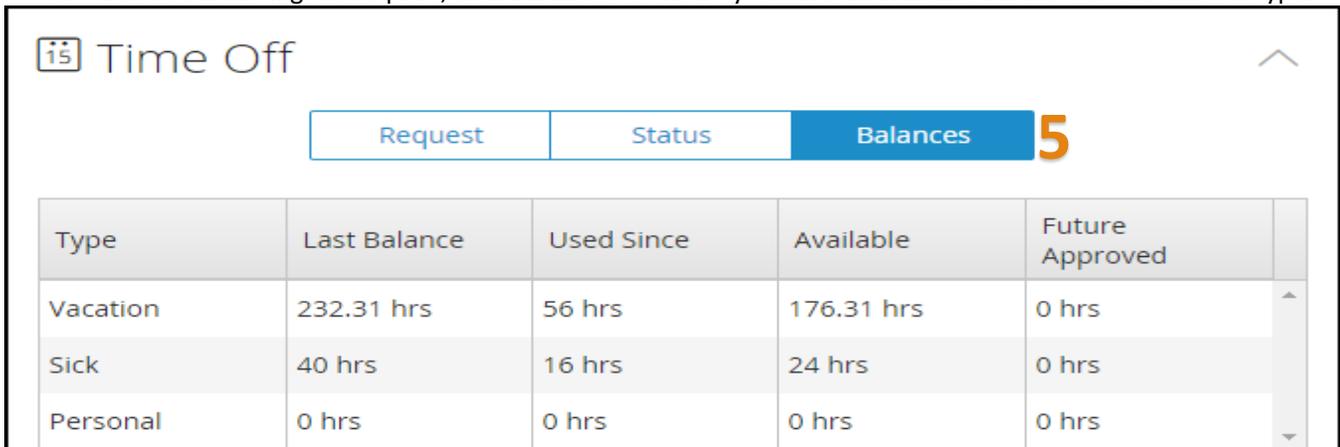
1. Log into Web Time.
 - If Web Time is not your default home page when logging in, hover over Applications in the menu bar and click **Web Time**.



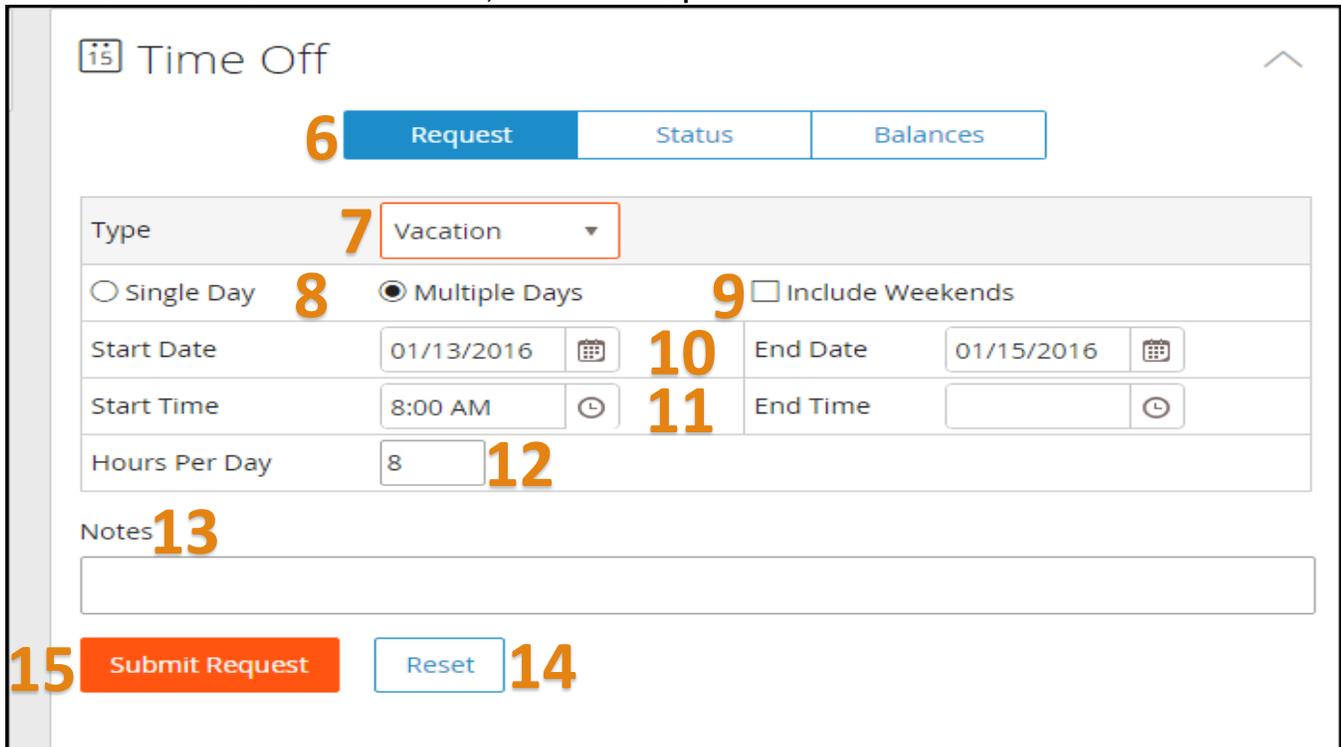
2. Click **Home** from the menu bar if on another page to access the Employee Dashboard.
3. Locate the Time Off section.
4. The Time Off section may be required to be expanded to view the categories. Click the icon to expand.



5. Before submitting the request, click **Balances** to ensure you have an available balance for the time off type.



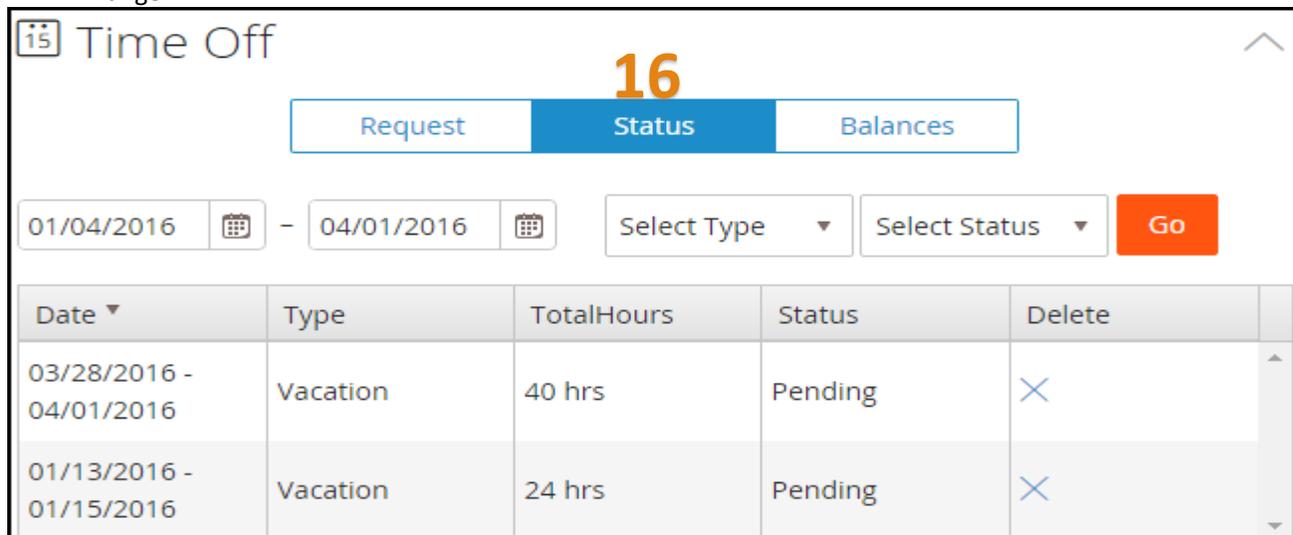
6. Click **Request**.
7. Select the time off type via the **Type** drop down.
8. Select **Single Day** or **Multiple Days** as applicable.
9. Check the **Include Weekends** box if necessary.
10. For multiple days, enter the start date and end date by typing into the fields or selecting the dates from the calendars. The end date for single day requests defaults to the day being requested and cannot be changed.
11. Enter the start time and end time as applicable by typing into the fields or selecting the times from the clock drop downs.
12. Input the hours into the **Hours Per Day** field if necessary.
13. Using the Notes text box, enter any notes if applicable.
14. Click **Reset** to clear any entered data and start over.
15. Once all the entries are confirmed, click **Submit Request**.



The screenshot shows the 'Time Off' form with the following elements and callouts:

- 6**: 'Request' button
- 7**: 'Type' dropdown menu set to 'Vacation'
- 8**: 'Single Day' radio button
- 9**: 'Multiple Days' radio button
- 10**: 'Start Date' field (01/13/2016) and 'End Date' field (01/15/2016)
- 11**: 'Start Time' field (8:00 AM) and 'End Time' field
- 12**: 'Hours Per Day' field (8)
- 13**: 'Notes' text box
- 14**: 'Reset' button
- 15**: 'Submit Request' button

16. Click **Status** to review the status of the recently submitted request, in addition to others in the selected date range.



The screenshot shows the 'Time Off' status review page with the following elements and callout:

- 16**: 'Status' button
- Date range: 01/04/2016 - 04/01/2016
- Filters: 'Select Type' and 'Select Status' dropdowns
- 'Go' button

Date ▼	Type	TotalHours	Status	Delete
03/28/2016 - 04/01/2016	Vacation	40 hrs	Pending	×
01/13/2016 - 01/15/2016	Vacation	24 hrs	Pending	×