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Request Time Off

Employees can request time off using the Time Off tile on the home page. The home page contains the tiles that let the user access or navigate to common tasks, such as My Time Off.

Navigation: Main Menu

1. From the **My Time Off tile**, select the time off **Reason**.

2. Select dates from the calendar. To select more than one day, select the days.

3. To remove days from the selection, deselect the selected days.

4. Select Amount Per Day (Full Day or Hours)

5. Select Submit.