



PTO Request Off Guide

1. Viewing Accruals

- In the Dashboard, click the View Tab and select Accruals to view remaining balances.

Bill Smith
Clocked out
4/20/2021 11:19:34 AM
[Log Off](#)
[My Options](#)

CLOCK IN CLOCK OUT LEAVE ON BREAK RETURN FROM BREAK CHANGE JOB CODE CHANGE COST CODE **VIEW** REQUESTS MANAGE TIME SHEET

Hours Schedules Last Punch **Accruals** Messages

ACCRUALS

Showing 1 records of 1

PTO↑	Accrued	Used	Expired	Remaining
VACA	458.3800	447.8200	0.0000	10.5600

2. Submitting Time Off Requests

- Enter Employee ID/Badge Number and Select Log On To Dashboard.

4/20/2021
11:13:43 AM

Select Company: Group Management Services, Inc. 2402

ID/Badge Number:

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

CHANGE JOB CODE CHANGE COST CODE

LOG ON TO DASHBOARD

- Select the Requests tab and click Add.

CLOCK IN CLOCK OUT LEAVE ON BREAK RETURN FROM BREAK CHANGE JOB CODE CHANGE COST CODE **VIEW** **REQUESTS** MANAGE TIME SHEET

VIEW REQUESTS

Calendar List

Status: Leave calendar Company Default

+ Add Manage Refresh << < July 2021 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 0 entered	28 0 entered	29 0 entered	30 0 entered	1 0 entered	2 0 entered	3 0 entered
4 0 entered	5 0 entered	6 0 entered	7 0 entered	8 0 entered	9 0 entered	10 0 entered
11 0 entered	12 0 entered	13 0 entered	14 0 entered	15 0 entered	16 0 entered	17 0 entered
18 0 entered	19 0 entered	20 0 entered	21 0 entered	22 0 entered	23 0 entered	24 0 entered
25 0 entered	26 0 entered	27 0 entered	28 0 entered	29 0 entered	30 0 entered	31 0 entered
1 0 entered	2 0 entered	3 0 entered	4 0 entered	5 0 entered	6 0 entered	7 0 entered

- Enter the date requested, Start Time, Hours, Number of consecutive days, and Leave Code, then click Save.

3. Submitting Time Off Requests with Templates

- Enter Employee ID/Badge Number and Select Log On To Dashboard.

- Select the Requests tab and click Add.

- Select the correct Template and fill in all necessary fields. Then Save.

The screenshot shows a web form titled "Add Employee Request". The form contains the following fields and controls:

- Leave calendar:** A dropdown menu with "Company Default" selected.
- Employee:** A text field containing "John Doe [9]".
- Date requested:** A date picker showing "7/13/2021".
- Start time:** An empty time input field.
- Hours:** A text input field containing "8:00".
- Days:** A dropdown menu with "1" selected.
- Leave Code:** A dropdown menu with "<< NONE >>" selected.
- Description:** An empty text area.
- Templates:** A dropdown menu with three options: "<< NONE >>", "4 HOURS", and "8 HOURS". This dropdown is circled in red.
- Buttons:** "Accruals" (disabled), "Cancel", and "Save" (highlighted with a red circle).