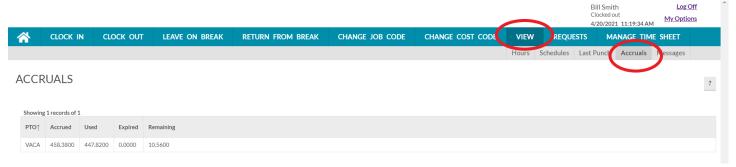


## **PTO Request Off Guide**

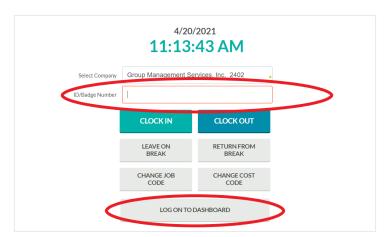
## 1. Viewing Accruals

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

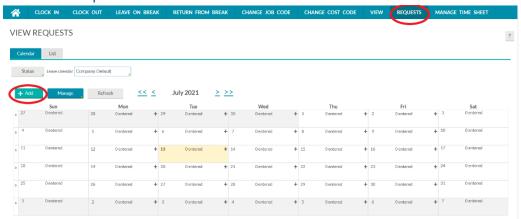


## 2. Submitting Time Off Requests

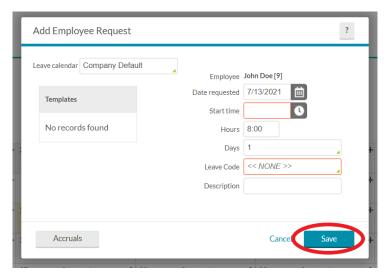
• Enter Employee ID/Badge Number and Select Log On To Dashboard.



Select the Requests tab and click Add.

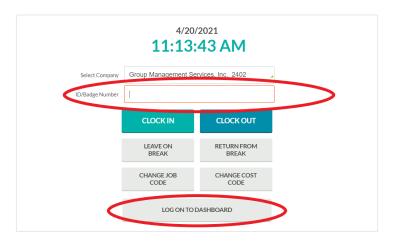


 Enter the date requested, Start Time, Hours, Number of consecutive days, and Leave Code, then click Save.

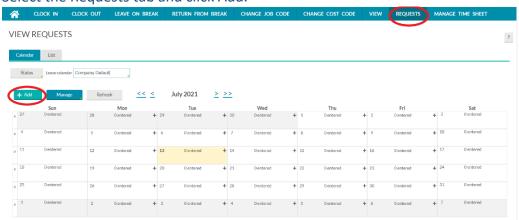


## 3. Submitting Time Off Requests with Templates

• 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.

