Quick Guide: Request Time Off



Navigation: Request PTO on the UKG homepage (after logging in) or My Info > My Time > Time Off > Request.

1. Select the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc).

	DERBILT 10:11 AM	I (CDT)			
My Time > Time Off	> Request				
← Time Off	Request				
Time Off Type					
Accrued Bala	ances Details				
-18.36 hrs Current Balance	53.00 hrs	0.00 hrs Scheduled	0.00 hrs Requested	-18.36 hrs Available Balance	
JUN 2023	• Today	Employee View	Team View		
MON		TUE		WED	THU
29		30		31	1

- 2. Select **Start Request**. Alternatively, you may select a date or range from the calendar and select **Start Request** there to auto-populate the requested date.
- 3. Select the **Request Type** drop-down and select from the following:
 - Full Day: requesting all scheduled time for that day.
 - Multiple Days: enter the number of hours requested for each day.
 - **Partial Day (Bulk):** enter the total number of hours requested for the day.
 - Partial Day (Start/Stop): enter the start and end time of the requested time off.

Request Time Off X												
THU JUN 22								A				
Schedule (9.00hrs)												
12 am	3 am	6 am	9 am	12 pm	3 pm	6 pm	9 pm	12 am				
Time Off Type	Time Off Type* Request Type*											
Paid Time C	Off	8	Eq					-				
Person Assignments												
zOverview/00003 - Inforn 💿 🖪 Multiple Days												
Partial Day (Bulk)												
Comment Partial Day (Start/Stop)												
								•				
				Ca	ncel	Sub	mit Requ	iest				

- 4. Select the date or range of request.
- 5. Enter duration, time frame, or total hours (displayed fields are dependent on the **Request Type**).
- 6. Type a **Comment** (optional).
- 7. Select Submit Request.