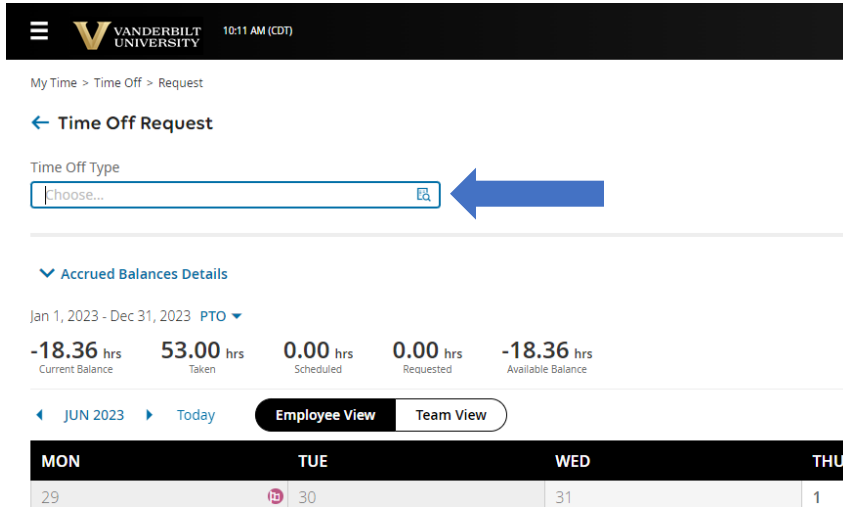


# Quick Guide: Request Time Off

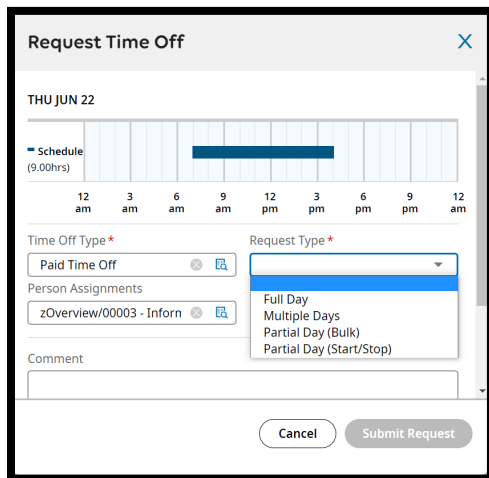


Navigation: **Request PTO on the UKG homepage (after logging in) or My Info > My Time > Time Off > Request.**

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



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.



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**.