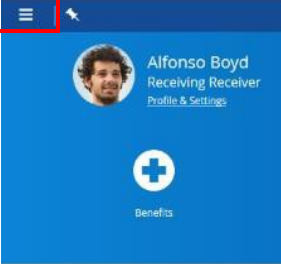
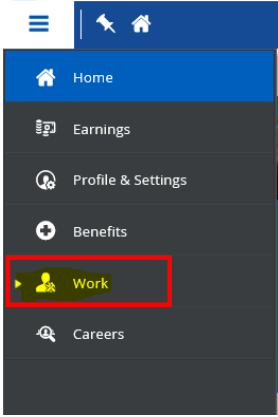
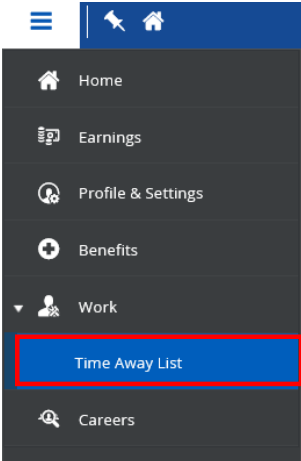
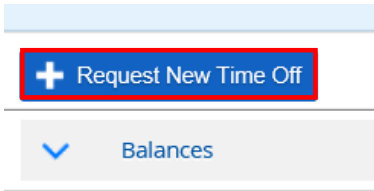

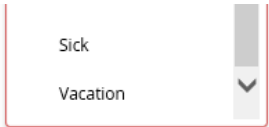
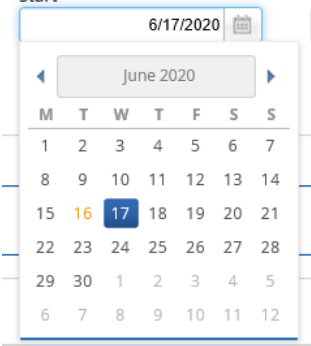
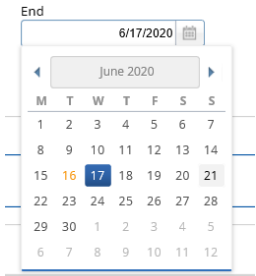


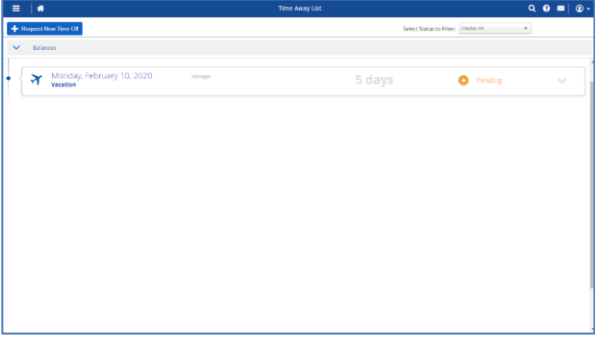
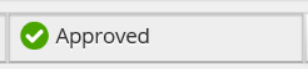


How To	Request Time Away from Work – Employee Job Aid
Click the Menu .	 A screenshot of a mobile application interface. At the top, there is a blue header bar with a white menu icon (three horizontal lines) on the left, a back arrow, and a home icon. Below the header, the user's profile is displayed: a circular profile picture of Alfonso Boyd, his name 'Alfonso Boyd', his title 'Receiving Receiver', and 'Profile & Settings'. Below the profile is a white plus sign icon with the word 'Benefits' underneath it.
Expand Work .	 A screenshot of the mobile application's menu. The menu is a dark grey vertical list with white text and icons. The items are: 'Home' with a house icon, 'Earnings' with a document icon, 'Profile & Settings' with a person icon, 'Benefits' with a plus sign icon, 'Work' with a person icon and a red box around it, and 'Careers' with a magnifying glass icon.

How To	Request Time Away from Work – Employee Job Aid
<p>Click Time Away List.</p>	
<p>Time Away List is where you will create new requests and manage your existing requests.</p> <p>Click Request New Time Off.</p>	
<p>Expand the Reason list.</p>	
<p>Dayforce will allow you to request:</p> <ul style="list-style-type: none"> - Vacation - Sick - Personal Holiday - Bereavement - Jury Duty 	

How To	Request Time Away from Work – Employee Job Aid
<p>Use the Calendar buttons to enter EACH INDIVIDUAL DATE separately.</p> <p>If you do not enter each day separately, your request will be denied and you will need to submit it again.</p> <p>Click the Start Date button.</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="673 468 911 525"> <p>Start</p> <input type="text" value="6/17/2020"/> </div> <div data-bbox="956 468 1193 525"> <p>End</p> <input type="text" value="6/17/2020"/> </div> </div>
<p>Enter the first day you are requesting.</p>	<div style="text-align: center;"> <p>Start</p>  </div>
<p>Click the End Date button and enter the same day.</p> <p>Example: If you are taking off June 17th, the start and end date would be June 17th for a total of 8hrs off.</p> <p>If you are requesting 3 days, then you will have 3 separate entries.</p>	<div style="text-align: center;"> <p>End</p>  </div>

How To	Request Time Away from Work – Employee Job Aid																											
	<p>Time Requested: 8.00 Hours</p> <p>Reason: <input type="text" value="Vacation"/> Start: <input type="text" value="6/17/2020"/> End: <input type="text" value="6/17/2020"/></p> <p>Type of Request: <input type="button" value="All Day"/> <input type="button" value="Partial Day"/></p>																											
<p>You can expand the Balance Details pane to see how your request will affect your time off balances.</p> <p>Expand Balances.</p>	<p>Balances <input type="button" value="v"/></p>																											
<p>Accrued Balances</p> <p>If your time off request counts towards any accrued balances, the amount of time requested will show in the Pending column.</p> <p>Once the request is approved by your manager it will move to the Approved column.</p>	<p>Balances <input type="button" value="v"/></p> <p>Balance Details Expiring Transactions</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Start</th> <th>End</th> <th>Accrued</th> <th>Approved</th> <th>Pending</th> <th>Remaining</th> <th>Exceeded</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>Sick</td> <td>1/1/2014</td> <td></td> <td>60</td> <td></td> <td></td> <td>60</td> <td></td> <td>Hours</td> </tr> <tr> <td>Vacation</td> <td>1/1/2014</td> <td></td> <td>15</td> <td></td> <td>-5</td> <td>10</td> <td></td> <td>Days</td> </tr> </tbody> </table>	Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit	Sick	1/1/2014		60			60		Hours	Vacation	1/1/2014		15		-5	10		Days
Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit																				
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Vacation	1/1/2014		15		-5	10		Days																				
<p>Click Submit.</p> <p>Reminder: If you are taking more than one day off you would need to click Request New Time Off again to submit another request.</p>	<p><input type="button" value="Submit"/> <input type="button" value="Close"/></p>																											

How To	Request Time Away from Work – Employee Job Aid
<p>The request now appears as Pending in the Time Away List.</p> <p>Reminder: If you are taking 3 days off you would see 3 separate requests pending.</p>	 <p>The screenshot shows a web application window titled "Time Away List". At the top, there is a search bar and a "Select Status to Filter" dropdown menu. Below this, a list of requests is displayed. The first request is for "Monday, February 10, 2020" with a duration of "5 days" and a status of "Pending" indicated by an orange dot. The request type is "Vacation".</p>
<p>Your manager will be notified of your request and submit a response. Once a response is submitted by your Manager you will receive a notification in your Dayforce Message Center.</p>	 <p>The image shows a rectangular button with a green checkmark icon on the left and the word "Approved" in a sans-serif font to its right.</p>