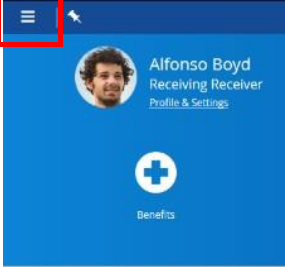
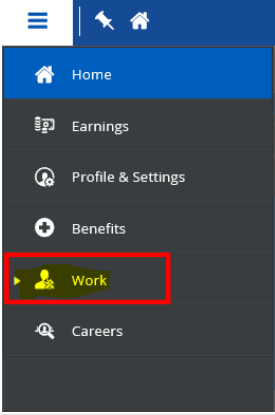
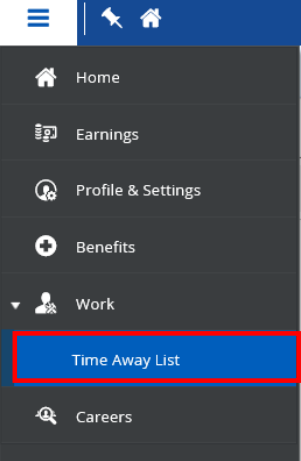
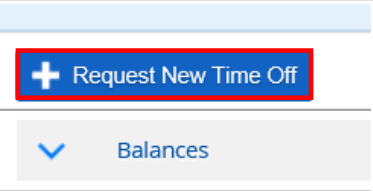
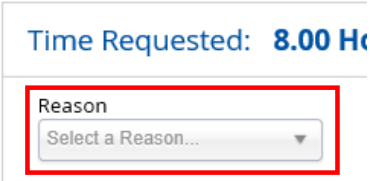
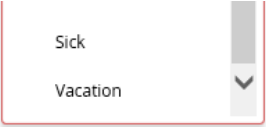






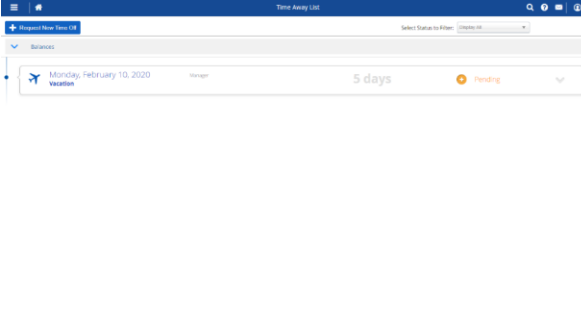
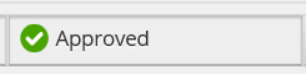


How To	Request Time Away from Work – Employee Job Aid
<p>Click the Menu.</p>	
<p>Expand Work.</p>	

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 	

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<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="483 615 721 674"> <p>Start</p> <input type="text" value="6/17/2020"/>  </div> <div data-bbox="768 615 1005 674"> <p>End</p> <input type="text" value="6/17/2020"/>  </div> </div>																																																	
<p>Enter the first day you are requesting.</p>	<div data-bbox="607 888 915 1245" style="border: 1px solid #ccc; padding: 5px;"> <p>Start</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text" value="6/17/2020"/>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">June 2020</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> </tbody> </table> </div> </div>	M	T	W	T	F	S	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
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<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 data-bbox="634 1329 886 1602" style="border: 1px solid #ccc; padding: 5px;"> <p>End</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text" value="6/17/2020"/>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">June 2020</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> </tbody> </table> </div> </div>	M	T	W	T	F	S	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
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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="radio"/> All Day <input type="radio"/> 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 ▼</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 ▲</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>80</td> <td></td> <td></td> <td>80</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		80			80		Hours	Vacation	1/1/2014		15		-5	10		Days
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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 style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Close"/> </p>																											

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<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 interface titled "Time Away List". At the top, there is a search bar and a "Select Status to Filter" dropdown. Below that, a "Balance" section is visible. A single entry is shown: "Monday, February 10, 2020" with a small airplane icon and the word "Vacation" below it. To the right of the date, it says "5 days" and "Pending" with a small orange circle icon.</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 notification box with a light gray background and a thin border. On the left side, there is a green checkmark icon. To the right of the icon, the word "Approved" is written in a dark gray font.</p>