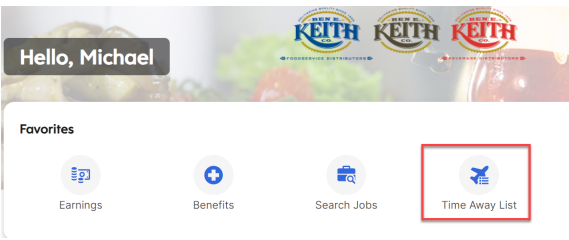
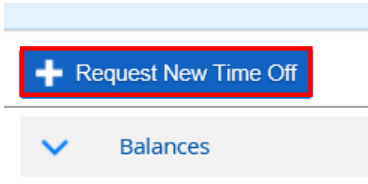
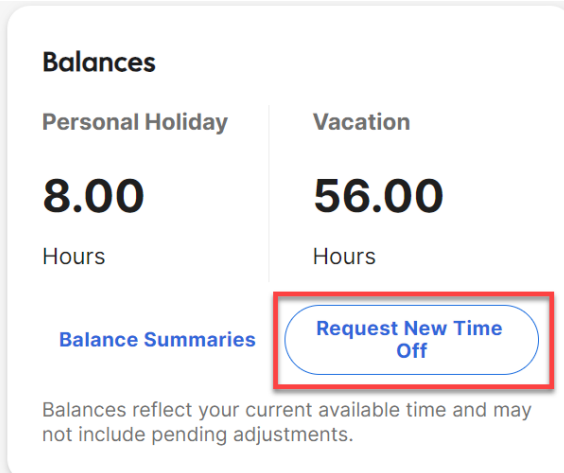
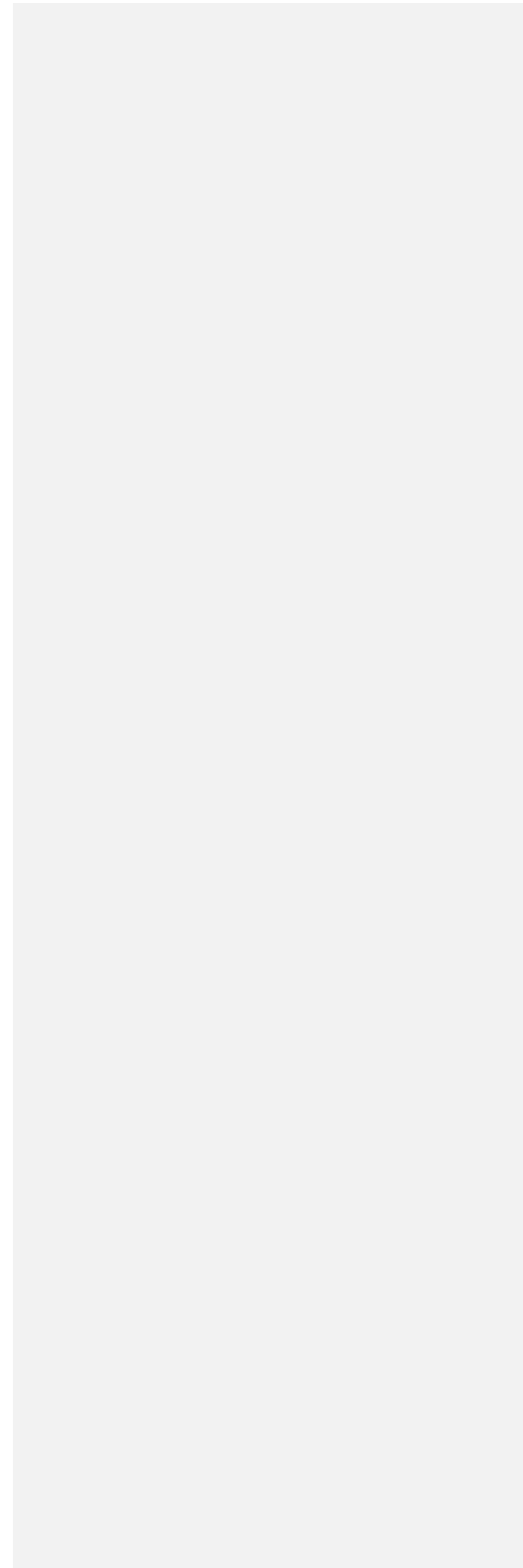


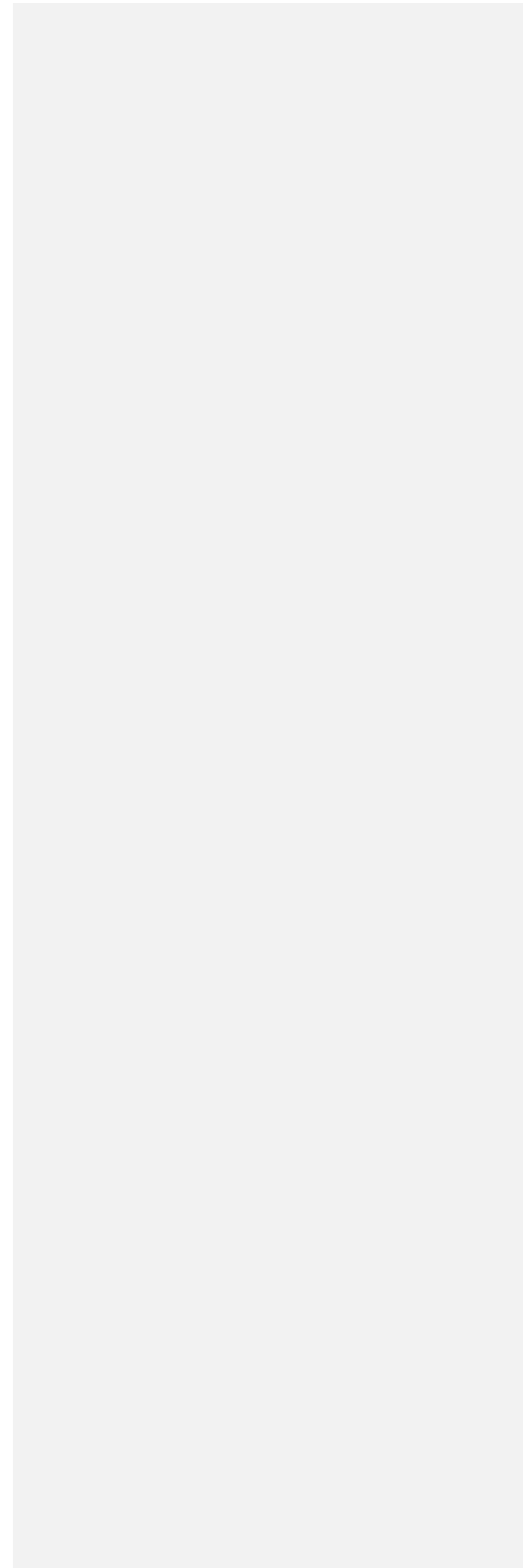


How To	Request Time Away from Work – Employee Job Aid						
Click the Time Away List	 <p>Hello, Michael</p> <p>Favorites</p> <ul style="list-style-type: none">EarningsBenefitsSearch JobsTime Away List						
Time Away List is where you will create new requests and manage your existing requests. Click Request New Time Off .	 <p>+ Request New Time Off</p> <p>∨ Balances</p>						
Or Click Request New Time Off under the balances widget.	 <p>Balances</p> <table border="1"><thead><tr><th>Personal Holiday</th><th>Vacation</th></tr></thead><tbody><tr><td>8.00</td><td>56.00</td></tr><tr><td>Hours</td><td>Hours</td></tr></tbody></table> <p>Balance Summaries Request New Time Off</p> <p>Balances reflect your current available time and may not include pending adjustments.</p>	Personal Holiday	Vacation	8.00	56.00	Hours	Hours
Personal Holiday	Vacation						
8.00	56.00						
Hours	Hours						



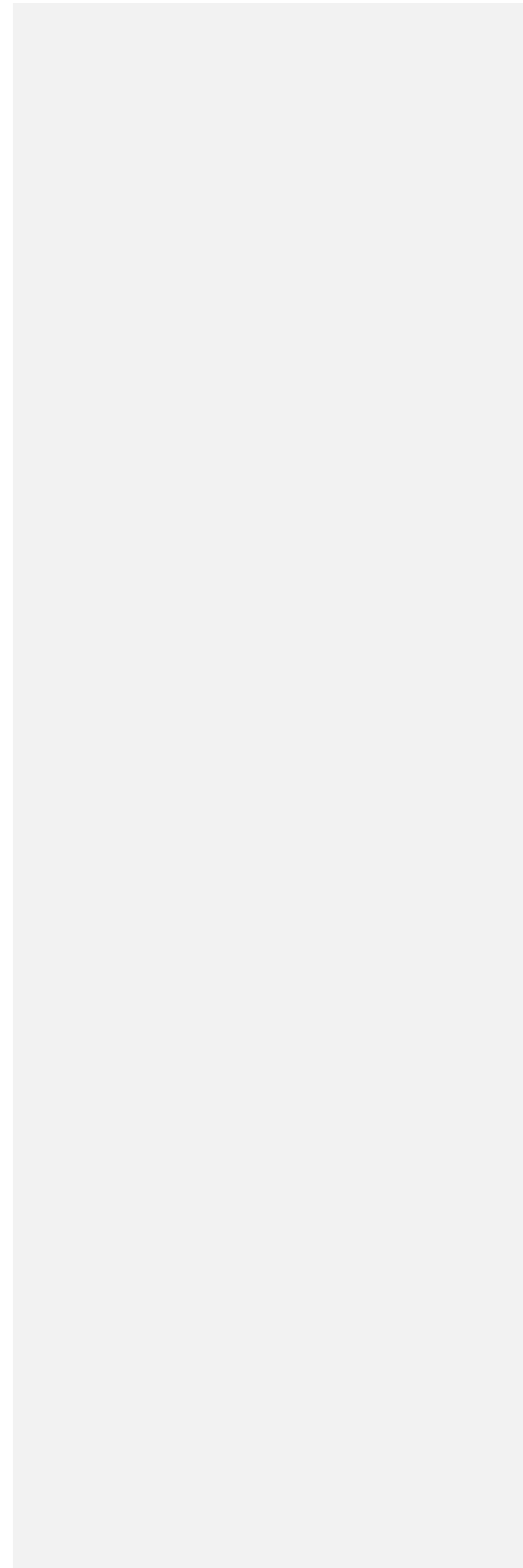


How To	Request Time Away from Work – Employee Job Aid
Expand the Reason list.	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Time Requested: 8.00 Hrs</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Reason</p> <p>Select a Reason... ▼</p> </div> </div>
Dayforce will allow you to request: Vacation Sick Personal Holiday Bereavement Jury Duty	<div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Sick</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="text-align: center;">Vacation</p> <p style="text-align: right;">▼</p> </div>
Use the Calendar buttons to enter EACH INDIVIDUAL DATE separately. If you do not enter each day separately, your request will be denied and you will need to submit it again. Click the Start Date button.	<div style="margin: 10px auto; width: 60%;"> <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="text-align: center;"> <p>Start</p> <input style="width: 100px;" type="text" value="6/17/2020"/> </div> <div style="text-align: center;"> <p>End</p> <input style="width: 100px;" type="text" value="6/17/2020"/> </div> </div> </div>





How To	Request Time Away from Work – Employee Job Aid
<p>Enter the first day you are requesting.</p>	<p>Start</p> 
<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>	<p>End</p>  <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>	





How To	Request Time Away from Work – Employee Job Aid																		
<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>	<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>Vacation</td> <td>1/1/2014</td> <td>1/1/2014</td> <td>60</td> <td>60</td> <td>10</td> <td></td> <td></td> <td>Hours</td> </tr> </tbody> </table>	Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit	Vacation	1/1/2014	1/1/2014	60	60	10			Hours
Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit											
Vacation	1/1/2014	1/1/2014	60	60	10			Hours											
<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>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>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>Add A Message Center “Approved” Screen Shot</p>																		

Commented [SC1]: Screen shot missing