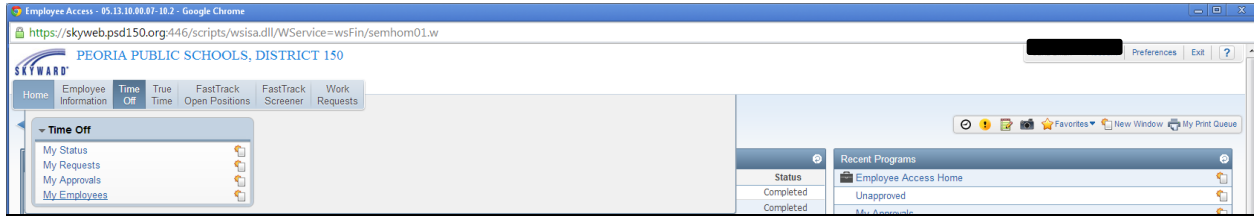
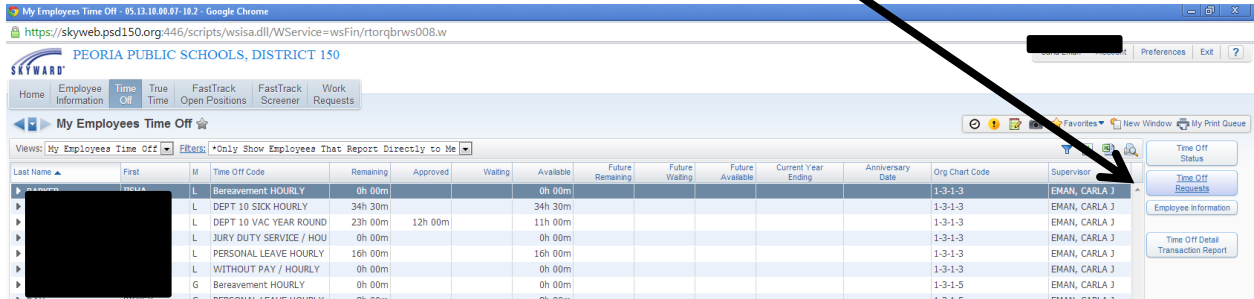


Adding a Time Off Entry for Staff Member

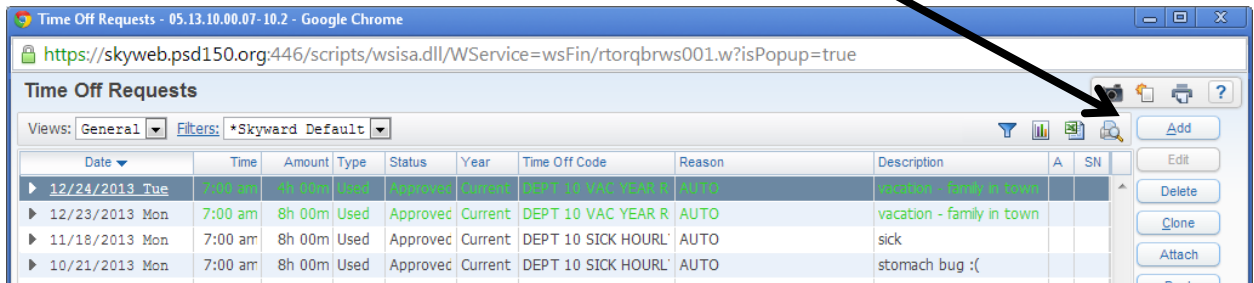
- Log into Employee Access
- Click on Time Off
- Go to My Employees



- Select employee – Each employee will have multiple time off codes. It does not matter which time off code you select.
- Once you highlight the Employee, select Time Off Requests



- Select Add – (it does not matter which record is highlighted)



- Complete Time Off information

Remaining Time Off for [REDACTED]

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Bereavement HOURLY	0h 00m			0h 00m			
DEPT 10 SICK HOURLY	34h 30m			34h 30m			
DEPT 10 VAC YEAR ROUND 260	23h 00m	12h 00m		11h 00m			
JURY DUTY SERVICE / HOURLY	0h 00m			0h 00m			
PERSONAL LEAVE HOURLY	16h 00m			16h 00m			
WITHOUT PAY / HOURLY	0h 00m			0h 00m			

Time Off Request

* Time Off Code: **Bereavement HOURLY - Hours** Hours per Day: 8h 00m

* Reason: **AUTO** [Detail...](#)

Description: **Added by [REDACTED] 12/18/2013**
Maximum characters: 200, Remaining characters: 170

Type: Single Day
 Date Range

* Start Date: **12/18/2013** **Wednesday**

Hours: hours minutes

Start Time: **08:00** **AM**

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

[Save](#)
[Back](#)

Select Save to complete.