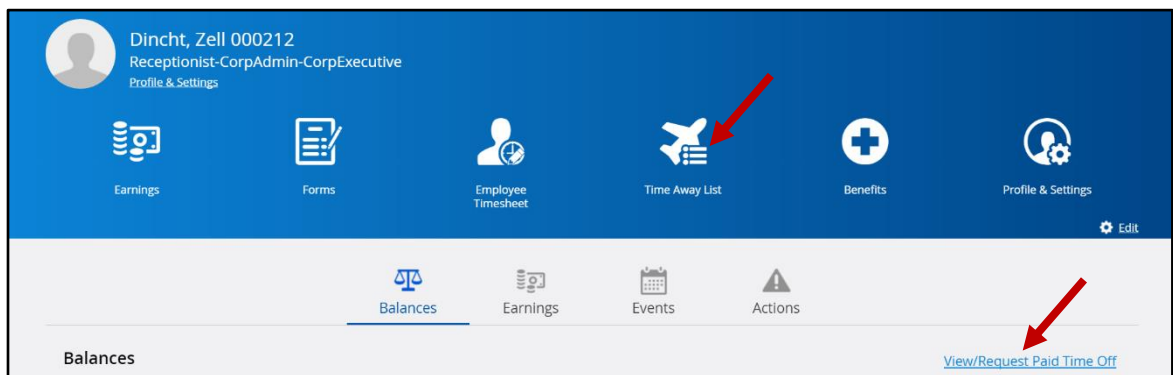


SUBMITTING PAID TIME OFF

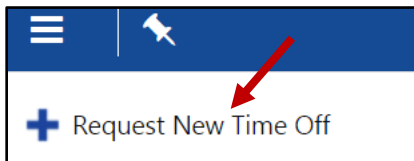
1. Login in to DayForce using your username and password.



2. From the Home Screen select **Time Away List** or **View/Request Paid Time Off**.



3. Click on **+ Request New Time Off**.



SUBMITTING PAID TIME OFF

- From the Create Time Off Request Screen, use the drop down menus to select a **Reason**, a **Start** and **End** date and then click **Submit**. **Note:** If you are only taking one day of PTO, The Start and End day must match. To take a partial day, click in the **Partial Day** box and select the amount of time. (one hour increments).

Create Time Off Request

Time Requested: **8.00 Hours** Status: + Pending

Reason: Select a Reason... Start: 12/20/2016 End: 12/20/2016

Type of Request:

Employee Comments:

Balance Details:

- To cancel your PTO request, click **Cancel Request** at the bottom of the page.

Balances

Monday, January 09, 2017 Manager 1 day + Pending

Paid Time Off

Time Off Details

Time Requested: **8.00 Hours**

Reason: Paid Time Off Start: 1/9/2017 End: 1/9/2017

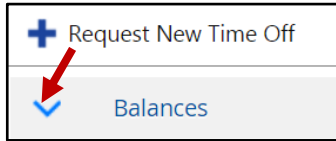
Type of Request:

Employee Comments:

Balance Details:

SUBMITTING PAID TIME OFF

6. To check your PTO balance, click on **Balances**



7. This screen will show **accrued, approved, pending** and **remaining** PTO hours.

A screenshot of the 'Balances' summary table. The table has columns for Type, Unit, Start, End, Accrued, Approved, Pending, Remaining, and Exceeded. A red line is drawn across the table, highlighting the 'Accrued', 'Approved', 'Pending', and 'Remaining' columns.

Type	Unit	Start	End	Accrued	Approved	Pending	Remaining	Exceeded
PTO	Hours	Fri, Jan 15		195.66	-155.72	-16	63.94	

8. When you request new time off, you will see the status of all days you have requested prior.

A screenshot of the 'Balances' list showing a list of requested PTO days. Each row includes the date, manager name, duration, and status.

Date	Manager	Duration	Status
Thursday, December 22, 2016 Paid Time Off	Manager	2 days	Pending
Monday, December 19, 2016 Paid Time Off	Manager Kramer, Edea 000221	3 days	Approved
Tuesday, December 13, 2016 Paid Time Off	Manager Kramer, Edea 000221	1 day	Approved
Monday, December 12, 2016 Paid Time Off	Manager Kramer, Edea 000221	2 days	Denied
Monday, December 12, 2016 Paid Time Off	Manager Kramer, Edea 000221	1 day	Approved