

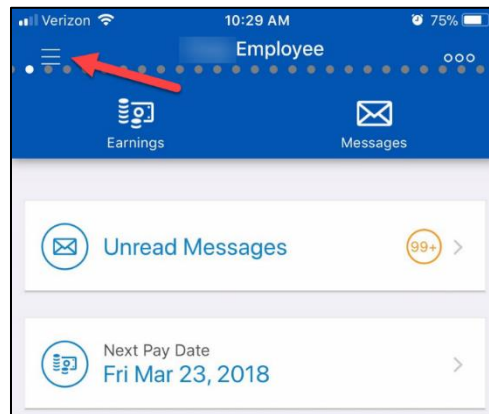
REQUESTING PTO



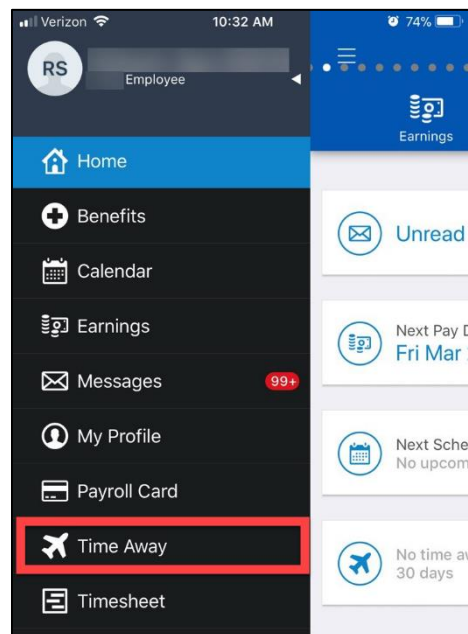
Submit Paid Time Off (PTO) through the Dayforce mobile app or through www.dayforcehcm.com.

SUBMITTING PTO THROUGH THE DAYFORCEHCM MOBILE APP

1. From the home screen, tap the Menu icon at the top left corner.



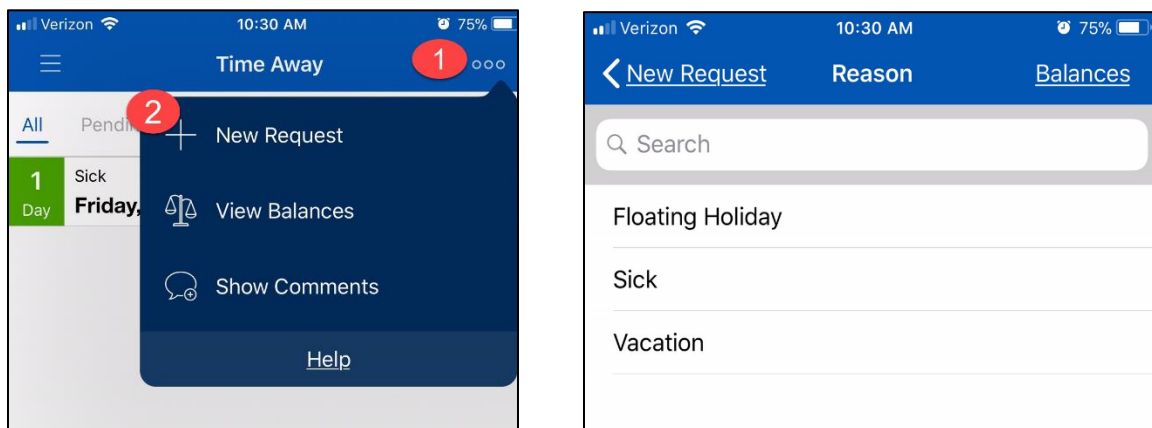
2. From the Menu options, select "Time Away".



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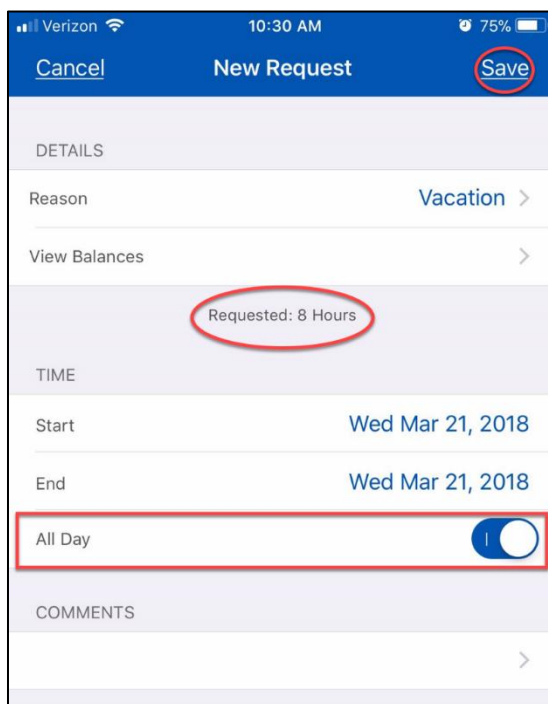


3. From the "Time Away" screen, tap the three circles in the top right corner to show more options. Then select "New Request".
4. Select the appropriate reason for PTO (Floating Holiday, Sick, or Vacation) from the list.



Note: To view your available PTO balance, tap "View Balances".

5. The request will auto-default to "All Day".
 - If you are taking a full 8 hours for the day, select a "Start" and "End" date, and then tap "Save". You can view the total amount of hours requested in the "Time" section of the screen.



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- If you are taking a partial day, tap the button next to “All Day” to turn off the default of 8 hours. Select the “Start Date and Time” and “End Date and Time” then select “Save”.

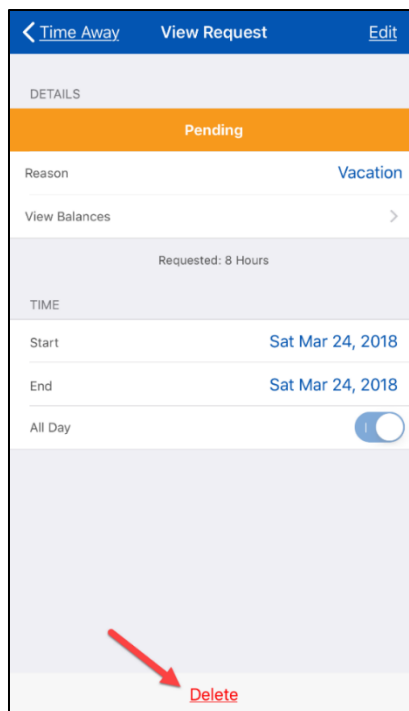
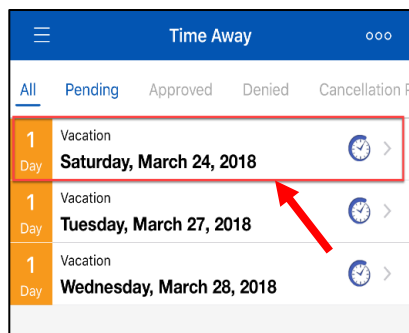
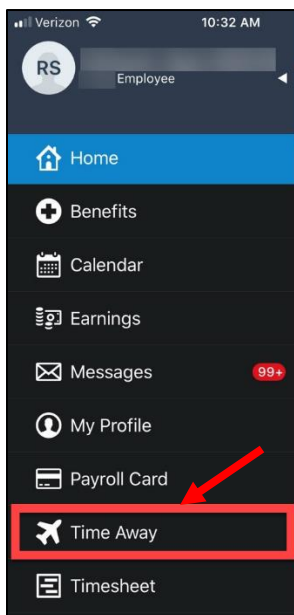
The screenshot shows the 'New Request' screen in a mobile app. At the top, there are three buttons: 'Cancel', 'New Request', and 'Save'. The 'Save' button is circled in red. Below the buttons is a 'DETAILS' section with 'Reason' set to 'Vacation' and a 'View Balances' link. A 'Requested: 4 Hours' label is circled in red. The 'TIME' section shows 'Start' as 'Wed Mar 21 08:00 AM' and 'End' as 'Wed Mar 21 12:00 PM'. Below this is a calendar view showing dates from Mon Mar 19 to Fri Mar 23. At the bottom of the calendar, the 'All Day' toggle switch is circled in red. Below the calendar is a 'COMMENTS' section with a text input field and a right arrow.

Note: Submitted PTO requests will be sent to your manager for approval.

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6. To cancel or delete PTO requests, tap “Time Away” from the menu bar. Tap the desired PTO request. To remove a PTO request, tap **Delete** and tap **Delete** again to finalize your request.



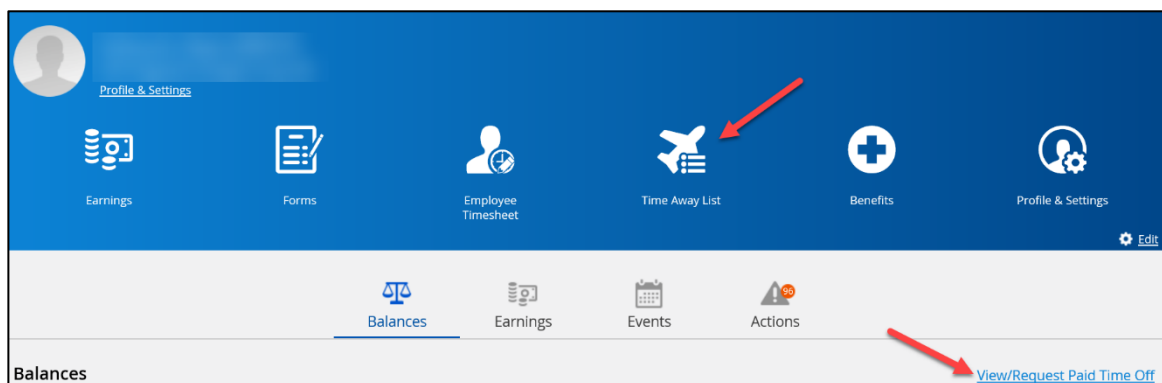
Note: If a PTO request is in “Pending” status, the cancellation will be effective immediately. An approved PTO request requires a manager’s approval to be cancelled.

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SUBMITTING PTO THROUGH DAYFORCE WEBSITE (WWW.DAYFORCEHCM.COM)

1. From the home screen, select "Time Away List" or "View/Request Paid Time Off".



2. Select "+ Request New Time Off".



3. From the "Create Time Off Request" screen, use the drop-down menus to select a "Reason" (step 1), a "Start" and "End" date (steps 3 and 4), then click Submit (step 5). PTO requests will auto-default to "All Day" (step 2). If you are only taking one day of PTO, the "Start" and "End" date must match.

Create Time Off Request

Time Requested: 8.00 Hours

Status: ⊕ Pending

Reason

1

Select a Reason...

Start

3

3/24/2018

End

4

3/24/2018

Type of Request

2

All Day

Partial Day

Employee Comments

Balances

5

Submit

Close

Type	Remaining	Unit
PTO	27.69	Hours
PTO Carryover	36.72	Hours

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4. To take a partial day, after selecting the "Reason" (step 1), click the "Partial Day" box (step 2) and select the "Start" and "End" date and time (steps 3 and 4). Then submit (step 5).

The screenshot shows a PTO request form with the following elements:

- Time Requested:** 6.00 Hours
- Status:** Pending
- Reason:** Vacation (Step 1)
- Start:** 3/24/2018 (Step 3)
- End:** 3/24/2018 (Step 4)
- Type of Request:** All Day / Partial Day (Step 2)
- Time:** 8:00 AM / 2:00 PM
- Employee Comments:** Text input field
- Balances:** Section with a dropdown arrow
- Submit and Close buttons:** At the bottom right (Step 5)

Type	Remaining	Unit
PTO	27.69	Hours
PTO Carryover	30.72	Hours

Note: Submitted PTO requests will be sent to manager for approval.

5. To cancel a PTO request, click on the pending request from the "Time Away" homepage. Click "Cancel Request" at the bottom of the page.

The screenshot shows the PTO request form with the following elements:

- Balances:** Section with a dropdown arrow
- Wednesday, March 28, 2018**
- Vacation**
- Manager**
- 1 day**
- Status:** Pending
- Time Off Details:** Section with the following information:
 - Time Requested:** 8.00 Hours
 - Reason:** Vacation
 - Start:** 3/28/2018
 - End:** 3/28/2018
 - Type of Request:** All Day / Partial Day
 - Time:** 8:00 AM / 2:00 PM
 - Employee Comments:** Text input field
 - Balances:** Section with a dropdown arrow
 - Cancel Request button:** At the bottom left (indicated by a red arrow)
 - Submit and Close buttons:** At the bottom right

Type	Remaining	Unit
PTO	27.69	Hours
PTO Carryover	12.72	Hours

Note: If PTO request is in pending status, the cancellation will be effective immediately. An approved PTO request requires a manager's approval to be cancelled.

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6. To check your PTO balance, from the Time Away screen, click “Balances”.

+ Request New Time Off Select Status to Filter: Pending

Balances

Wednesday, March 28, 2018 Vacation	Manager	1 day	Pending
Tuesday, March 27, 2018 Vacation	Manager	1 day	Pending

7. The Balances screen will open and show the Accrued, Approved, Pending, and Remaining PTO hours.

+ Request New Time Off Select Status to Filter: Pending

Balances

Summary	Type	Unit	Start	End	Accrued	Approved	Pending	Remaining
Expiring Transactions	PTO Carryover	Hours	Mon, Jan 01, 2018	Mon, Dec 31, 2018	52.72	-16	-24	12.72
As of 3/23/2018	PTO	Hours	Mon, Jan 01, 2018	Mon, Dec 31, 2018	27.69			27.69