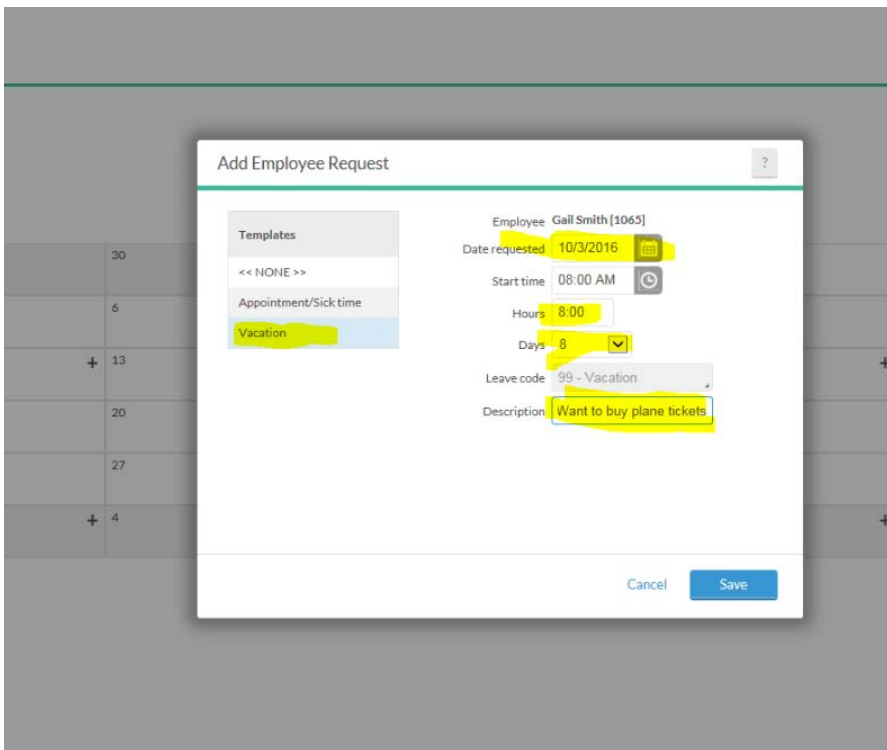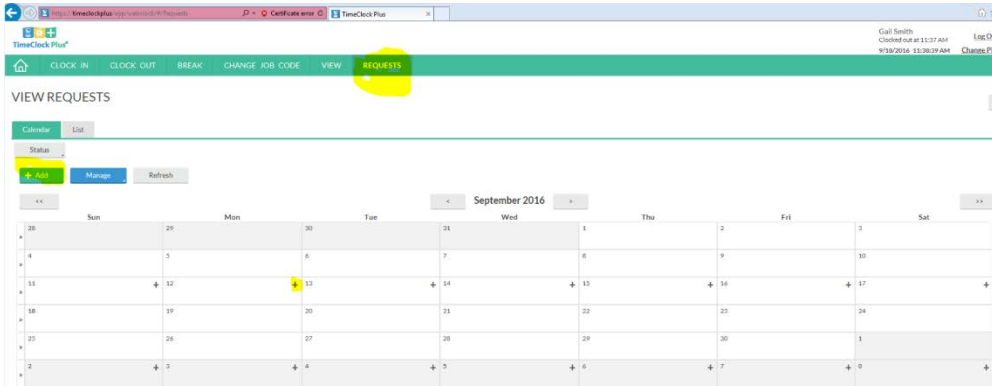# Time Clock Ask for Time-Off Requests

On your Dashboard click the Requests tab:

To add a request go to +Add green button OR the + in the corner of the day.

Fill out all the details accordingly: There are templates you can use for Vacation and Appt/Sick time OR you can just add as you go. Put in the first day of the request and start time can be 8:00 am. In the Hours spot be sure how many hours for the day you want off. Days – put how many days you want off for that same about amount of time. So if you want to take off a day and a half and you work 8 hr days, do one day with 8 hrs and 1 day with 4 hrs. If you want to take 3 full days off (8 hrs each day) in the Days area put 3. Put in a description or something for your manager to know how important it is or if you are flexible with time off, just in case many other employees are off that time too. (see below)

When you click ok you will see the Pending Time off in the days you have requested.
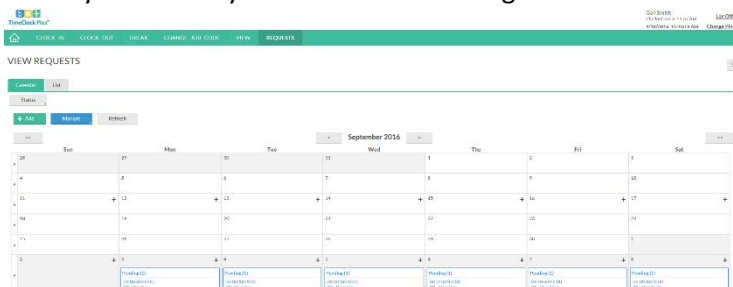
Template of Appointment/Sick time (see below) – this would be for medical appt in the future. You can NOT put in sick hours from the past for those you must email your manager when you get in to put in your sick hours.

What that request looks on the calendar.

What the calendar will look like when your request is approved. You will also receive an email when the request is approved or denied with notes.