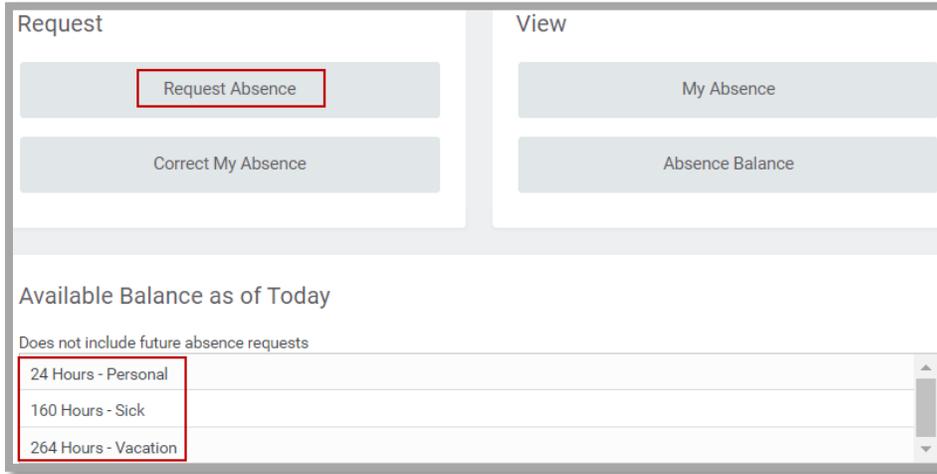
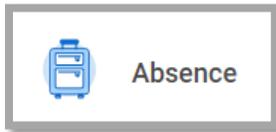
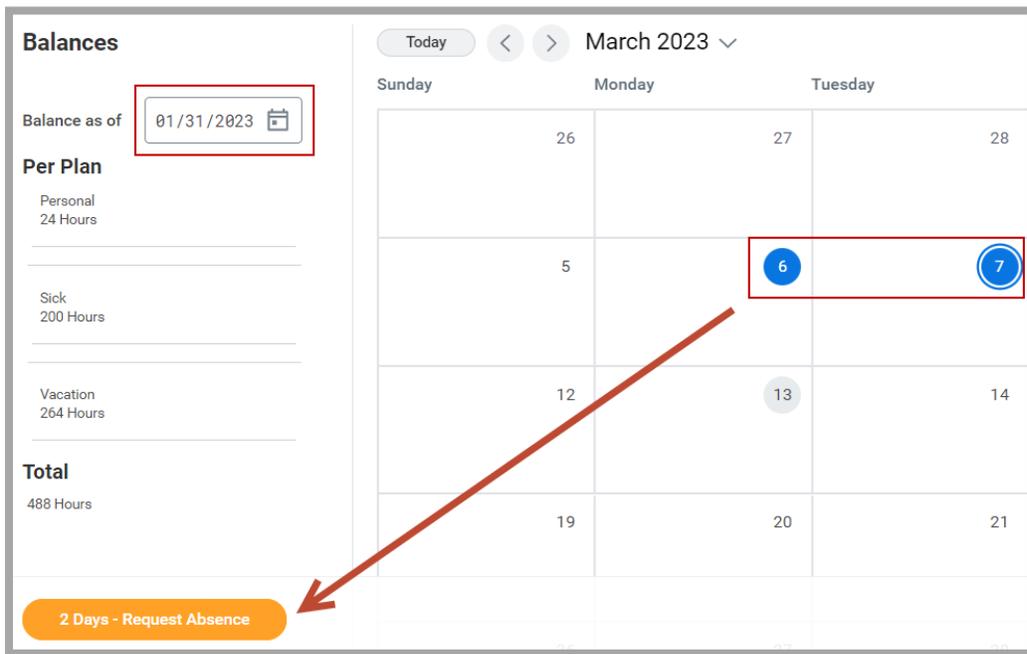


# Request Time Off for Exempt Employees

1. Click on the **Absence** Application on your homepage from Your Top Apps, View All Apps or Menu.



2. Click **Request Absence**. Notice your available balances as of today will display below.
3. You can view your accrual balances as of a certain date by updating the “**Balance as of**” date field.
4. Select one or more days you’re looking to request time off for, notice the orange button on the bottom left will appear darkened.



## Request Time Off for Exempt Employees

5. Click on **2 Days- Request Absence** and from Select Absence Type select **Time Off Request**.

A screenshot of a mobile application interface. A dropdown menu is open, showing several options: 'Time Off Request', 'Time Off (Admin)', 'Leave Time Off', 'Leave of Absence Request', and 'Intermittent Leave Request'. The 'Time Off Request' option is highlighted with a red rectangular box. Below the dropdown, there is a search bar with the text 'Search' and a search icon. At the bottom of the screen, there are two buttons: 'Next' (orange) and 'Cancel' (white with a grey border).

6. Select the specific time off you're requesting i.e. Vacation.

A screenshot of a mobile application interface. The screen is titled 'Time Off Request'. A dropdown menu is open, showing several options: 'Bereavement', 'Excused Time', 'Family Sick', 'Jury Duty', 'Personal', 'Sick', and 'Vacation'. The 'Vacation' option is highlighted with a red rectangular box. Below the dropdown, there is a search bar with the text 'Search' and a search icon. At the bottom of the screen, there are two buttons: 'Next' (orange) and 'Cancel' (white with a grey border).

7. Notice that your position will appear. You may need to update it if you have multiple jobs. Then click **Next**.

# Request Time Off for Exempt Employees

**Select Absence Type**

When Monday, March 6, 2023 - Tuesday, March 7, 2023

Type \* Search  
x Vacation

Position \* x Assistant Controller & Bursar ...

Next Cancel

- 8. You may add, remove or edit rows on your Time Off Request.
  - A. Click on the + sign to add rows
  - B. Click on Edit Quantity per Day to edit the number of hours per day
  - C. Click on the negative sign to delete a row/day

**Request Absence**

Total 16 hours - Vacation

Request 2 items

	*From	*To	*Type	Quantity per Day	Total	
+ -	MM/DD/YYYY	MM/DD/YYYY				Edit Quantity per Day
-	03/06/2023	03/07/2023	x Vacation	8 hours	16 hours	Edit Quantity per Day

**Details for: Vacation**

Position \* x Assistant Controller & Bursar ...

enter your comment

**Attachments**

Drop files here

Submit Cancel

- 9. Click **Submit** for approval.

Note: Submitted time pending approval will appear grey, approved time will appear green on your Absence Calendar.

# Request Time Off for Exempt Employees

Submitted | Vacation | Monday, March 6, 2023 to Tuesday, March 7, 2023

🕒 Vacation

Approved | Vacation | Monday, March 6, 2023 to Tuesday, March 7, 2023

✅ Vacation