How to Request Time Off

Request time off by accessing your Web Time Employee Dashboard.

Request Time Off

2. Click Home from the menu bar if on another page to access the Employee Dashboard.
3. Locate the Time Off section at the bottom right of the dashboard.
4. The Time Off section may be required to be expanded to view the categories. Click the icon to expand.
5. Before submitting the request, click Balances to ensure you have an available balance for the time off type.
6. Click **Request**.
7. Select the time off type via the **Type** drop down.
8. Select **Single Day** or **Multiple Days** as applicable.
9. Check the **Include Weekends** box if necessary.
10. For multiple days, enter the start date and end date by typing into the fields or selecting the dates from the calendars. The end date for single day requests defaults to the day being requested and cannot be changed.
11. Enter the start time and end time as applicable by typing into the fields or selecting the times from the clock drop downs.
12. Input the hours into the **Hours Per Day** field if necessary.
13. Using the Notes text field, enter any notes if applicable.
14. Click **Reset** to clear any entered data and start over.
15. Once all the entries are confirmed, click **Submit Request**.

16. Click **Status** to review the status of the recently submitted request, in addition to other time off types in the selected date range.