

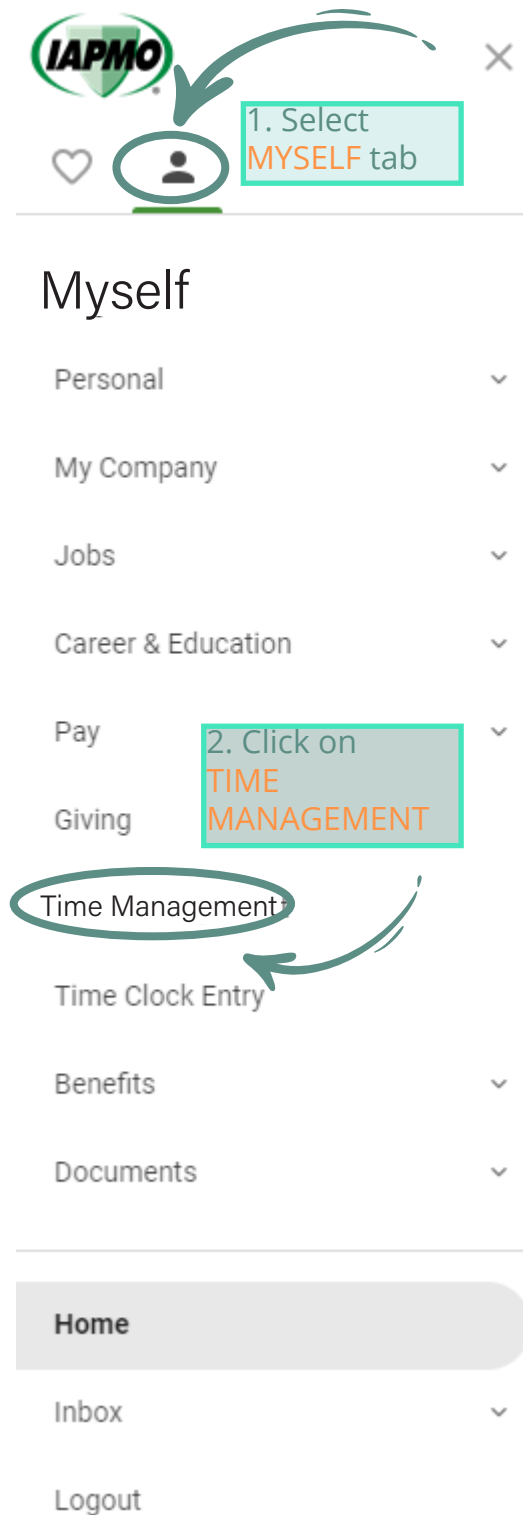


Requesting and Modifying Time Off Quick Guide

Submitting a time off request on UKG is easy and convenient. The system allows you to modify a time off request from multiple days to less than 8 hours. Keep in mind, time off requests must be made in increments of one hour.

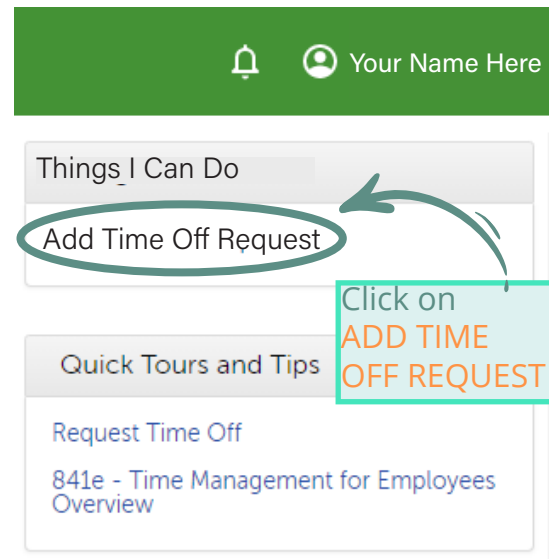
STEP ONE:

Log in and click the Myself Tab



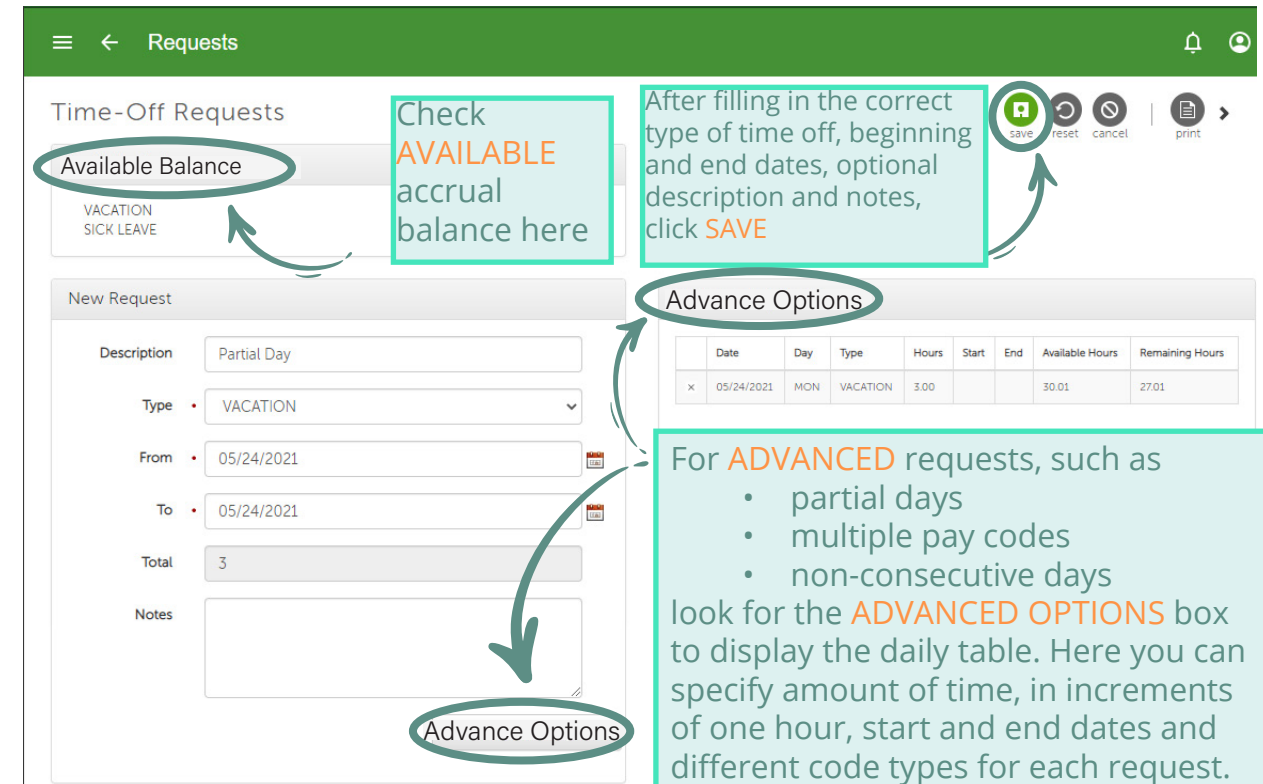
STEP TWO:


Once under the Time Management page look on the right side under THINGS I CAN DO right underneath your name

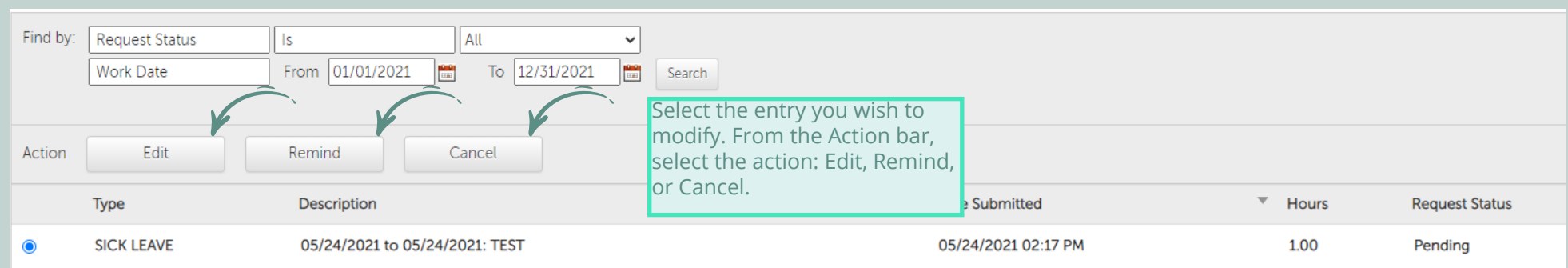


STEP THREE:

This is where you can customize your request. Fill out the form with complete day(s) requests. For advance requests look for the ADVANCE OPTION



TO MODIFY AN EXISTING REQUEST: You can modify and cancel requests for time off, as well as send a reminder to respond to a request in Time Management using the landing page. To do this repeat STEP 1, then click the  button found at the top left corner. Select **SCHEDULER** then **REQUEST**. This will open a box listing all taken, declined, cancelled and pending requests.



- If you select **EDIT**, an Edit Request form appears with the original information.
- If you select **REMIND**, a Reminder Message pop-up window appears. Enter a message to your supervisor and select Remind (for example, "need to buy airline ticket soon").
- If you select **CANCEL**, a Cancel Message pop-up window appears. Note: Cancellations do not remove events, such as meetings, from your personal and/or shared Outlook calendar(s). To keep your calendar(s) current, please manually delete the applicable meeting(s).