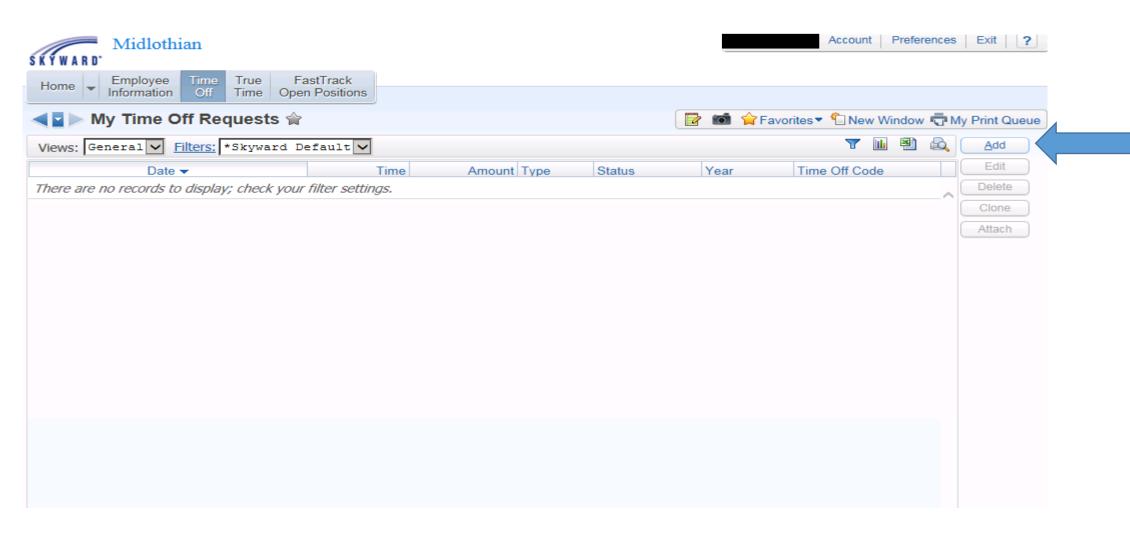
# Requesting Time Off

### Employee Access

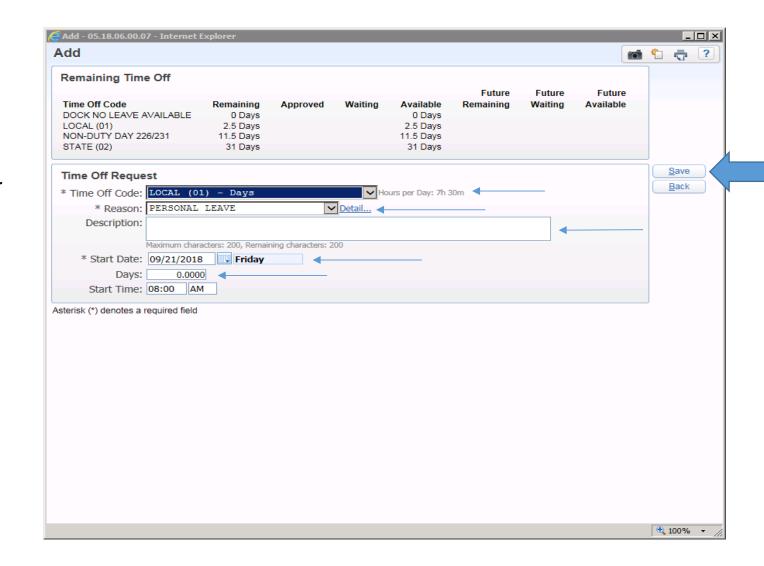


## Add your time off request

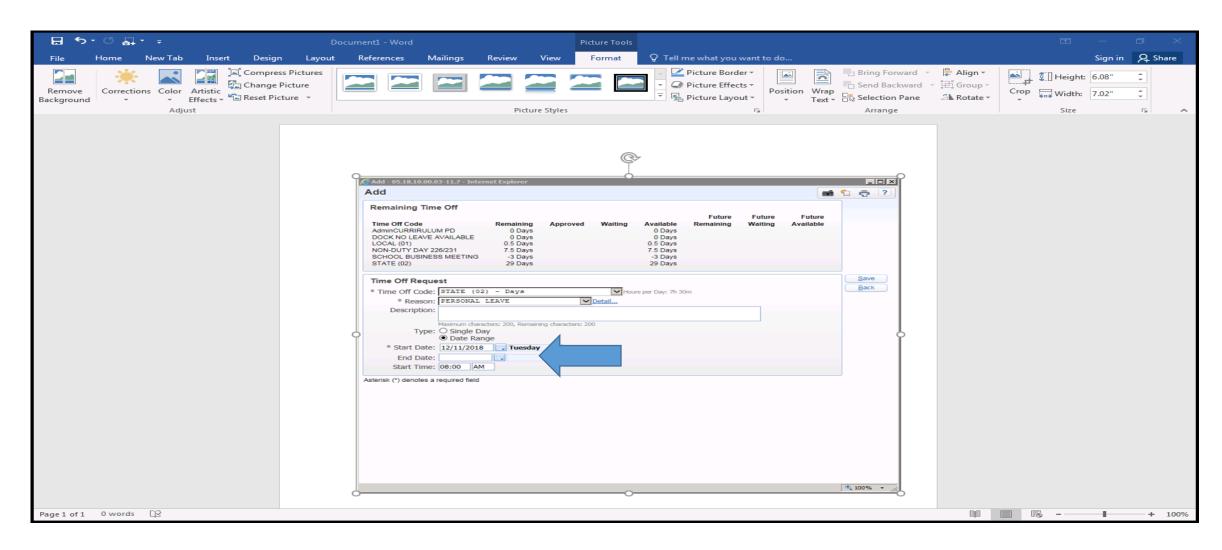


# Choose time off code from drop down menu.

- You will only be able to choose leave that is available to you.
   Verify hours per day
- If you are out of leave, you must select "Dock No Leave Available". Your paycheck will be docked if this option is chosen.
- Enter Reason Code
- Description of absence –
   \*Mandatory for Comp. Time & Absence Request
- Enter date of absence
- Enter full day or half day
- Comp. Time will need to be entered in hours
- Save



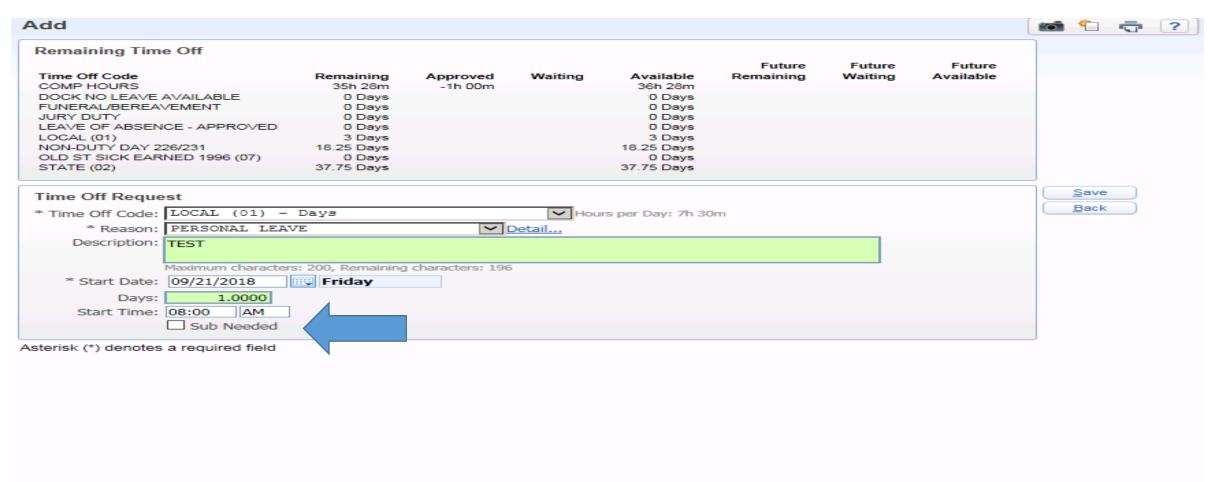
# Date range (Ex. Three days of local time) you must use the same Time Off Code and Full Days consecutively.



#### If you need a Substitute – you must check the Sub Needed box

This box is only available if you are allowed a Substitute
Once you save your request, you will be linked to the AESOP system
You must log in and create your absence to request a Substitute

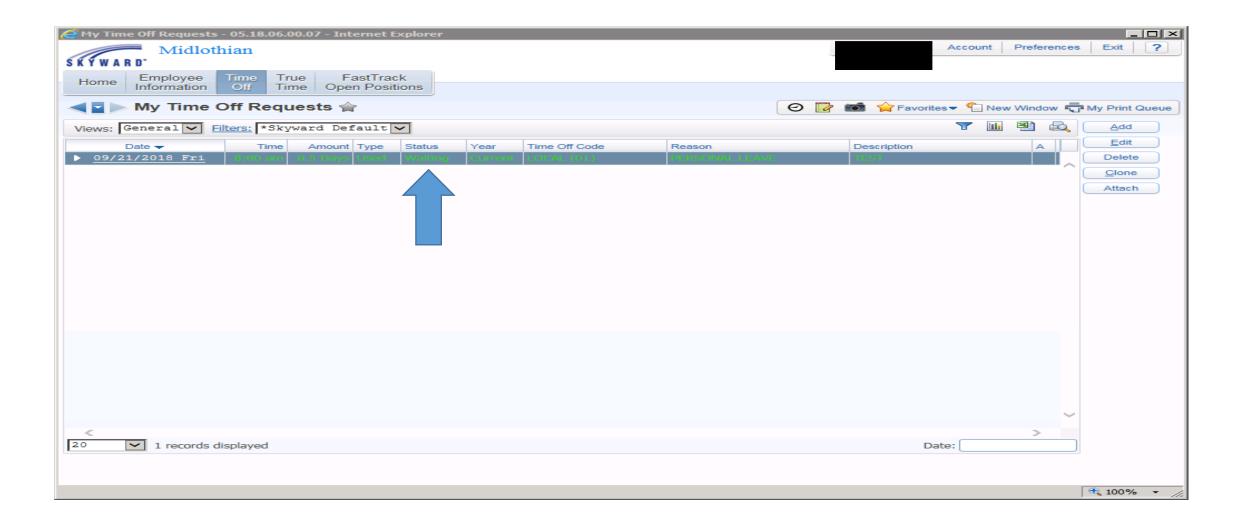
Remember – If you cancel your absence, you must cancel your Substitute in AESOP



# Your Supervisor will receive an email to approve your request

#### Time Off Request Details Name: Employee Type: CP226 - AIDE-226 Start Date: 09/21/18 Start Time: 8:00 AM Days/Hours: .5 Days Description: TEST Group: Not on stub Time Off Code: DOCK NO LEAVE AVAILABLE PERSONAL LEAVE Reason: Time Off Request Approval History Date Time **IEvent** 09/21/18 | | Time Off Request Created. 09/21/18 | 10:51 AM |Waiting for approval from

### You will see the status of your request



- Once approved your leave day will be deducted from your time off balance
- If you are on the True Time timekeeping system, your absence will reflect on your time sheet
- You may delete your request UNTIL it is approved.
- Once approved you must add another request with the exact date of the previous request with a (-) negative sign in front the same duration (full day, half day or hours) to receive your time back