

Select Time Off,



Select the Add button,

The screenshot shows a web browser window titled "Employee Access - Windows Internet Explorer". The page has a left-hand navigation menu with the following items: **Time Off**, [SICK TIME](#), [PERS BUS](#), [VACATION](#), [OTHER](#), and [My Requests](#). The main content area is titled "Time Off Requests" and includes tabs for "My Requests" and "History". A "Current User:" field is at the top right, with "Print" and "Back" buttons. Below the tabs is a "+ Add" button, which is highlighted by an arrow from the text "Select the Add button,". The main content area contains two tables and a legend.

**Remaining Time Off**

Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
<a href="#">SICK TIME</a>	SICK TIME	03/26/09	10 Days	10 Days
<a href="#">PERS BUS</a>	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

- New     - Waiting For Approval     - Request Approved     - Request Denied

Sort Order:  Status     Date

**Current Time Off Requests**

Date	Time	Days/Hours	Time Off Code	Reason	Edit	Delete
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Choose from the drop down (example: Sick Time),

Employee Access - Windows Internet Explorer

Current User: Print Back

**Time Off Requests** My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** Save Cancel

Time Off Code: SICK TIME - Days

Reason: SICK TIME - Days

Description: PERSONAL BUSINESS - Days  
FUNERAL LEAVE - Days  
JURY DUTY - Days

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 0.0000 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Select from the drop down (example: Family Illness),

Employee Access - Windows Internet Explorer

Current User: Print Back

**Time Off**  
SICK TIME  
PERS BUS  
VACATION  
OTHER  
[My Requests](#)

**Time Off Requests** My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description: FAMILY ILLNESS  
PAID SICK TIME

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 1 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Description is optional,

Employee Access - Windows Internet Explorer

Current User: Print Back

**Time Off Requests** My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description:

Start Date:  Feb 17 2009 Tue, Feb 17 2009

Days: 0.0000 days

Start Time: 8:00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Select date of absence (select date from drop down or manually enter),

Employee Access - Windows Internet Explorer

Current User: [Name] [Print] [Back]

**Time Off**

- SICK TIME
- PERS BUS
- VACATION
- OTHER
- My Requests

**Time Off Requests** [My Requests] [History]

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** [Save] [Cancel]

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail](#)

Description: [Text Area]

Start Date: [Calendar] Feb 17 2009 Tue, Feb 17 2009

Days: [Calendar]

Start Time: [Time Picker]

...ees to notify when this request is submitted and approved/denied.

Enter number of days (example: 1.0 for one day; 0.50 for half day),

Employee Access - Windows Internet Explorer

Current User: Print Back

**Time Off Requests** My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description:

Start Date:  Feb 17 2009 Tue, Feb 17 2009

Days:  days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Enter start time for absence,

Employee Access - Windows Internet Explorer

Current User: Print Back

**Time Off Requests** My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description:

Start Date:  Feb 17 2009  Tue, Feb 17 2009

Days: 1 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.



Click Save,

Employee Access - Windows Internet Explorer

Current User: Print Back

**Time Off**  
SICK TIME  
PERS BUS  
VACATION  
OTHER  
[My Requests](#)

**Time Off Requests** My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

**Time Off Request** Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail..](#)

Description:

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 1 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Absence will be submitted to immediate supervisor for approval.

The screenshot displays a web application interface for managing time off requests. On the left is a sidebar with a 'Time Off' menu containing links for 'SICK TIME', 'PERS BUS', 'VACATION', 'OTHER', and 'My Requests'. The main content area is titled 'Time Off Requests' and includes a 'Current User' field, 'Print', and 'Back' buttons. Below this are tabs for 'My Requests' and 'History', and an '+ Add' button. The 'Remaining Time Off' table shows the following data:

Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
<a href="#">SICK TIME</a>	SICK TIME	03/26/09	10 Days	9 Days
<a href="#">PERS BUS</a>	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Below the table are status indicators:  - New,  - Waiting For Approval,  - Request Approved, and  - Request Denied. A 'Sort Order' section has radio buttons for 'Status' (selected) and 'Date'. The 'Current Time Off Requests' table shows one request:

Date	Time	Days/Hours	Time Off Code	Reason	Edit	Delete
02/17/09	8:00 AM	1 Days	SICK TIME	FAMILY ILLNESS		

Below the table, the 'Description:' field is empty, and the 'Status:' is 'Waiting for' with '(1/1 Levels)' in parentheses. A 'Clone' button is visible.

**\*\*Email confirmation will be sent once approved by immediate supervisor\*\***