

REQUEST TIME OFF

1. In **Paycor**, sign in with your username and password.
2. On the Paycor homepage, scroll down to the **Time Off Summary** section, and click **Request Time Off**.

The screenshot displays the Paycor homepage interface. At the top, there is a calendar view for the week of June 13th to 19th. Below the calendar, the page is divided into several sections: 'My Tasks' (1 task: Enrollment - Choose and submit your benefit elections, Due: 11/30/2015), 'My Notifications' (0 notifications), and 'My Documents' (4 documents: PTO Policy, Employee Forms, Safety Policy). On the right side, there is a 'Report a Missed Punch' button, an 'It's Payday!' section with links for 'View Latest Paystub' and 'Compensation History', and a 'Time Off Summary' section. The 'Time Off Summary' section has a 'View Details' link and a prominent blue button labeled 'Request Time Off' which is highlighted with an orange border. Below this button, there is a message: 'There is no time off summary to view.'

3. In the **Time Off Type** drop-down menu, select the type of time off you want to request:

- **Request Partial Day Off**
- **Request Day Off**
- **Request Consecutive Days Off**

4. Complete the required fields and click **Submit**.

5. A confirmation screen appears. These occur:

- An email is sent to your supervisor and notification of your request appears in a pop-up window and in the Time Off Requests list.
- Your supervisor can approve or deny your request, and generally you receive an email response.
- You can also check the Paycor home page **Time Off Summary** section to check the status of your request.

Note: If you have a schedule and you want the system to calculate the number of hours you are off based on the number of hours you are scheduled to work, enter 0 in the Amount of Time field. However, if you do not have a schedule and you enter 0, no hours are paid.

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Time Off Request

Time Off Type

Start

07/13/2022



End

07/13/2022



Available Balance
including upcoming approved requests

0 hrs

New Balance Preview
after this request is approved

0 hrs

Requested Days & Hours

<input checked="" type="checkbox"/>	Day of Week	Schedule	Request Type	Partial Day Request Details	Requested Hours
<input checked="" type="checkbox"/>	Wed, 07/13/2022	9:00am - 6:00pm, 9 hours	Full Day		<input type="text" value="9"/>
					Total Requested Hours: 9

Notes for Supervisor:

Cancel

Submit