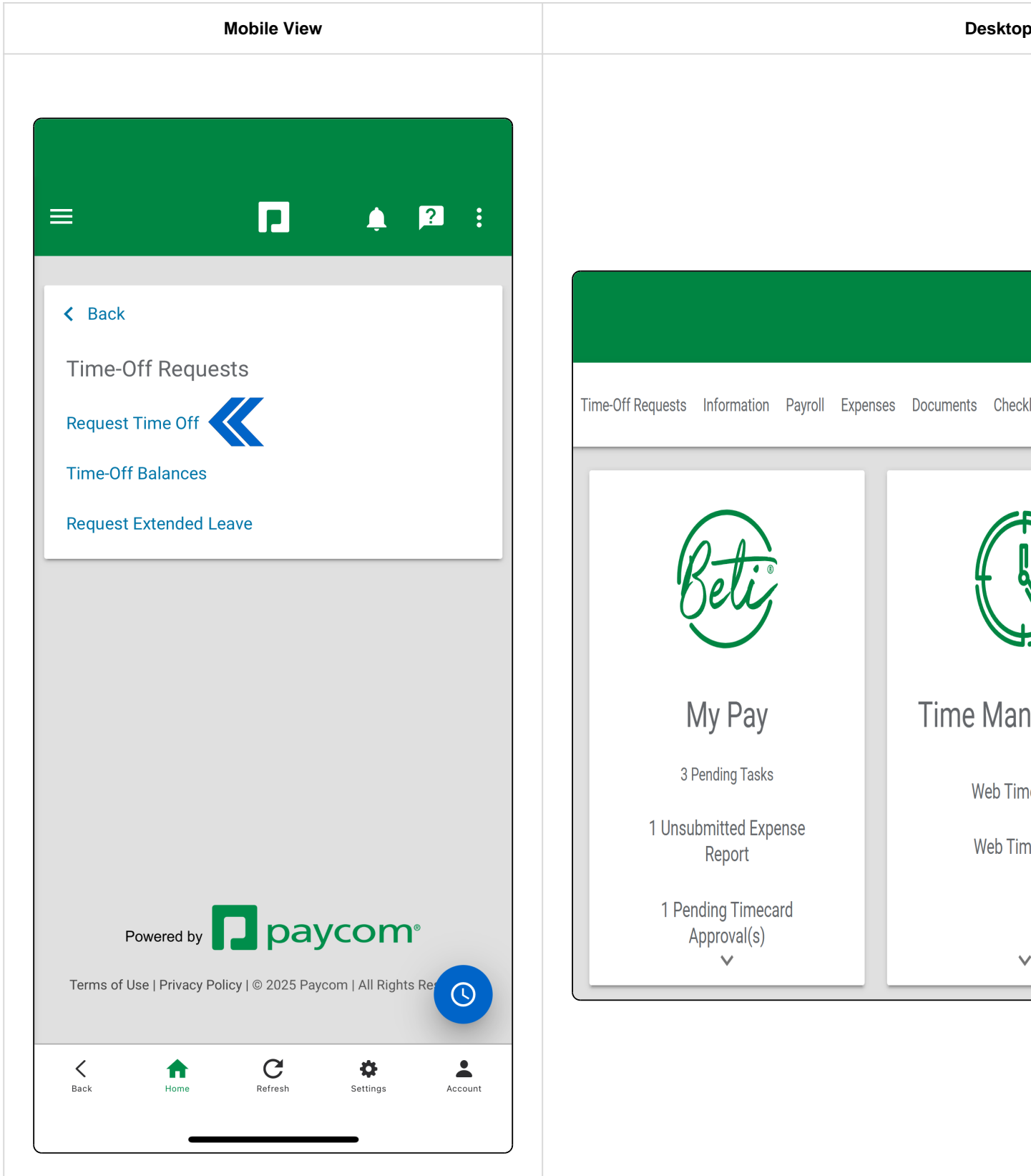


Requesting Time Off

To submit a time-off request within Employee Self Service, click “Request Time Off” from the Time-Off Requests tile.

In mobile, tap "Time-Off Requests," then "Request Time Off."



In desktop, click “Add Time-Off Request” from the Calendar tab. The Add Time-Off Request button can also be used from the Time-Off Balances tab within the Time-Off Request section of ESS.

In mobile, tap "Add Request" from either the Calendar or the Time-Off Balances tab.

The image displays two versions of a mobile application interface for managing time-off requests. The left side shows the 'Mobile View' with a green header bar containing a menu icon, a logo, and notification/question icons. Below the header, the title 'Time-Off Requests' is prominent. The main content area features a navigation bar with 'Calendar', 'Time-Off Balances', and 'Manage T >'. A 'Filter (2)' button is visible, along with a 'Subscribe' button and a 'Calculator' button. The calendar for July 2025 is shown, with dates 29 through 31. A blue arrow points to the 'Add Request' button at the bottom right of the calendar. The bottom navigation bar includes icons for Back, Home, Refresh, Settings, and Account.

The right side shows the 'Desktop View' of the same application. It features a similar layout but with a wider screen. The title 'Time-Off Requests' is at the top. Below it, there are tabs for 'Calendar', 'Time-Off Balances', and 'Manage Time'. A legend indicates the status of requests: Requested (orange hourglass), Approved (green checkmark), Denied (red X), and Cancelled (blue square). Below the legend, there are buttons for 'Remove Request', 'Others' Requests', and 'High'. The calendar for July 2025 is displayed, showing dates 29 through 31. A 'Show Others' Requests' toggle is visible, along with 'Subscribe' and 'Calculator' buttons. The calendar grid shows dates 29, 30, 1, and 2.

Enter the request details in the Add Time-Off Request pop-up window.

Mobile View	Desktop
<div> <div>Close</div> <div>Add Time-Off Request</div> <div>* Indicates Required Field</div> <div> <div>Accrual Type *</div> <div>Hours Per Day *</div> <div>8.00</div> <div>+ Add Accrual Type</div> <div> <div>Start Date *</div> <div>07 / 07 / 2025</div> <div>July 7, 2025</div> </div> <div>to</div> <div> <div>End Date *</div> <div>07 / 07 / 2025</div> <div>July 7, 2025</div> </div> <div> <div>Starting Time</div> <div>08:00 AM</div> </div> <div> <div><input type="checkbox"/> Exclude Weekends</div> <div><input type="checkbox"/> Ignore Holidays</div> </div> <div>Department</div> <div> <div>Back</div> <div>Home</div> <div>Refresh</div> <div>Settings</div> <div>Account</div> </div> </div> </div>	<div> <div>Close</div> <div>Add Time-Off Request</div> <div>* Indicates Required Field</div> <div> <div>Accrual Type *</div> <div>+ Add Accrual Type</div> <div> <div>Start Date *</div> <div>07 / 07 / 2025</div> <div>July 7, 2025</div> </div> <div>to</div> <div> <div>End Date *</div> <div>07 / 07 / 2025</div> <div>July 7, 2025</div> </div> <div> <div><input checked="" type="checkbox"/> Exclude Weekends</div> </div> <div>Reason</div> <div>Update Schedule Availability</div> <div> <div><input checked="" type="radio"/> Unavailable All Day</div> <div><input type="radio"/> Unavailable During Time-Off</div> </div> </div> </div>

When submitting time-off requests, you have the opportunity to submit multiple time-off types in a single request. To use multiple time-off types when submitting, click or tap “+Add Accrual Type” and then enter the additional information needed.





Close
Add Time-Off Request

* Indicates Required Field

Accrual Type *
▼

Hours Per Day *
8.00

+ Add Accrual Type


Start Date *
07 / 07 / 2025


July 7, 2025

With multiple time-off type submissions, there are a few important things to note:

- The maximum number of time-off types that can be selected within a single time-off request is **three**.
- Multiple time-off type options within a single request will not be available if you submit a multi-day request or if you are using an accrual type that is linked to a Days Policy Type.
- Once you submit a multiple time-off type request, there will be an individual request created for each time-off type on the Time-Off Calendar.
- Each time-off type submitted within the single request will follow approval rules and requirements needed for the request.

After completing the Time-Off Type, Hours or Days being requested, Start Date fields and End Date fields, click or tap "Submit Request."

- Once a Time-Off Request is submitted, the approval process varies based on whether your employer uses our GONE feature within the system.
- If your employer does not use GONE, the request will remain in a pending status until your Time-Off Request Supervisor takes action on the request. If you are a manager and would like to understand how to **approve** requests within the system, please visit the Approve/Deny Time-Off Requests section.
- If your employer uses GONE, a message will display to let you know whether the request is likely to be automatically approved or denied upon submission.

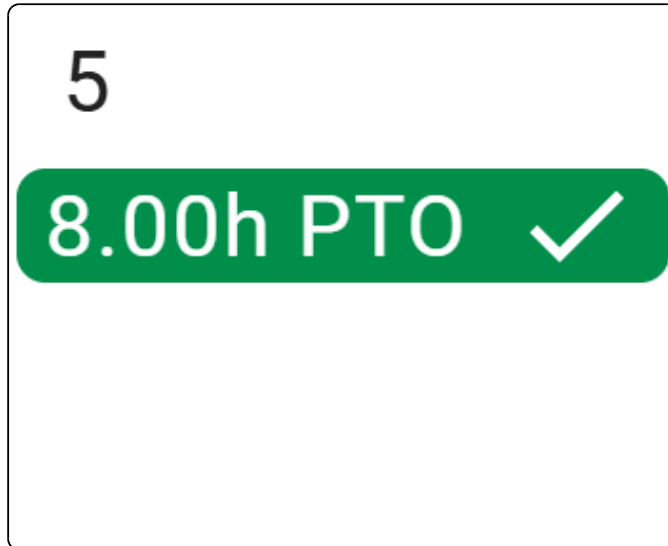


This request is likely to be approved with GONE®.



One or more days are unlikely to be approved with GONE®.

- Once a time-off request has been approved, the earning selected via the request will appear on the requested date(s) of the timecard with the total number of hours that were approved.



GONE Encourages

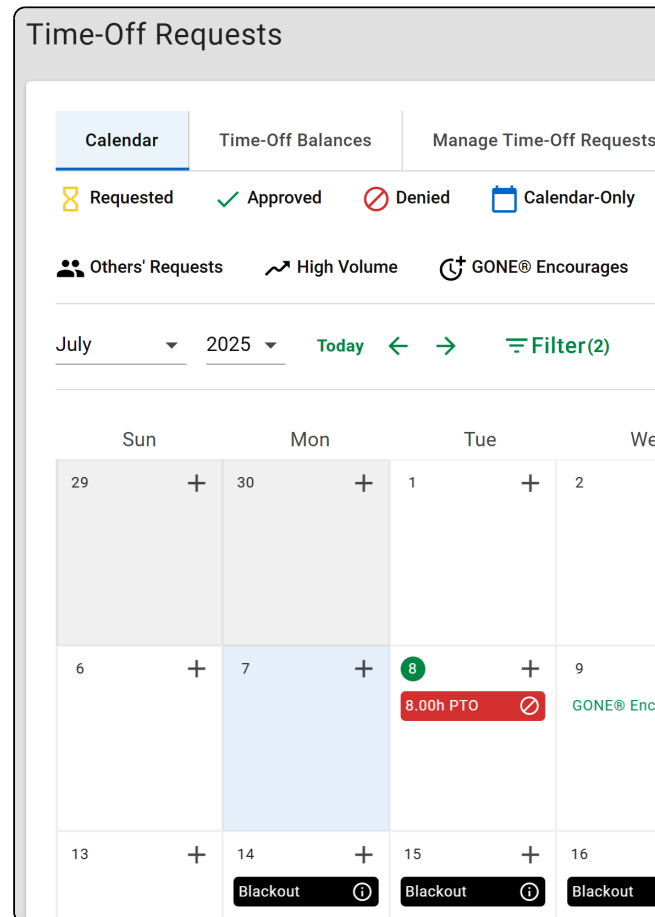
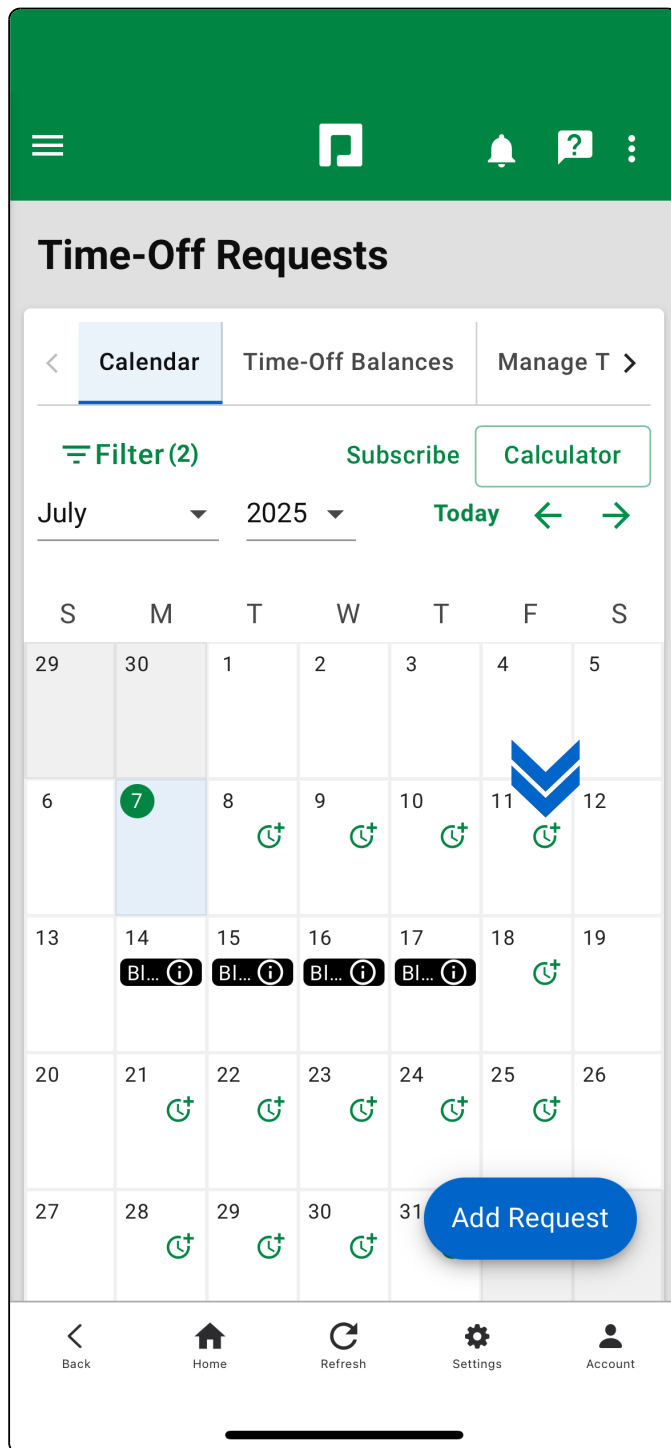
With GONE Encourages, you can instantly identify days you can be auto approved for time off, saving you time and reducing unnecessary requests. By providing a clear view of auto-approvable days, you can plan your time off with confidence. This feature seamlessly integrates with existing time-off calendars, streamlining the request process.

If there is a day where your request would be approved by GONE, you can see the encouragement marked in light green on the date.

Mobile View

Desktop





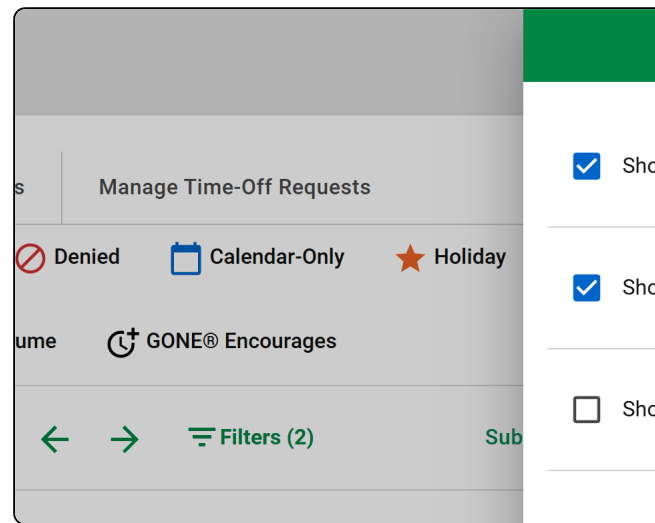
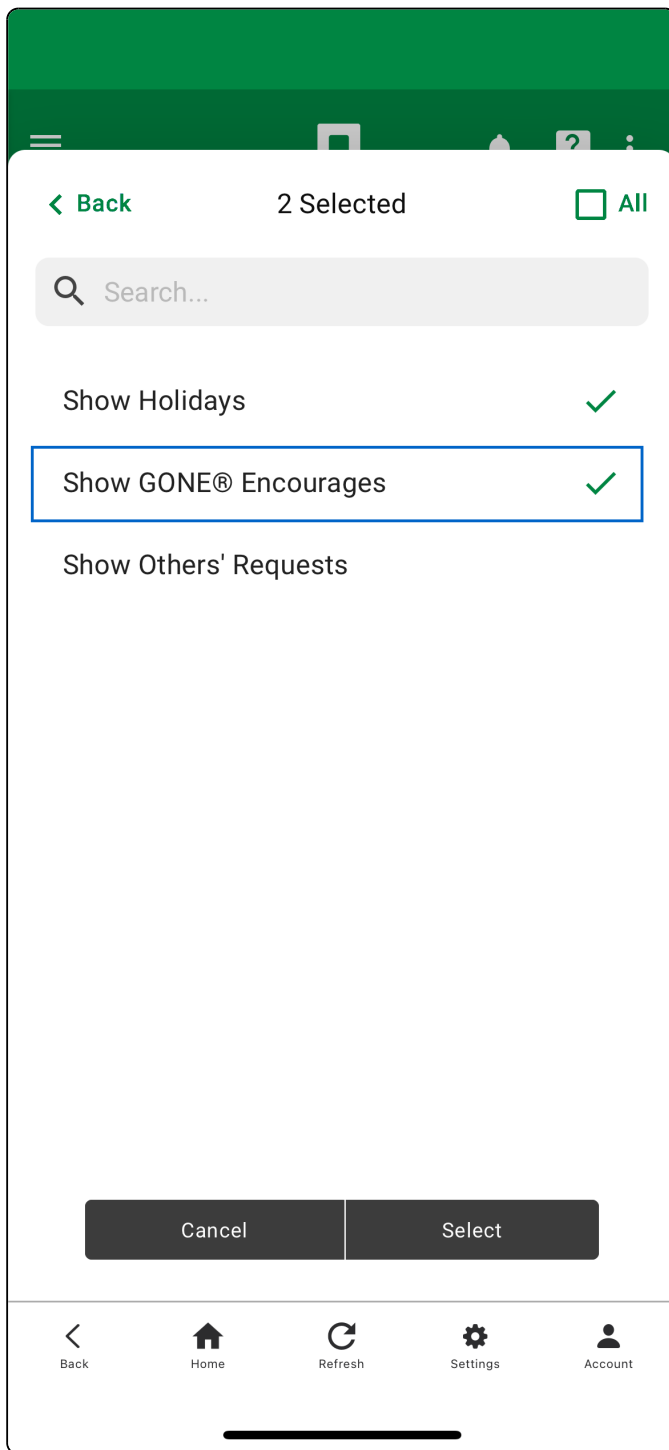
If a date on the calendar will likely be denied due to an Approval Rule, Exception or Exclusion, the encouragement will not display.

You must have “Show GONE Encourages” selected under the Calendar filters within the Time-Off Requests section in Employee Self-Service to see the encouragements displayed on your Time-Off Calendar.

Mobile View

Desktop





GONE Encourages will be displayed for two years, continuing through the end of the year of the second year.