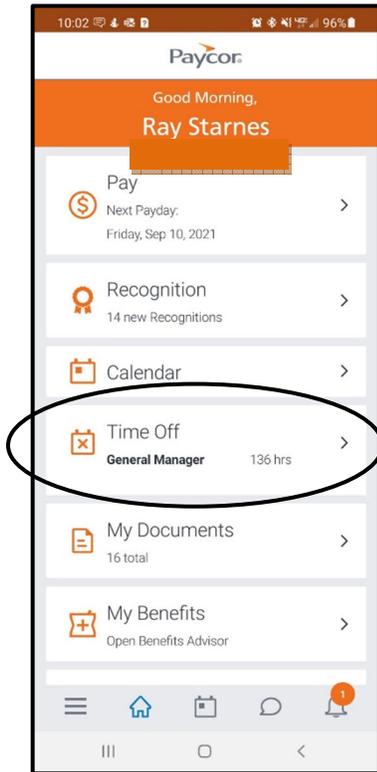


How to request and use Paid Time Off (PTO)

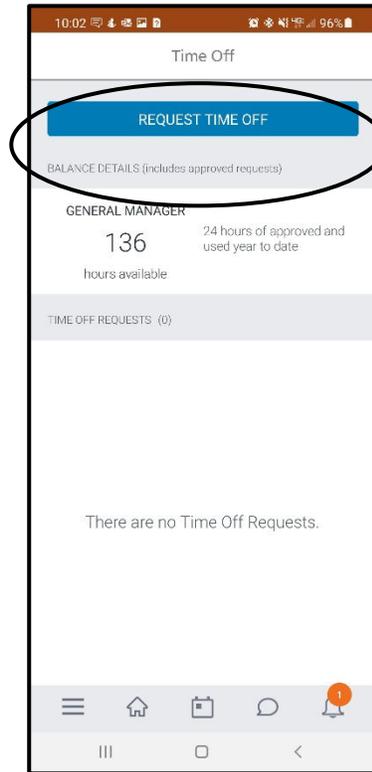
Step 1 – Talk to your direct report manager and verbally get approval before making any plans

Step 2 – Follow these steps in Paycor to request PTO. You do NOT add hours to timecards or adjust hours in RTI etc.

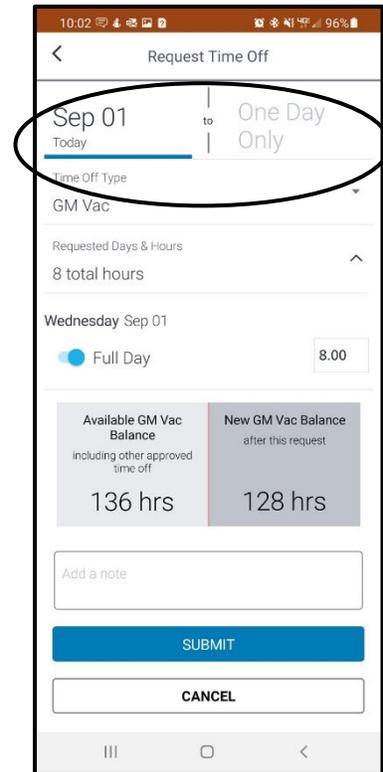
Log in to Paycor and Click “Time Off”



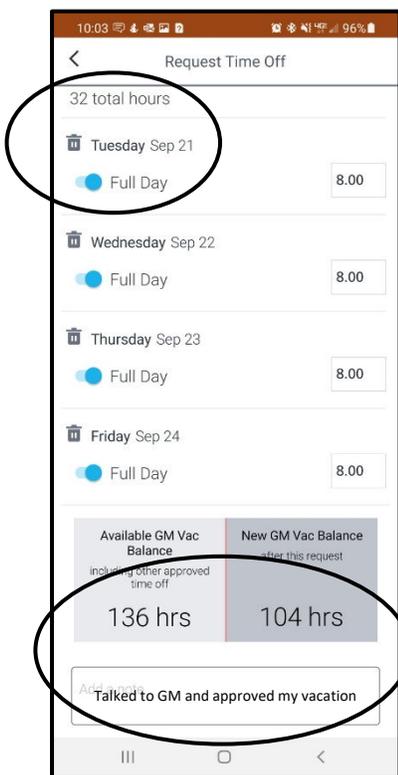
Click on “Request Time Off”



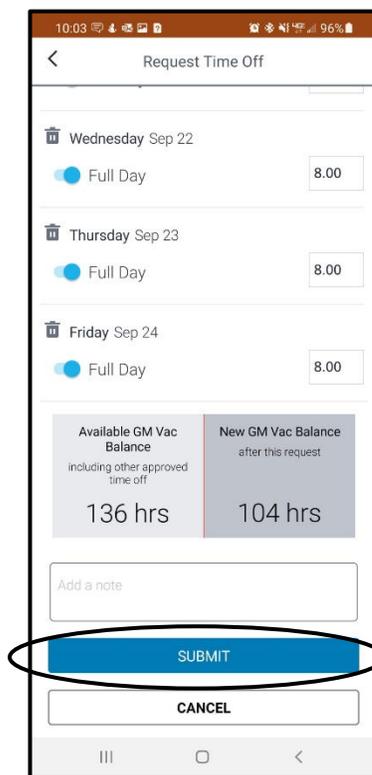
Choose the Date(s) of the requested PTO



Verify your request dates and type in “GM Approved”



Click Submit



Your request will be sent to your DM. They will approve it or resolve any concerns first.

You will get a confirmation once your request is approved. Hours get paid in Paycor automatically if approved.

Time may be requested and approved at any time before end of pay period.