## 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.



Verify your request dates and type in "GM Approved"

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	including other approved time off	after this request
	136 hrs	104 hrs
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Click Submit

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	136 hrs	104 hrs	
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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

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

automatically if approved.