## Paylocity Electronic Time Off Requests - Employee

## 1. Log in to Payloccity

2. From the Self Service Portal click on "Launch Time & Attendance"

Colorado Sp	prings Independence [N1091]		pay/ocity_
Applications	Home Employees HR Payroll Notifications		
THE INDEPENDENCE CENTER	Home Directory Impressions		
	News	^	Scompensation
			Date Check # Net Amount 🔺 Dir Dep
	<u> </u> Personal	^	Launch Time & Attendance
	Personal Information		♥ Benefits へ
	聞 Company	^	

3. On the top menu bar, click on "Home"

		ndence [N1091]	
Applications	Home	My Timesheet	Employee Time Off Calendar
🔿 Date Range 🤅	) Pay Perio	d From 06/01/2015	To 06/14/2015 To <a></a> <a><!--</td--></a>

4. On the right side of the screen, you will see the Time Off box

9 Time Cl	lock									
	History C	omments								
Date	Time	Punch								
5/29/2015	04:30 PM	Clocked Out	0							
Schedu	ile			$\sim$	🗓 Time Off					
						Request	SI	tatus Ba	lances	
							_			
					Туре	Select Type	*			
					Single Day	O Multiple Da	iys			
					Start Date	06/01/2015	Ē		06/01/2015	(III)
					Start Time	8:00 AM	O	End Time		O
					Hours Per Day					
					Notes					
					Cubmit Deputet	Decat				

5. Use the drop down to select the Type of Time Off you are requesting.

	Request	Status	Bal	ances	
Туре	Select Type	•			
Single Day	Select Type		Include W	eekends	
Start Date	Vacation		End Date	02/26/2020	
Start Time	Sick		End Time		©
Hours Per Day	Bereavement				
lotes	Jury Duty				
	Unpaid Leave				

6. For a Single Day, enter the start date as the date you will take off. Enter the "hours per day." Also, enter the start and end time if you will not be taking off a full day.

	Request	Status	Bal	ances	
уре	Vacation	•			
Single Day	O Multiple Days	;	🗌 Include W	eekends	
Start Date	06/22/2015			06/01/2015	<b></b>
Start Time	8:00 AM	G	End Time		0
Hours Per Day	8				
otes					

7. For Multiple days, enter the start date and end date. Enter the amount of hours each day you will be taking time off.

	Request	S	itatus Ba	lances	
Туре	Vacation	v			
○ Single Day	Multiple Da	iys	🗌 Include W	/eekends	
Start Date	06/22/2015		End Date	06/26/2015	
Start Time	8:00 AM	0	End Time		©
Hours Per Day	8				

- 8. Click "Submit Request."
- 9. You can check the status of your request at any time by clicking on the "status" tab.

🕫 Time O	ff						~	
	Request	$\langle$	Status		Balances			
06/01/2015	) - 06/26/2015		Select Ty	/pe 🔻	Select	Status 🔻	Go	
Date 🔻	Туре	Tota	alHours	Statu	S	Delete	r	
06/22/2015 - 06/26/2015	Vacation	40 h	rs	Pendi	ng	×		~

10. You will receive an email once your request has been approved or denied.

Your time off request for 6/8/2015 is approved.	From: donotreply@paylocity.com [mailto:donotreply@paylocity.com]
donotreply@paylocity.com	Sent: Monday, June 01, 2015 1:28 PM
Sent: Mon 6/1/2015 10:44 AM	To: Yvonne Bacher
To: Jenny Seymour	Subject: Your time off request for 5/21/2015 is denied.
Your time off request is approved.	Your time off request is denied.
Type: Sick	Type: Sick
Dates: 6/8/2015	Dates: 5/21/2015
Hours per day: 2.5	Hours per day: 4
Total Hours: 2.5	Total Hours: 4
Notes:	Notes:

11. If you need to update/edit your time off request, you will need to delete the original by clicking on the "status" tab and clicking the "X," and then you will have to create a new time off request.

🗓 Time O	off				$\wedge$
	Request	Status	Balances		
06/01/2015	06/28/2015	1 Select T	ype 🔻 Select	Status 🔻 G	o
Date 🔻	Туре	TotalHours	Status	Delete	
06/15/2015 - 06/19/2015	Vacation	40 hrs	Canceled		^
06/12/2015 - 06/16/2015	Vacation	24 hrs	Approved	$\bigotimes$	
06/08/2015 - 06/08/2015	Sick	2.5 hrs	Canceled		
06/01/2015 - 06/01/2015	Vacation	8 hrs	Pending	×	~

12. A box will pop up asking "Are you sure you want to delete the Time Off Request?" Click on Yes.

17d. Electronic Time Off Request

