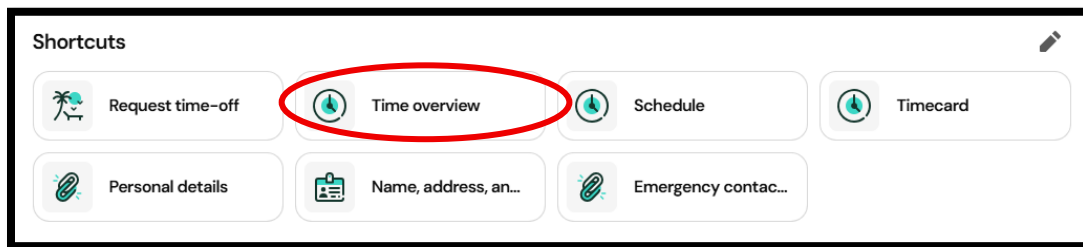


HOW TO VIEW AND REQUEST PTO

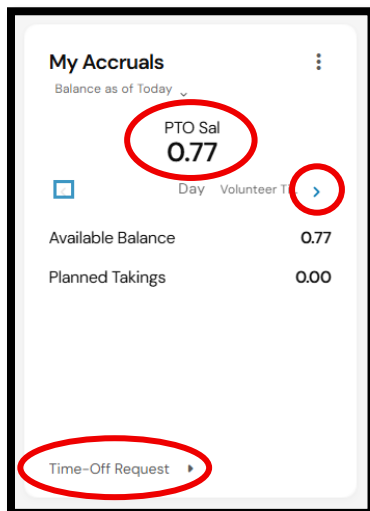
Associates can view and submit PTO requests at their own convenience.

VIEW PTO:

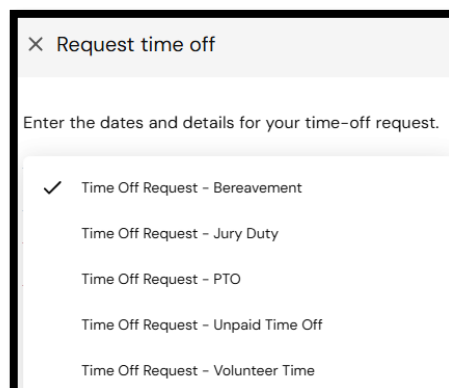
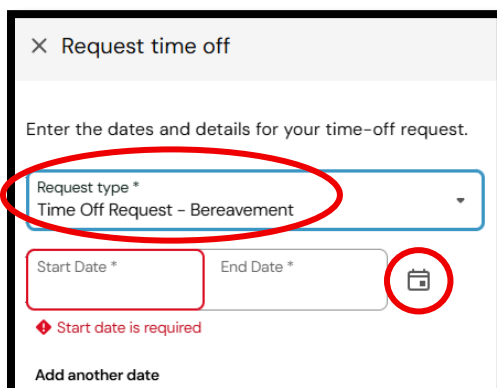
Home > Shortcuts > Time Overview



- Scroll to the bottom and go to **My Accruals** to view your **PTO Sal amount** or **Volunteer Time**. Click the blue arrow to toggle back and forth.
- From here, you can click on **Time-Off Request** at the bottom if you wish to submit PTO.



- A **Request Time Off** box will appear. Click the drop-down on **Request Type** to choose the desired time off. (Ex. Bereavement)
- Enter the **Start Date**, **End Date**, and click **Next**. Or click the calendar button to auto-populate.



- Fill out the **Request Details** section and click **Submit**

Request time off
Time Off Request - Bereavement

Your Request
Time Off Request - Bereavement
11/20/2025 - 11/21/2025

Request Details

Duration *
Hours

Start time *
--:-- --

Duration *
--:--
hh:mm

Deduct from *
Bereavement

Comment [0]
+ Add comment

Back Submit

REQUEST PTO:

Home > Shortcuts > Request Time Off

Shortcuts

Request time-off Time overview Schedule Timecard

Personal details Name, address, an... Emergency contac...

- The **Request Time Off**, side bar will appear. Choose the type of time you want (ex. PTO) and select **Apply**

Request Time Off

Type of Time Off

Time Off Request - Bereavement

Time Off Request - Jury Duty

Time Off Request - PTO

Time Off Request - Unpaid Time Off

Time Off Request - Volunteer Time

Cancel Apply

- Select the dates you wish to take off and select **Apply**

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Cancel Apply

- Fill out **Duration** (start time and duration of shift, 8.00) and click on **Deduct From** category. Select **Review**, verify the information is correct, and then select **Submit**.

Request Time Off X

Time Off Request - PTO

Dates

2 Days Selected

Duration

Hours

Start Time * 8:00 AM

Duration hh:mm * 16:00

Deduct from

Paid Time Off: 1.54 Day(s) ⓘ

Cancel Submit **Review**

Request Time Off X

Time Off Request - PTO

Paid Time Off (Hours)

2 Days

Monday 12/08/2025 - Tuesday 12/09/2025

8:00 AM [16:00]

Comments [0]

Select a Comment

Type a note (optional).

Cancel Add **Submit**