

How to Submit & Cancel a Time Off Request

Submitting Time Off Requests

• Navigation: Home page > My Accruals > Time Off Request

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ST Welcome back, Sarah					Celect a date. Image: Celect a date.
	My Timecard Exceptions O O O O O O O O O O O O O O O O O O O	My Accruais : Balance as of Today PTO PTO 0.00 (* PPO Hour SICK > Available Balance 000 Pending Grans 000 Paneed Takings 000	My Notifications Image: Im	Wy Schedule Ue 10 Open shifts are available Wed 11 Open shifts are available Wed 12 Open shifts are available Fri Open shifts are available Fri Open shifts are available Fri Open shifts are available	Sun Mon Tue Wed Thu Fri Sat 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 1 2 3 4 5 6 7 8 9 10 11 12 20 21 2 3 4 5 29 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 4 5 6



- Navigation: Home page > Main Menu > My Information > My Calendar
- Select the New Requests icon and then **Time Off** from the drop-down menu.

≕ ۵ ÜKG MyCal	endar							0 4 ²
Previous Today Next	4 🗇					ିକ୍କୁ Share	€ È ▼	Hide List Location Schedule
You can request open shifts from 9/10	1/2024 to 9/08/2025.						Swap	×
You can submit your self-schedule req	uest for the period 9/10/2024 to 9/08/2025.						Request To Cover	>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Open Shift	6
Open Shift [15]	1 Open Shift [17] R Labor Day	2 Open Shift [18]	3 Open Shift [18]	4 Open Shift [17]	5 Open Shift [17]	6 Open Shift [15]	Self-Schedule Availability Change	

- 1. Select dates from the calendar.
 - a. To select more than one day, select the days.
 - b. To remove days from the selection, deselect the selected days.
- 2. Select Apply.
- 3. Hours
 - a. For **Start Time**, enter the start time of your regular shift.
 - b. For **Duration**, enter the number of hours for your regular shift (8.0,12.0...etc.).
- 4. At Deduct From, select the pay code for the time off.
- 5. Select Review.
- 6. Select Submit.





****If you do not have sufficient PTO to cover the requested time off, you will receive an error message and will not be allowed to continue.****



<u>Time-off Request Cancellations</u>

- When requested time off is no longer needed or needs to be rescheduled, employees can cancel those time-off requests.
- Employees submit cancellation requests to nullify the previously submitted or approved time off.

Note Employees can only cancel their own submitted or approved time-off requests.

How to Cancel a Time Off from My Calendar

- Employees can cancel time off from the calendar.
- Navigation: Main Menu > My Information > My Calendar > Requests tab



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Previous Today Next	May 2025 🗟					Share New Reque	✓ ✓ ✓ ✓ ← ⊖ ✓ ✓
i Information You can reque	st open shifts from 5/14/2025 to 6	5/14/2025.					×
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events Requests -
				1	2	2 3	Time Off Request - Health • Approved
							PTO 8:00 AM-4:00 PM 4/23 - 4/25
							Time Off Request - Health • Submitted
4	c	0	,	8		9 10	PTO 8:00 AM-4:00 PM 5/27 - 5/28
							Time Off Pequest - Health + Cancelled
11	12	13	14	15	16	6 17	PTO 8:00 AM-4:00 PM 5/28 - 5/29
							u
							III Time Off Request - Health • Submitted 😐
18	19	20	21	22	23	3 24	PTO 8:00 AM-4:00 PM 6/03 - 6/04
25	26	27	28	29	30	D 31	
		PTO (In Progress)					
		3 PTO (In Progress)					

- 1. In the Requests tab, select the time-off request that you want to cancel.
- 2. Select More.
- 3. Select Cancel Request.





Important Cancellation is immediate; you are not prompted to confirm.



How to Cancel a Time Off from My Notifications

- Employees can submit time-off cancellations from the Notifications tile on their home page.
- Navigation: UKG Dimensions
 - 1. On the Home page, from the **My Notifications** tile, select **My Requests**.

My Notifications	À	
Tasks	0 >	Î
My Requests	0 >	
Employee Requests	2091 >	
Timekeeping	0 >	
Open Shift Requests	382 >	
Shift Swap	26 >	
Request to Cover	21 >	

- 2. Select a request.
- 3. Select Cancel.





4. Select Cancel Request.

Important cancellation is immediate; you are not prompted to confirm.

5. Select Done.