



Lundquist College of Business

Requesting Time Off

September 2023

Created by: CBSO Payroll Team

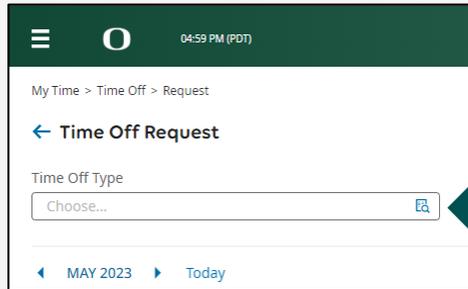


Requesting Time Off

Navigating to Time-Off (Sick & Vacation Leave)

Once on the Time Off Request page, use the **Time-Off Type** search bar to select the type of leave being requested

- Clicking on the blue magnifying glass icon will open the Dropdown Menu



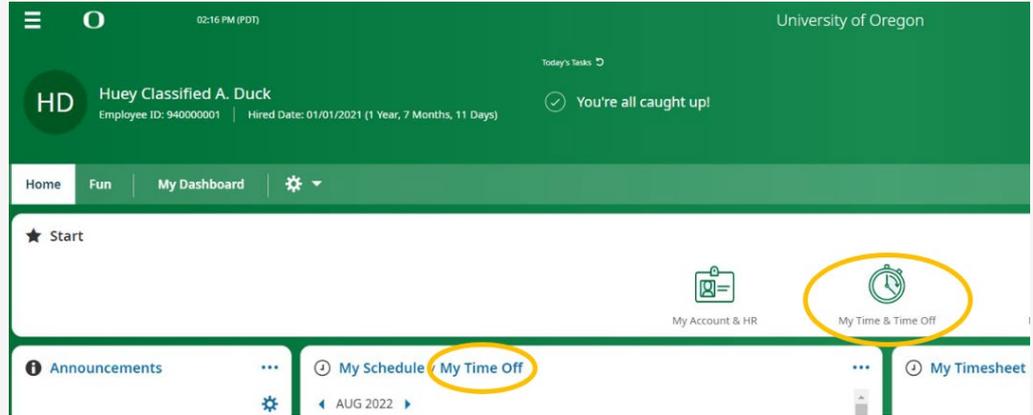
My Time > Time Off > Request

← Time Off Request

Time Off Type

Choose... 

← MAY 2023 ▶ Today



02:16 PM (PDT) University of Oregon

HD Huey Classified A. Duck
Employee ID: 940000001 | Hired Date: 01/01/2021 (1 Year, 7 Months, 11 Days)

Today's Tasks  You're all caught up!

Home Fun My Dashboard 

★ Start

My Account & HR  My Time & Time Off 

Announcements  My Schedule  My Time Off  My Timesheet 

← AUG 2022 ▶

Option 1: Time-Off Types from Dropdown Menu

Browse and Select ✕

Page 1 of 1 1 - 11 of 11 Rows

	Name	Full Path
<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	COVID Leave	COVID Leave
<input type="radio"/>	Comp Time	Comp Time
<input type="radio"/>	Inclement Weather	Inclement Weather
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	Leave Without Pay	Leave Without Pay
<input type="radio"/>	Personal Leave (LTP)	Personal Leave (LTP)
<input type="radio"/>	Pre-Retirement Counseling	Pre-Retirement Counseling
<input type="radio"/>	Sick Leave	Sick Leave

“Time Off Request” Dropdown Example

1

← Time Off Request

Time Off Type

Vacation Leave

2

Start Request

3

Request Time Off

MON AUG 7

Schedule (0.00hrs)

12 am	3 am	6 am	9 am	12 pm	3 pm	6 pm	9 pm	12 am
-------	------	------	------	-------	------	------	------	-------

Time Off Type *
Vacation Leave

Request Type *
Multiple Days

From *
08/07/2023

To *
08/09/2023

Hours Per Day *
8.00

Job Cost Center
CBSO Business Operations

Approval/Labor Cost Center
CBSO Business Operations

Comment
Aunt's 90th Birthday

Cancel Submit Request

Option 2: Selecting Date (s) in Calendar View

My Time > Time Off > Request

← Time Off Request

Time Off Type
Vacation Leave

← MAY 2023 ▶ Today

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14

- Using the calendar, **select the day(s)** you need to request off
 - Click once to highlight a single day for a single- or partial-day request
 - For a multi-day request, click once on the first day of the requested time off and click a second time on the last day

Start Request

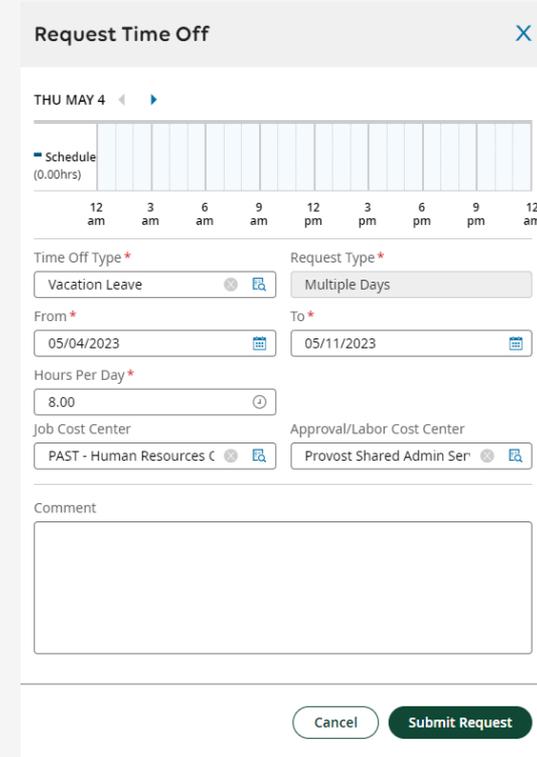
Completing Request Time Off

- Enter the **number of Hours Per Day** that you will be using from your leave balance
 - Partial-day requests can be for any number of hours

Examples:

- If you left work 2 hours early because you were sick, you would use 2.00 hours of Sick Leave.
- If you came into work 3 ½ hours late because of a DMV appointment, you would use 3.50 hours of Vacation, Comp Time, or Personal Leave

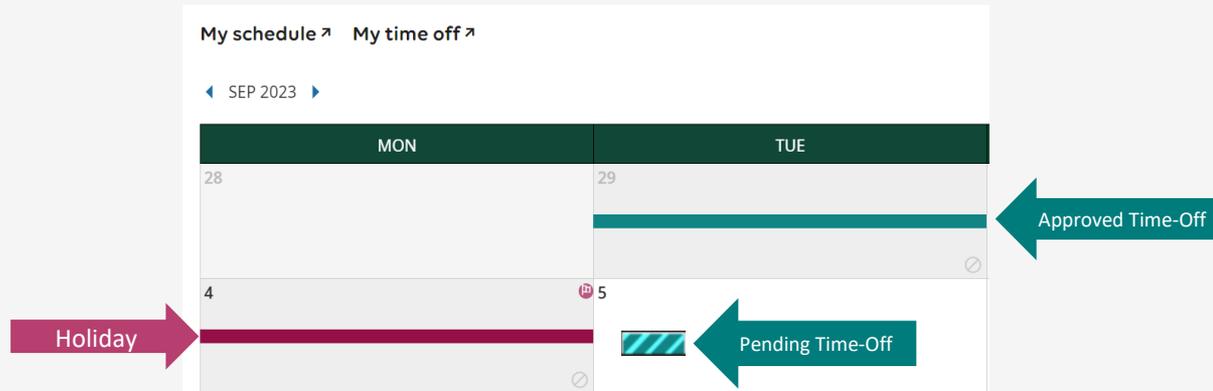
IMPORTANT: Double Check your Calendar or Timesheet at end of month to make sure your “Time Off” populated



The screenshot shows a web form titled "Request Time Off" with a close button (X) in the top right corner. Below the title is a date selector showing "THU MAY 4" with left and right navigation arrows. A calendar grid is visible, with a blue bar indicating a "Schedule" of 0.00 hours. Below the calendar, there are several input fields: "Time Off Type*" with a dropdown menu showing "Vacation Leave"; "Request Type*" with a dropdown menu showing "Multiple Days"; "From*" with a date field showing "05/04/2023"; "To*" with a date field showing "05/11/2023"; "Hours Per Day*" with a dropdown menu showing "8.00"; "Job Cost Center" with a dropdown menu showing "PAST - Human Resources C"; and "Approval/Labor Cost Center" with a dropdown menu showing "Provost Shared Admin Ser". At the bottom, there is a "Comment" text area and two buttons: "Cancel" and "Submit Request".

After Submitting Request

- Click **Submit Request**, then click OK. An email will be sent to your supervisor for approval.
 - Your request will appear as Pending until it is approved by your supervisor
 - Both Pending and Approved requests will appear on the [My Schedule](#) / [My Time Off](#) calendar panel on the Home tab



Cancelling or Changing Time Off

- If a request is still ***pending*** (not yet approved), it can be deleted from the [My Time Off](#) calendar by selecting the request and small window appears and click “Delete.”



- If a request has already been ***approved***, and you need to change dates, **submit a Change Request.**

Approved Time Off

After Time Off is Approved

- Approved Time off Requests will **automatically populate** on your timesheet.
- The lines will change from broken to solid on your Time Off calendar view.
- By end of period, double check to make sure Time off appears on your Timesheet **BEFORE** submitting to payroll.

The screenshot displays a calendar interface for September 2023, titled "My schedule" and "My time off". The calendar shows two columns: MON (Monday) and TUE (Tuesday). On Monday, the 4th has a red horizontal bar, and on Tuesday, the 5th has a blue and white striped horizontal bar. A teal arrow points from the text "Solid = Approved" to a solid teal bar on Tuesday the 29th. Another teal arrow points from the text "Broken=Pending" to the striped bar on Tuesday the 5th.

MON	TUE
28	29
	
4	5
	