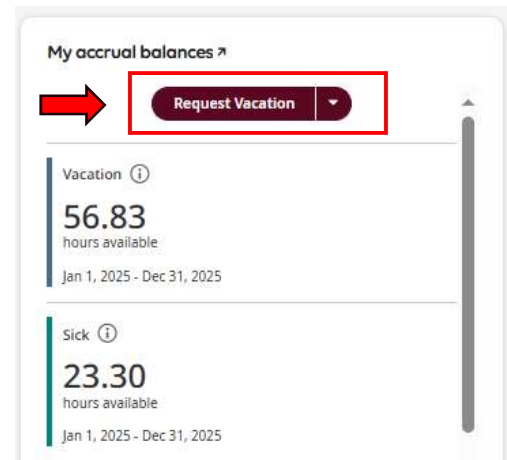


# SALARY PAID STAFF - HOW TO REQUEST TIME OFF

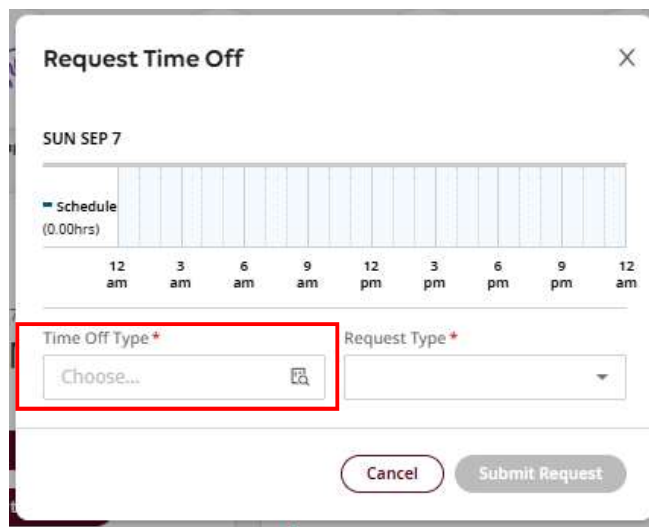
This training document is intended to provide instruction on how to submit a request for time off to your manager for review and approval.

When you would like to request time off (ie. Vacation, Sick etc.) login into UKG Ready

- On your home dashboard, located in the lower left, you will find the Accruals widget. This will present your accrual balances. To request Time off, click on the Request Vacation button (**IMPORTANT:** this button will allow you to submit requests for all time off in addition to vacation).



- In the popup box, click into the **Time Off Type** field to select the type of days you are requesting to take off:



- Search for the “Time Off Type” and then click on the radio button to select.

**Browse and Select**

Page: 1 of 1 | 1 - 3 of 3 Rows

Search

	Name	Full Path
<input type="radio"/>	SICK PAY	SICK PAY
<input type="radio"/>	SICK PAY - FAMILY	SICK PAY - FAMILY
<input type="radio"/>	VACATION PAY	VACATION PAY

Close

- Select the Request Type. Choose Multiple Days if you are requesting more than one day or Partial/Single if you are taking a half day or single day.

**Request Time Off**

SUN SEP 7

Schedule (0.00hrs)

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

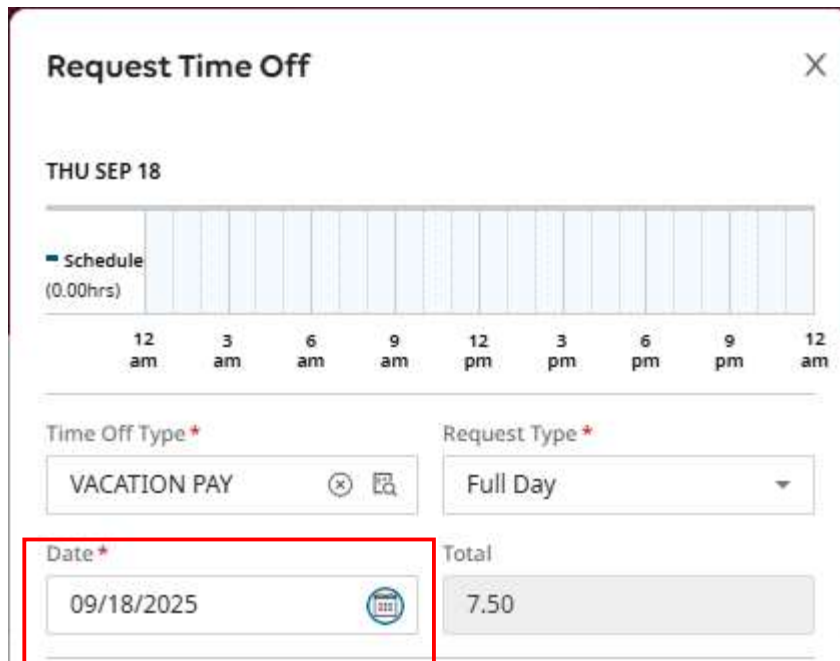
Time Off Type \* VACATION PAY

Request Type \* Full Day

Date \* mm/dd/yyyy

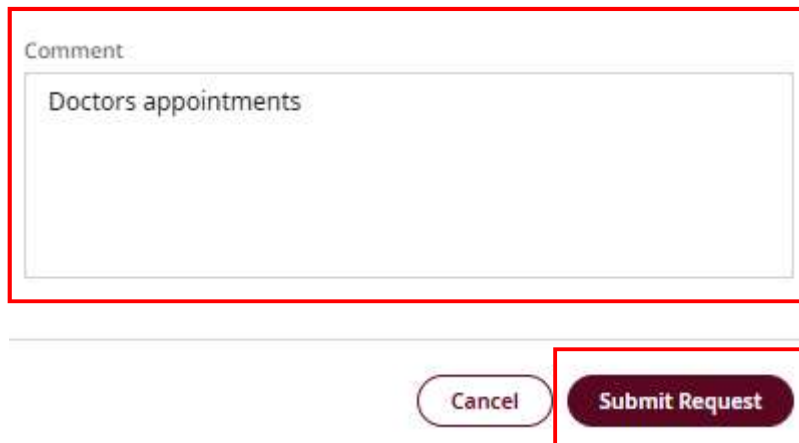
Total 0.00

- Specify the date. Please note, if you select full day, your number of hours per day will auto generate. If you select partial day, please enter in number of hours.



The screenshot shows a 'Request Time Off' form. At the top, it says 'Request Time Off' with a close button (X). Below that, the date 'THU SEP 18' is displayed. A calendar grid shows the day is selected. Underneath, there's a 'Schedule' section with a bar chart and '(0.00hrs)' below it. The time slots are labeled: 12 am, 3 am, 6 am, 9 am, 12 pm, 3 pm, 6 pm, 9 pm, 12 am. Below the schedule, there are two dropdown menus: 'Time Off Type \*' set to 'VACATION PAY' and 'Request Type \*' set to 'Full Day'. At the bottom, there is a 'Date \*' field containing '09/18/2025' and a 'Total' field containing '7.50'. A red box highlights the 'Date \*' field.

- Provide a reason as to why you are requesting this time off in the Comment box and then click on Submit Request:



The screenshot shows a 'Comment' text area with the text 'Doctors appointments' entered. Below the text area are two buttons: 'Cancel' and 'Submit Request'. A red box highlights the 'Submit Request' button.

- Your manager will receive an email with your request for review and approval. Once they approve, your time card will automatically update with the requested time off.