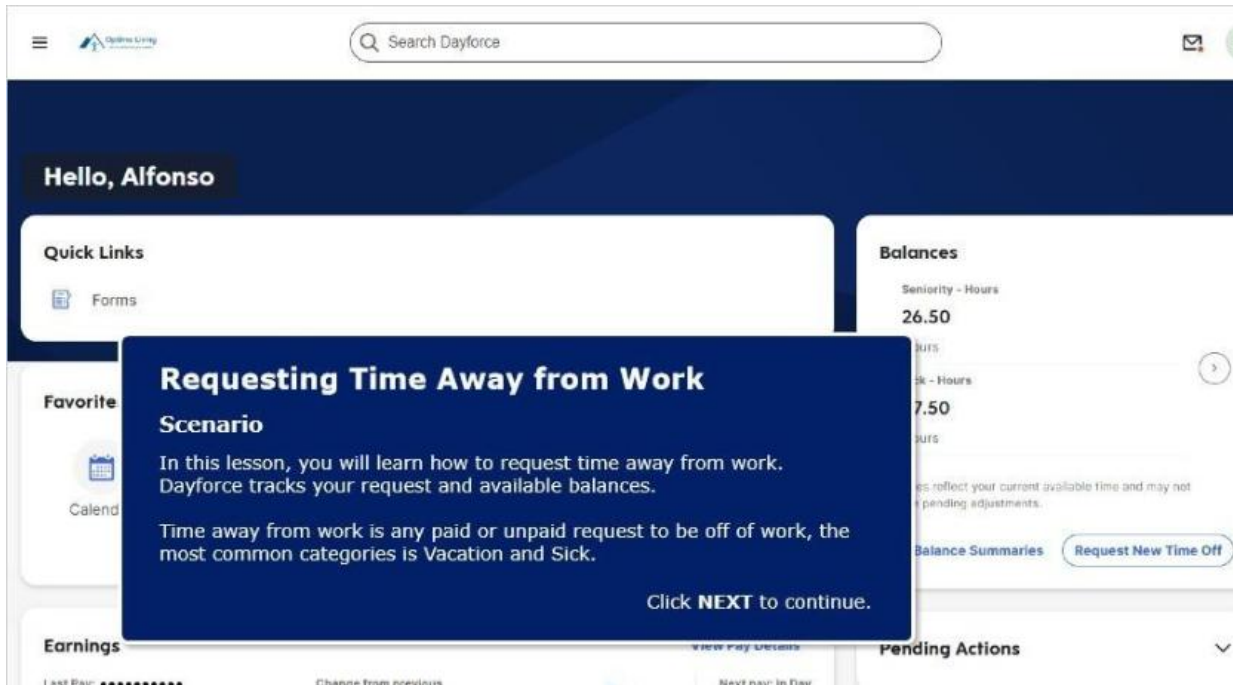
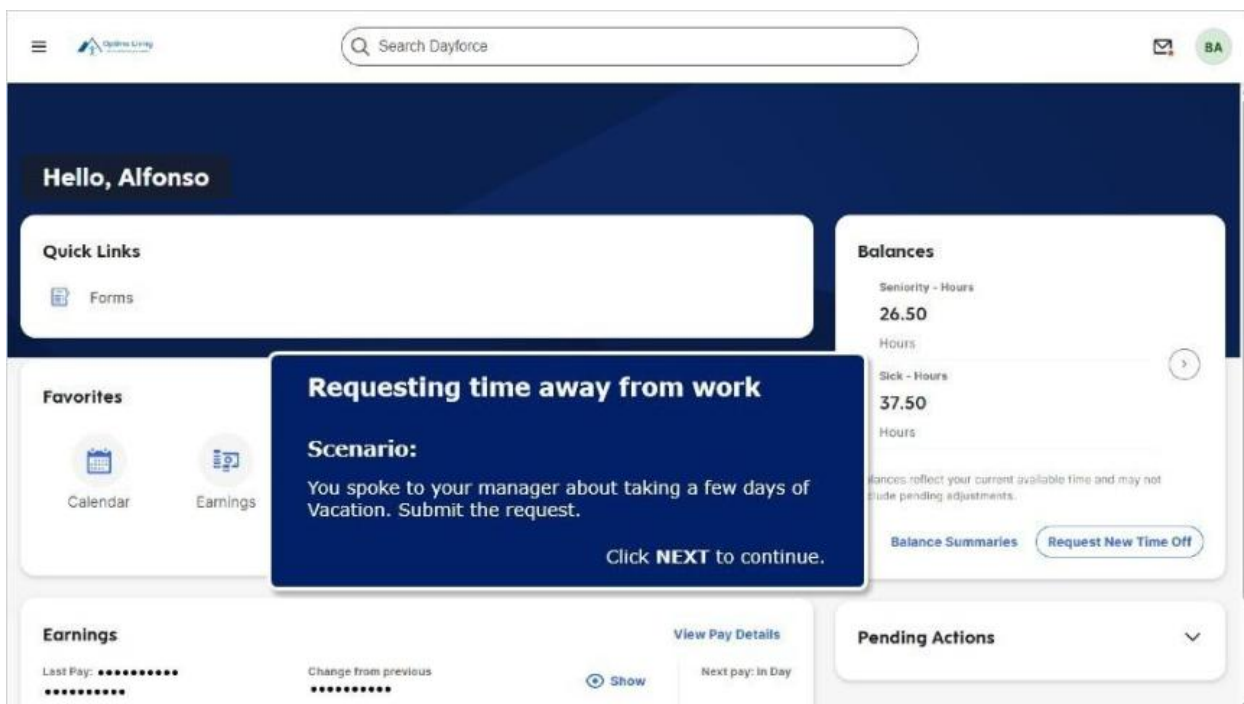


Quick Guide: Requesting Time Away from Work

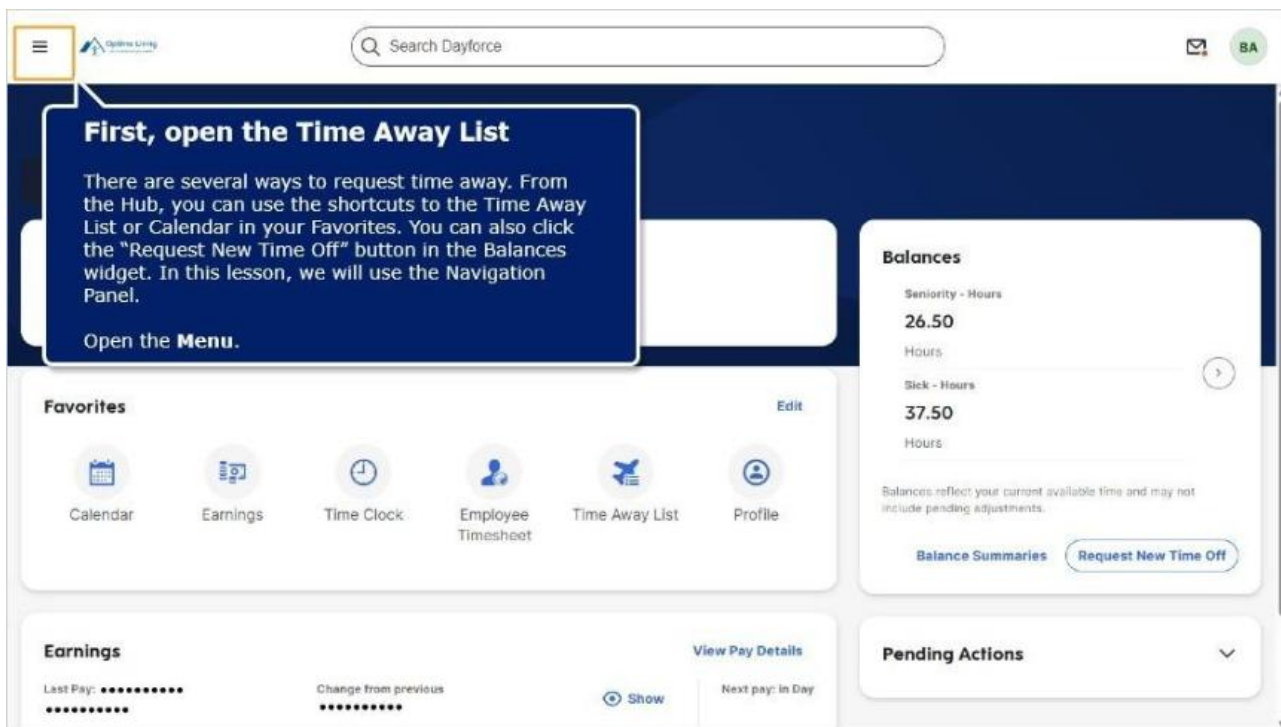
1. Requesting Time Away from Work:



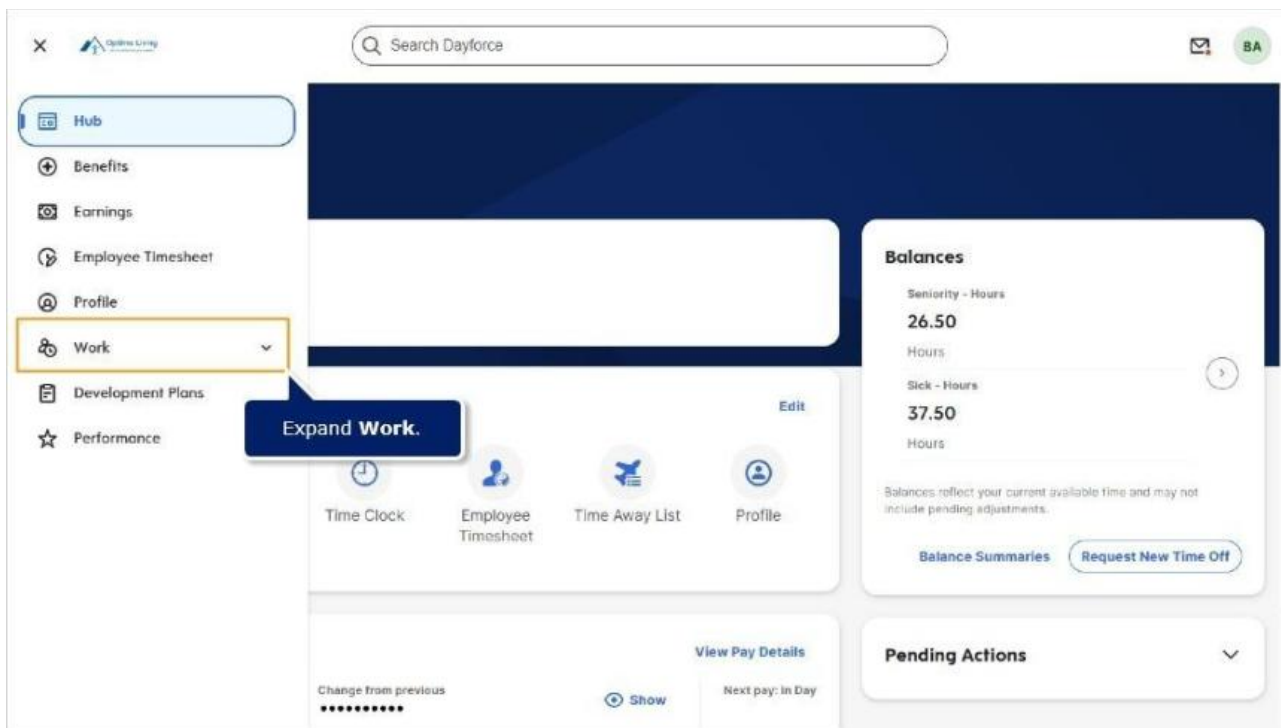
2. Scenario for Time Away:



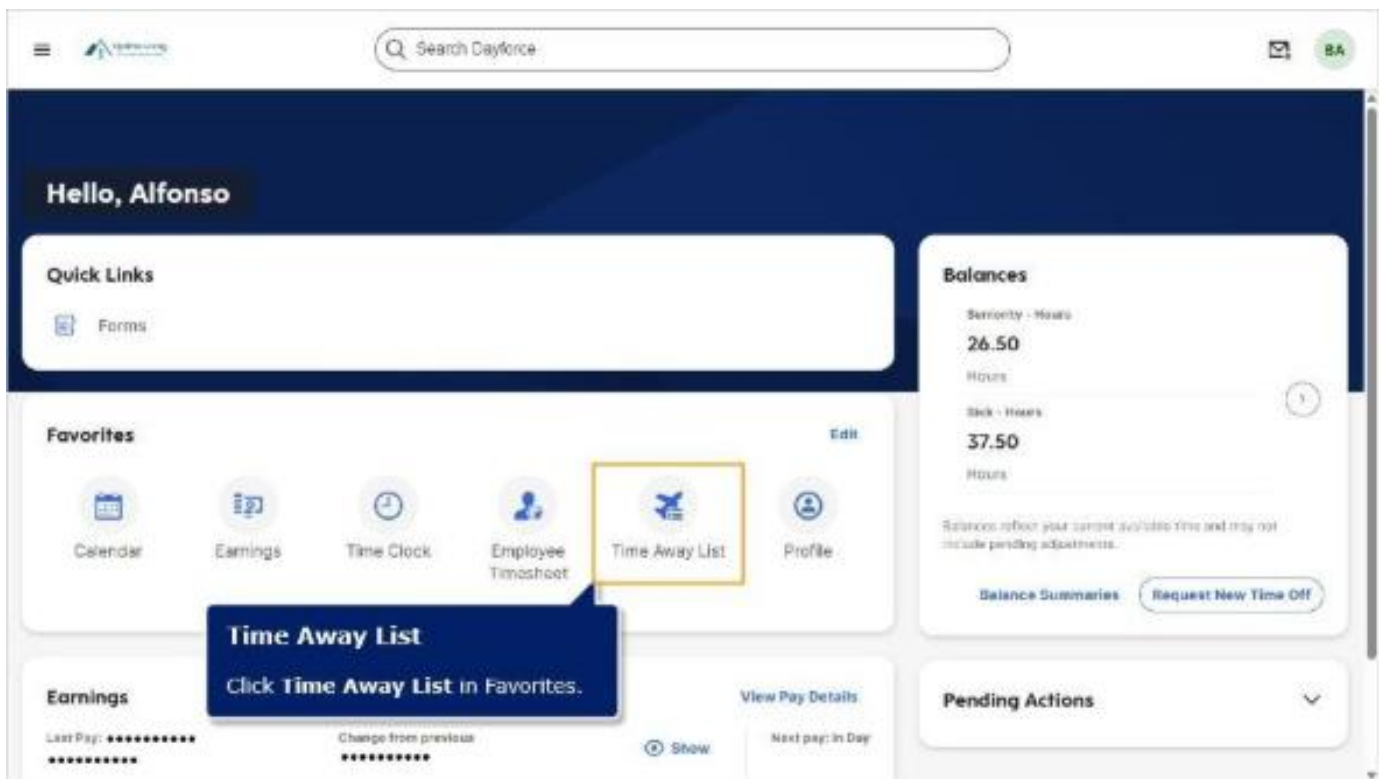
3. Opening the Menu:



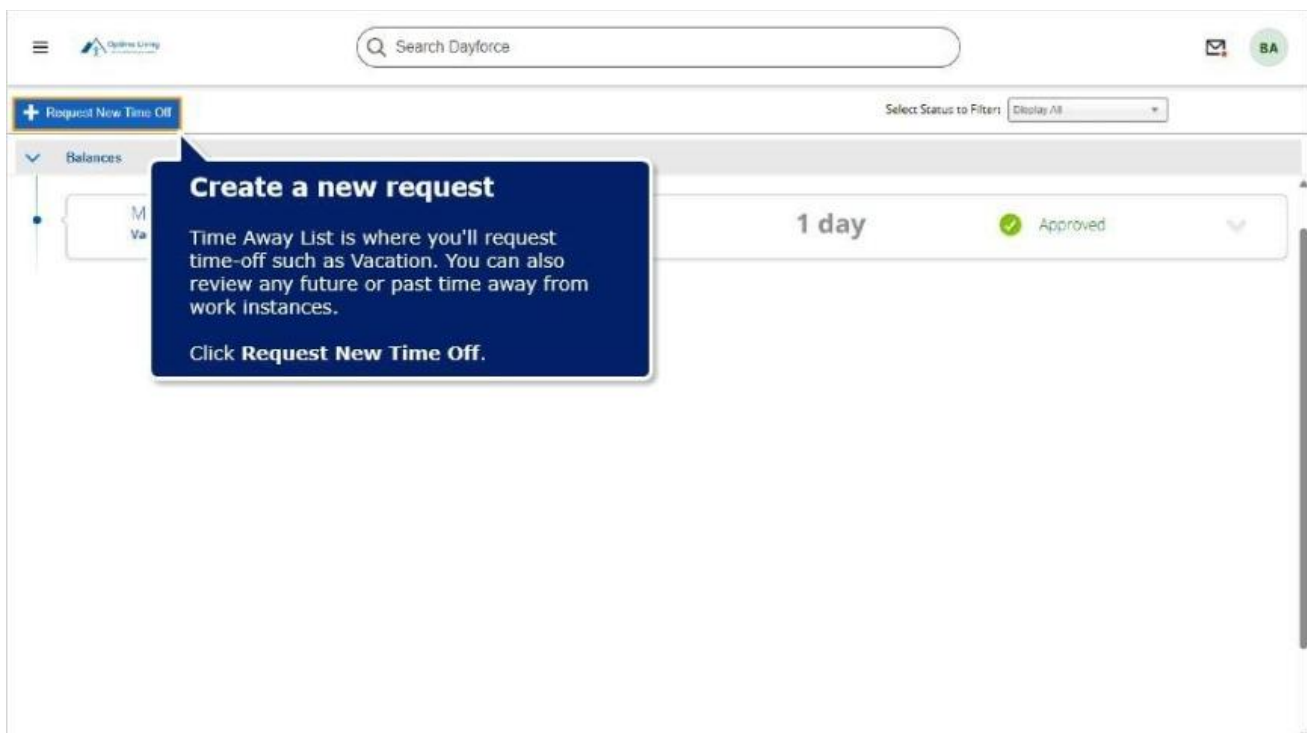
4. Navigating to Work:



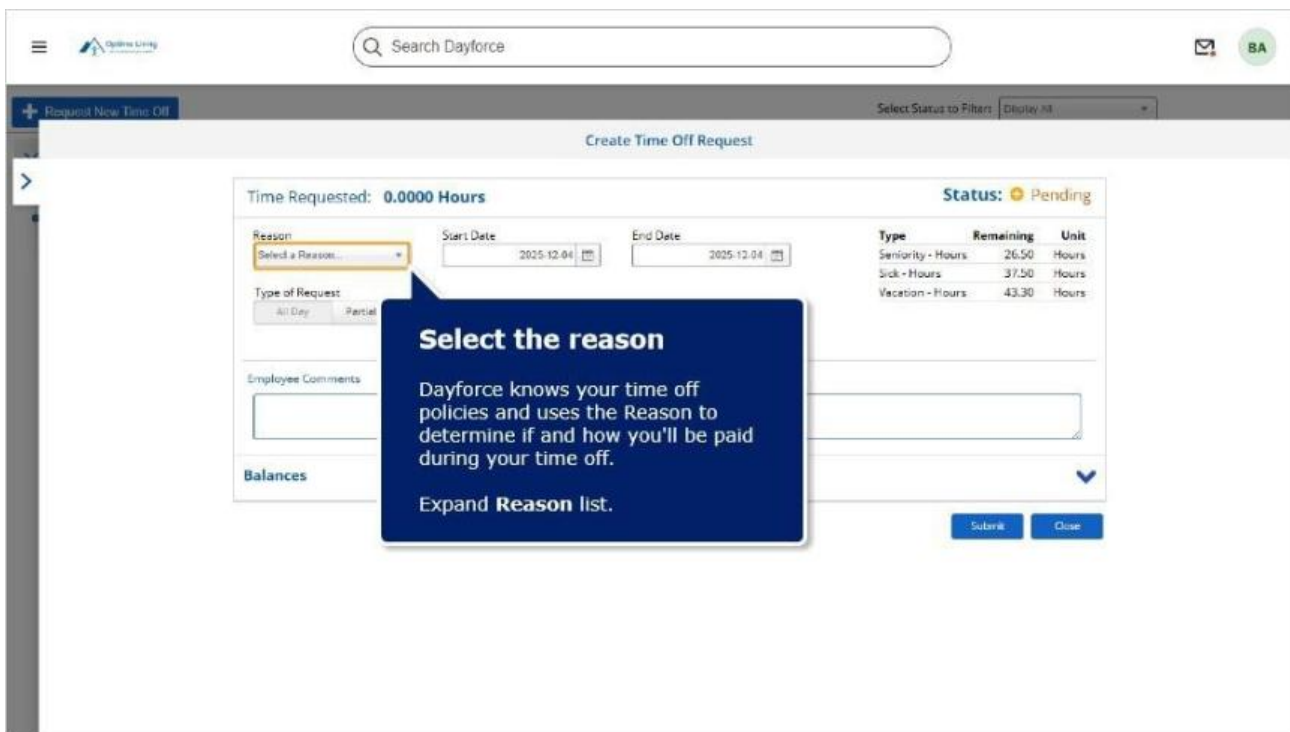
5. Selecting the Time Away List:



6. Creating a New Request:



7. Selecting the Reason:



Time Requested: 0.0000 Hours

Status: Pending

Reason: Select a Reason...

Start Date: 2025-12-04

End Date: 2025-12-04

Type	Remaining	Unit
Seniority - Hours	26.50	Hours
Sick - Hours	37.50	Hours
Vacation - Hours	43.30	Hours

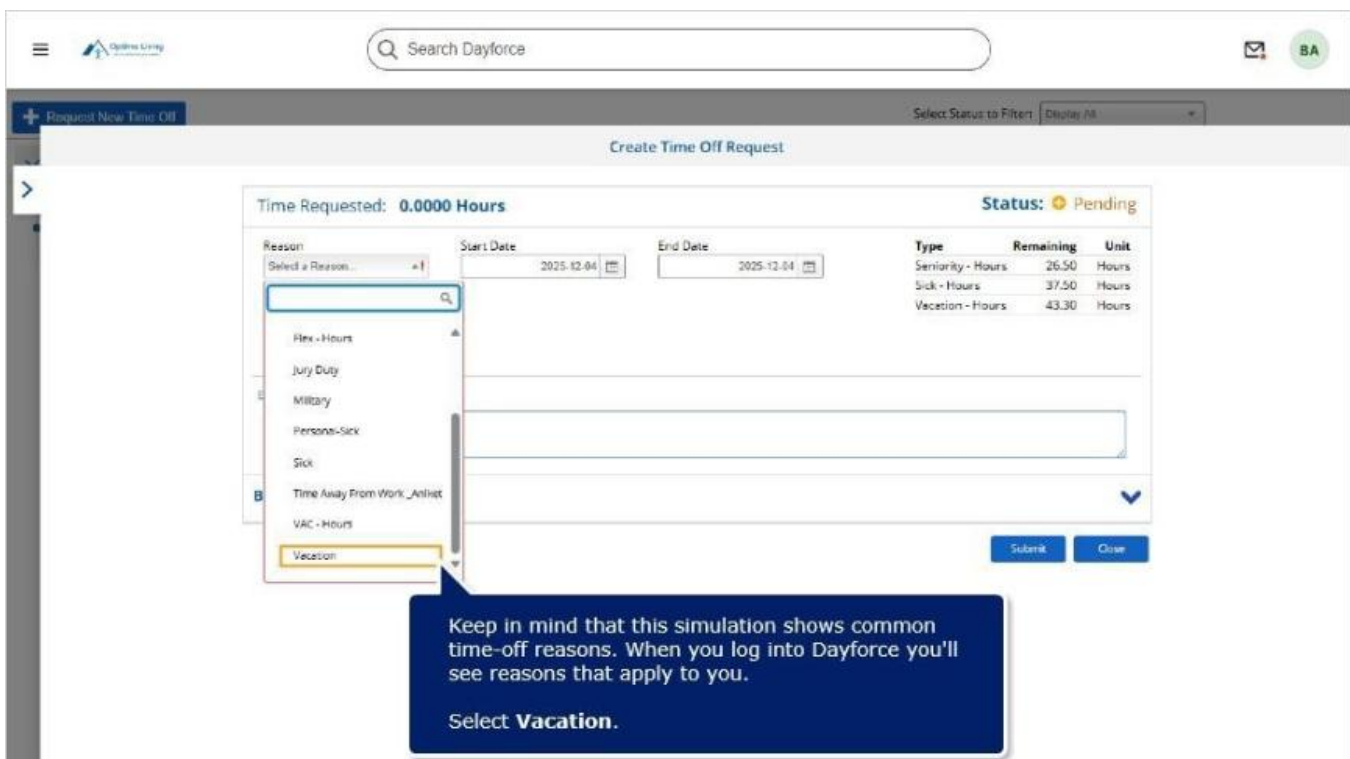
Type of Request: All Day / Partial

Employee Comments

Balances

Submit Close

8. Choosing PTO as the Reason:



Time Requested: 0.0000 Hours

Status: Pending

Reason: Select a Reason...

Start Date: 2025-12-04

End Date: 2025-12-04

Type	Remaining	Unit
Seniority - Hours	26.50	Hours
Sick - Hours	37.50	Hours
Vacation - Hours	43.30	Hours

Type of Request: All Day / Partial

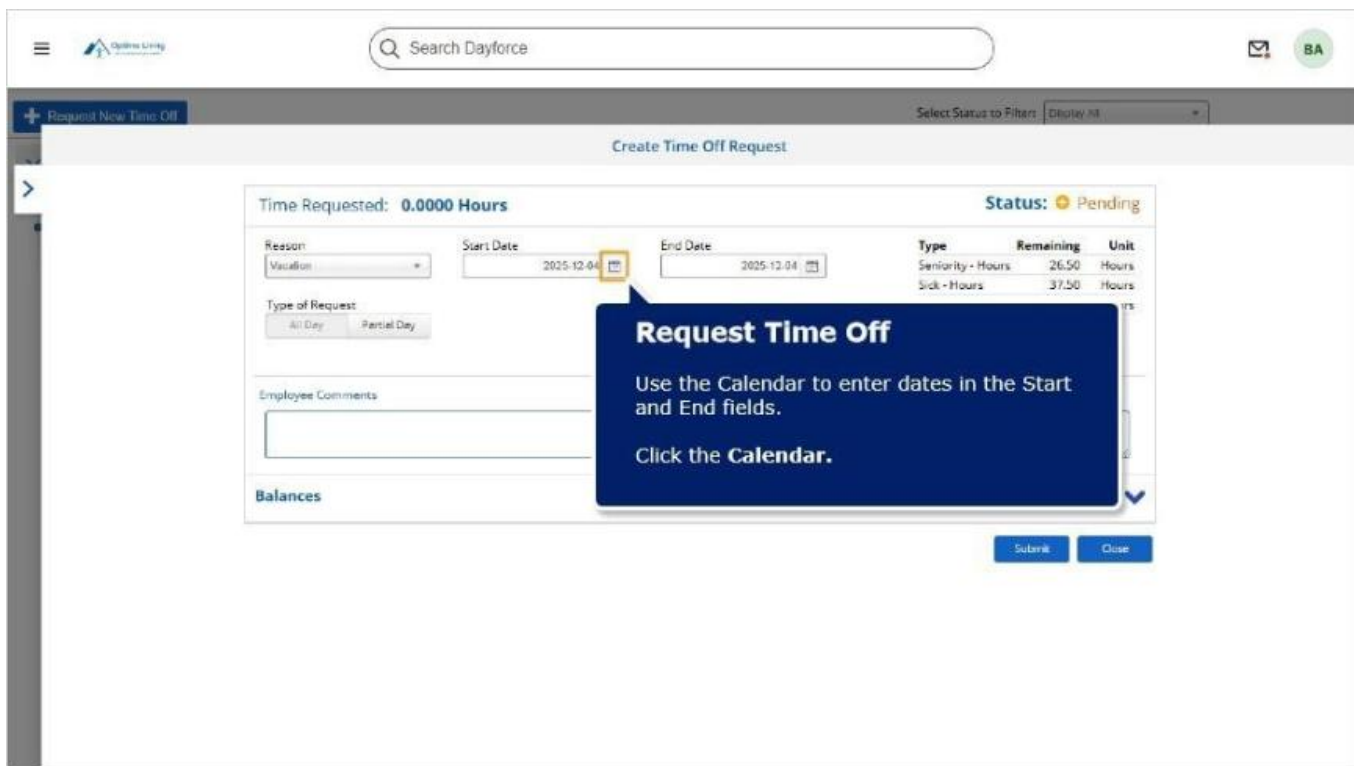
Employee Comments

Balances

Submit Close

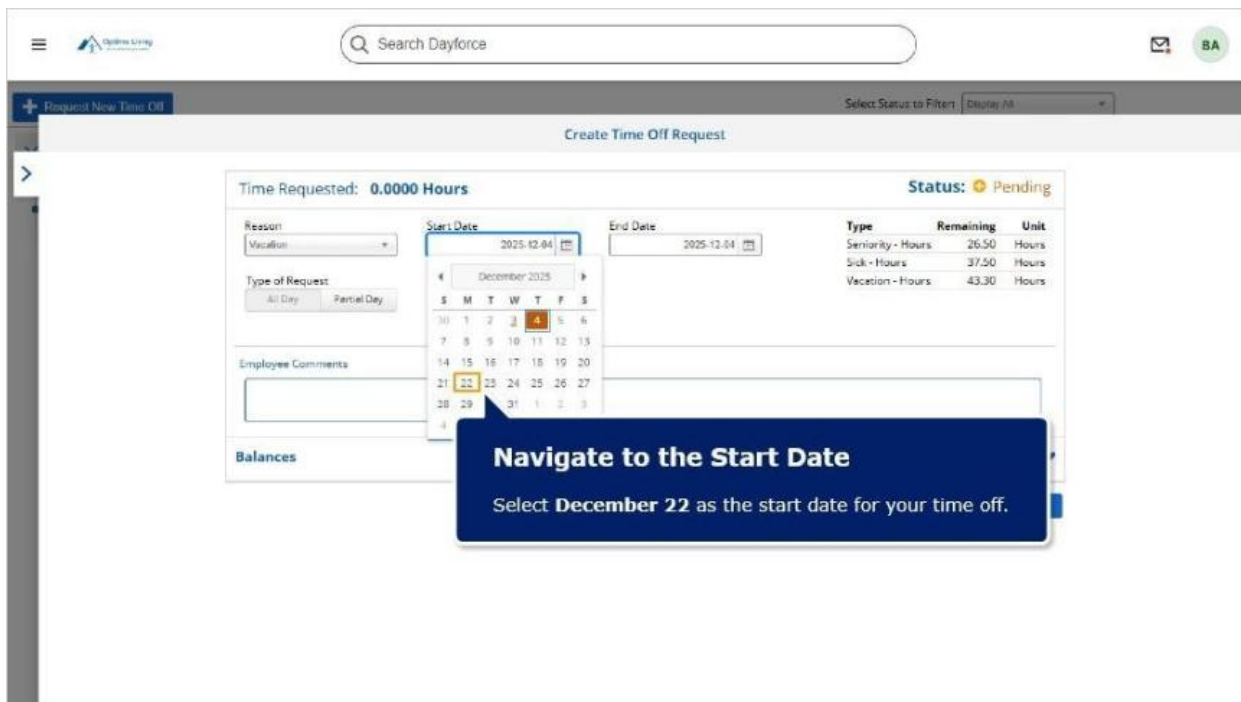
Keep in mind that this simulation shows common time-off reasons. When you log into Dayforce you'll see reasons that apply to you.
Select **Vacation**.

9. Using the Calendar to select dates:



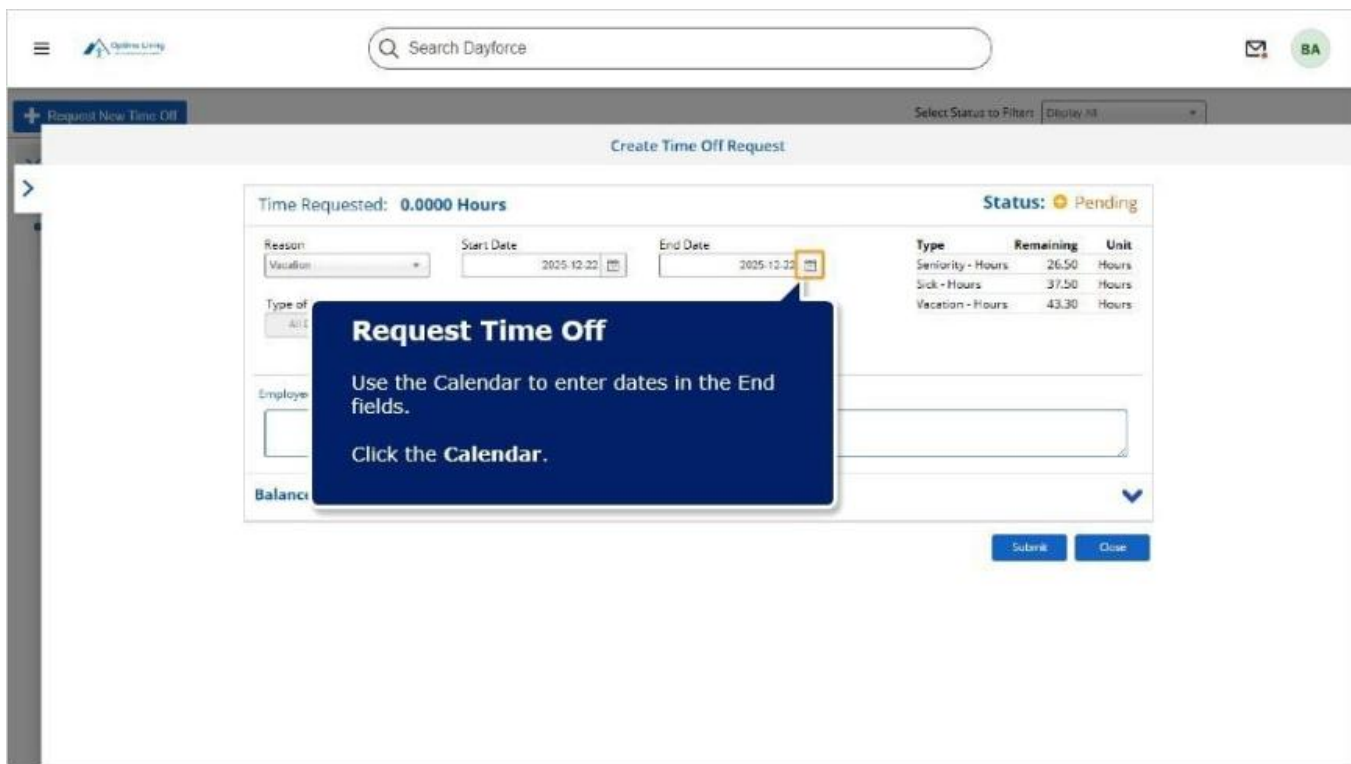
The screenshot shows the 'Create Time Off Request' form. The 'Reason' is set to 'Vacation'. The 'Start Date' and 'End Date' fields are both set to '2025-12-04'. A callout box titled 'Request Time Off' is overlaid on the form, containing the text: 'Use the Calendar to enter dates in the Start and End fields. Click the Calendar.' The 'Status' is 'Pending'. There are 'Submit' and 'Close' buttons at the bottom right.

10. Start date for Vacation:



The screenshot shows the 'Create Time Off Request' form with a calendar open for December 2025. The 'Reason' is 'Vacation'. The 'Start Date' field is highlighted with a blue border, and the date '2025-12-22' is selected in the calendar. A callout box titled 'Navigate to the Start Date' is overlaid, containing the text: 'Select December 22 as the start date for your time off.' The 'Status' is 'Pending'. The 'Balances' section shows: Seniority - Hours: 26.50, Sick - Hours: 37.50, and Vacation - Hours: 43.30. There are 'Submit' and 'Close' buttons at the bottom right.

11. Using the Calendar:

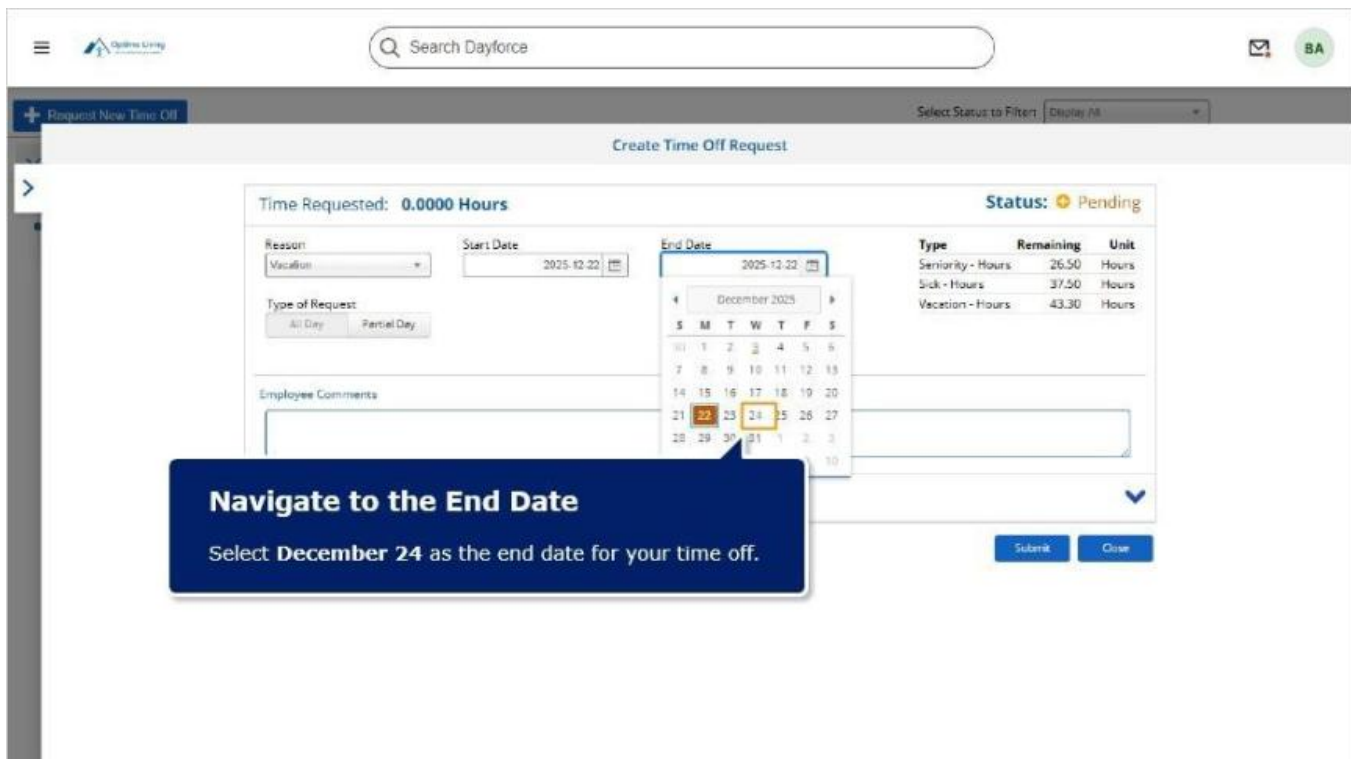


The screenshot shows the 'Create Time Off Request' form. The 'Time Requested' is 0.0000 Hours and the 'Status' is Pending. The 'Reason' is set to 'Vacation'. The 'Start Date' is 2025-12-22 and the 'End Date' is 2025-12-22. A callout box points to the 'End Date' field with the following text:

Request Time Off
Use the Calendar to enter dates in the End fields.
Click the **Calendar**.

Type	Remaining	Unit
Seniority - Hours	26.50	Hours
Sick - Hours	37.50	Hours
Vacation - Hours	43.30	Hours

12. Selecting the End Date:

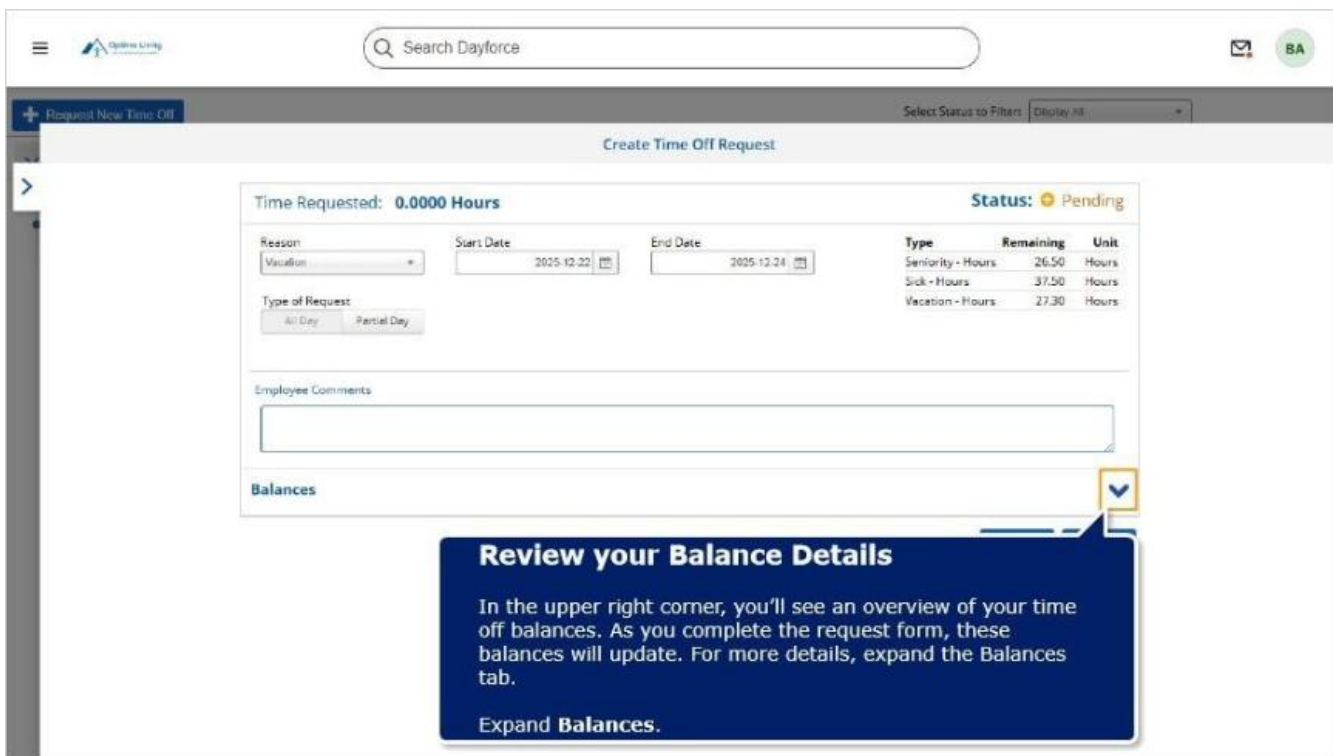


The screenshot shows the 'Create Time Off Request' form with the 'End Date' calendar open. The 'End Date' is currently 2025-12-22. A callout box points to the calendar with the following text:

Navigate to the End Date
Select **December 24** as the end date for your time off.

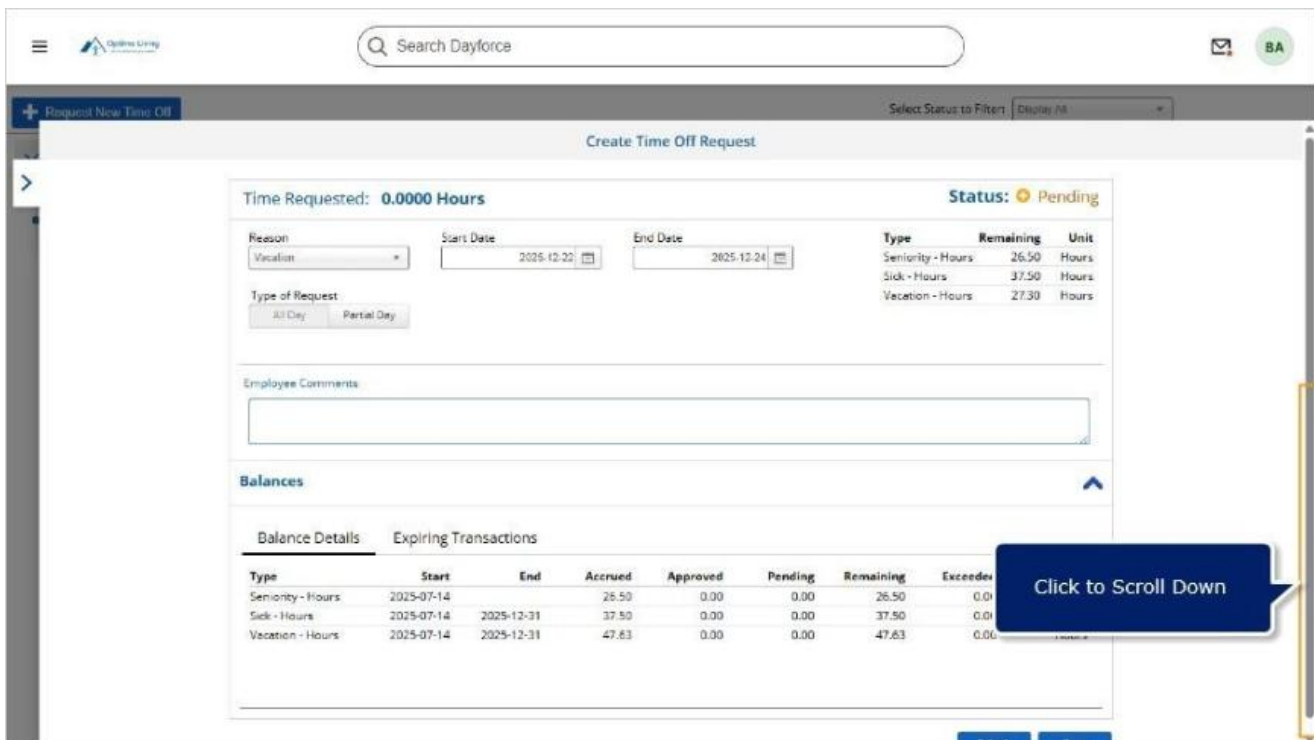
Type	Remaining	Unit
Seniority - Hours	26.50	Hours
Sick - Hours	37.50	Hours
Vacation - Hours	43.30	Hours

13. Expanding the Balances Tab:



The screenshot shows the 'Create Time Off Request' form. At the top, it says 'Time Requested: 0.0000 Hours' and 'Status: Pending'. Below this are fields for Reason (Vacation), Start Date (2025-12-22), and End Date (2025-12-24). There is also a 'Type of Request' section with 'All Day' and 'Partial Day' options, and an 'Employee Comments' text area. At the bottom, there is a 'Balances' section with a dropdown arrow. A blue callout box points to this arrow with the text: 'Review your Balance Details. In the upper right corner, you'll see an overview of your time off balances. As you complete the request form, these balances will update. For more details, expand the Balances tab. Expand Balances.'

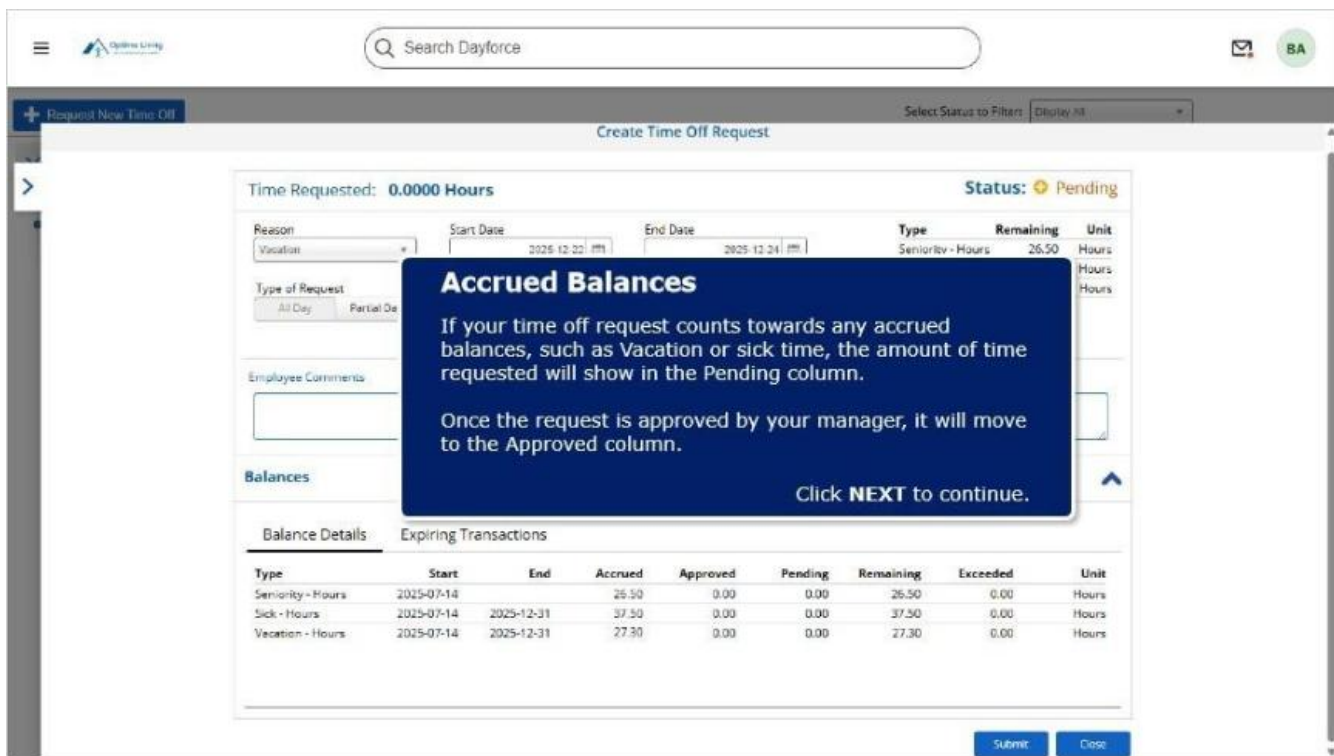
14. Scrolling Down:



The screenshot shows the 'Create Time Off Request' form with the 'Balances' tab expanded. It displays a table with 'Balance Details' and 'Expiring Transactions'. A blue callout box points to the scroll bar on the right with the text: 'Click to Scroll Down'.

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeds
Seniority - Hours	2025-07-14		25.50	0.00	0.00	26.50	0.00
Sick - Hours	2025-07-14	2025-12-31	37.50	0.00	0.00	37.50	0.00
Vacation - Hours	2025-07-14	2025-12-31	47.63	0.00	0.00	47.63	0.00

15. Viewing Accrued Balances:



Time Requested: **0.0000 Hours** Status: ⚠ Pending

Reason: Vacation Start Date: 2025-12-22 End Date: 2025-12-24 Type: Seniority - Hours Remaining: 26.50 Unit: Hours

Type of Request: All Day Partial Day

Employee Comments:

Accrued Balances

If your time off request counts towards any accrued balances, such as Vacation or sick time, the amount of time requested will show in the Pending column.

Once the request is approved by your manager, it will move to the Approved column.

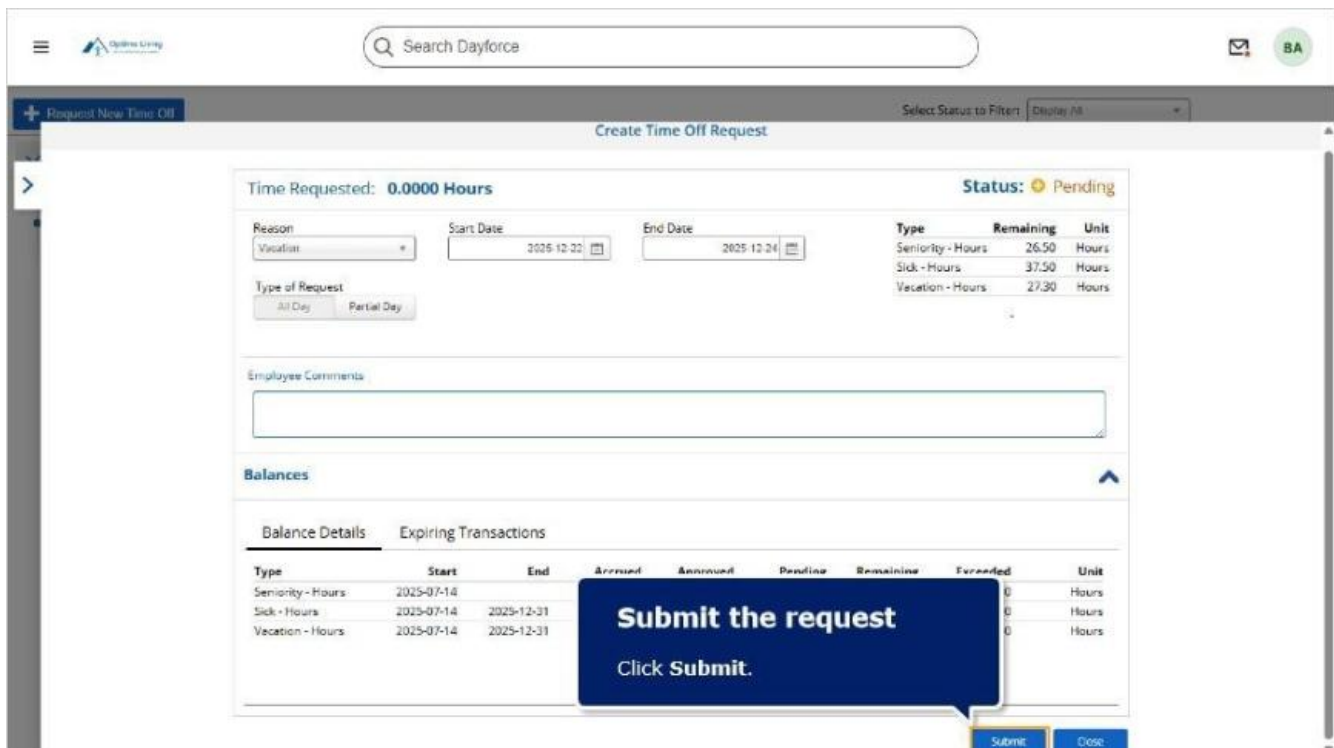
Click **NEXT** to continue.

Balances

Balance Details		Expiring Transactions						
Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Seniority - Hours	2025-07-14		26.50	0.00	0.00	26.50	0.00	Hours
Sick - Hours	2025-07-14	2025-12-31	37.50	0.00	0.00	37.50	0.00	Hours
Vacation - Hours	2025-07-14	2025-12-31	27.30	0.00	0.00	27.30	0.00	Hours

Submit Close

16. Submitting the Request:



Time Requested: **0.0000 Hours** Status: ⚠ Pending

Reason: Vacation Start Date: 2025-12-22 End Date: 2025-12-24 Type: Seniority - Hours Remaining: 26.50 Unit: Hours

Type of Request: All Day Partial Day

Employee Comments:

Balances

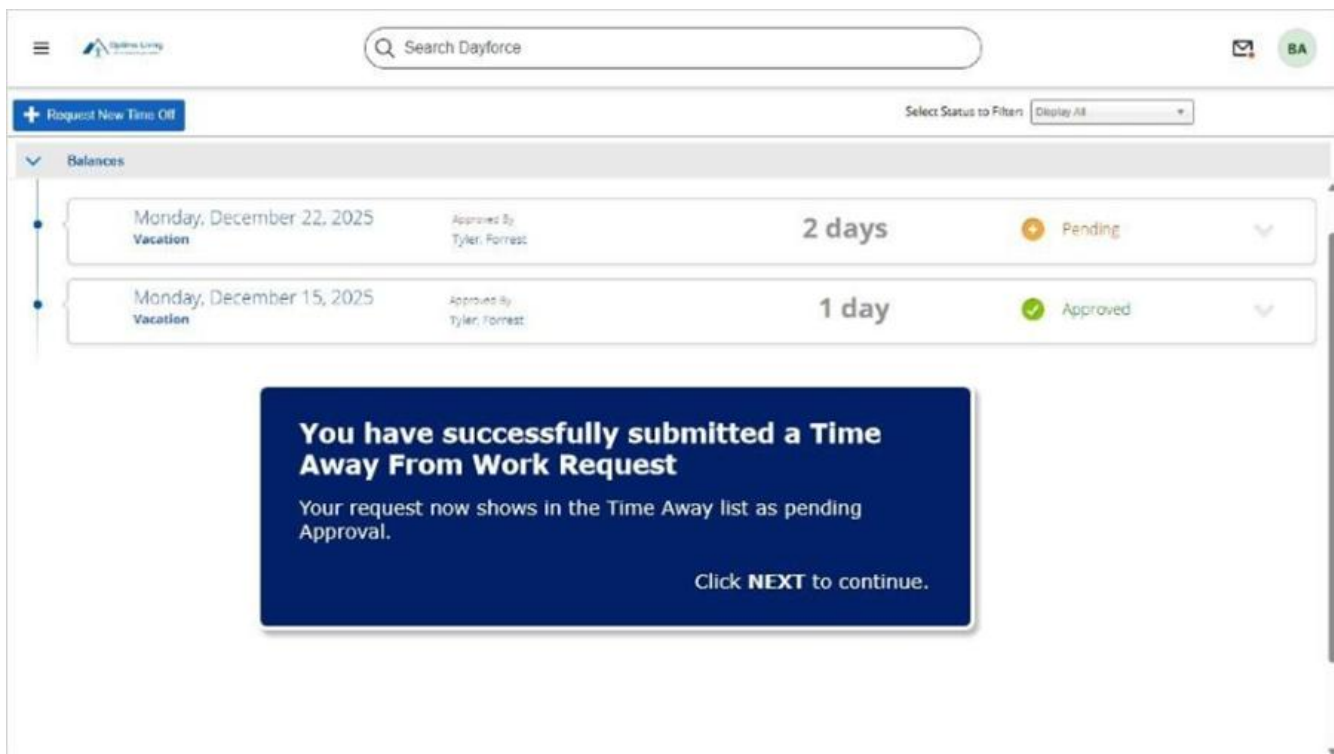
Balance Details		Expiring Transactions						
Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Seniority - Hours	2025-07-14		0	0	0	0	0	Hours
Sick - Hours	2025-07-14	2025-12-31	0	0	0	0	0	Hours
Vacation - Hours	2025-07-14	2025-12-31	0	0	0	0	0	Hours

Submit the request

Click **Submit**.

Submit Close

17. Your request has been submitted.



The screenshot displays the Dayforce interface for requesting time off. At the top, there is a search bar labeled "Search Dayforce" and a user profile icon with the initials "BA". Below the search bar, a blue button labeled "Request New Time Off" is visible. To the right of this button, there is a filter dropdown menu labeled "Select Status to Filter" with "Display All" selected. The main content area shows a list of time off requests under the heading "Balances".

Date	Type	Approved By	Duration	Status
Monday, December 22, 2025	Vacation	Tyler Forrest	2 days	Pending
Monday, December 15, 2025	Vacation	Tyler Forrest	1 day	Approved

A dark blue confirmation message box is overlaid on the screen, containing the following text:

You have successfully submitted a Time Away From Work Request
Your request now shows in the Time Away list as pending Approval.
Click **NEXT** to continue.