

OVERVIEW

- Employee benefits include time off. Time off includes vacation, personal time, and sick time.
- Benefits vary depending on the company, but benefit hours and time off requests are tracked and managed through the Time and Attendance (Time) Employee Self Service (ESS) application.
- Check with your supervisor about your company's policy.

You can request time off with one of these options:

- **Partial Day Off:** A day that you need to come in late, take time off in the middle of the day, or leave early.
- **Day Off:** A single day that you need, such as for personal business.
- **Consecutive Days Off:** Several days off in a row, such as for vacation.

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REQUEST TIME OFF

1. In **Paycor**, sign in with your username and password.
2. On the Paycor homepage, scroll down to the **Time Off Summary** section, and click **Request Time Off**.

The screenshot displays the Paycor homepage interface. At the top, there is a calendar view for the week of June 12th to 19th, 2022. Below the calendar, the main content area is divided into several sections: 'My Tasks' (1 task), 'My Notifications' (0 notifications), and 'My Documents' (4 documents). On the right side, there is a sidebar with a 'Report a Missed Punch' button, an 'It's Payday!' section with links to 'View Latest Payout' and 'Compensation History', and a 'Time Off Summary' section. The 'Time Off Summary' section has a 'View Details' link and a prominent blue button labeled 'Request Time Off' which is highlighted with an orange border. Below this button, it states 'There is no time off summary to view.'

3. The **Time Off Request** window opens. In the upper-right of the window, your **Available Balance**, **New Balance Preview** and **Future Balance** are displayed.

- The **Available Balance** shows the number of hours you have available. Upcoming approved time off requests have already been deducted from this number.
- The **New Balance Preview** shows the number of hours you will have available, once your current request is approved.
- The **Future Balance** shows how much time off you will have available on the date you selected as the **Start Date** of your time off request.

4. In the **Time Off Type** menu, select the type of time off you want to request.

5. Select a **Start** and **End** date for your time off.

6. In the **Requested Days & Hours** table:

- For each day off requested, set the **Request Type** to **Full Day** or **Partial Day**.
- If you select **Partial Day**, fill out the **Partial Day Request Details** field with the time range you wish to request off.
- The **Requested Hours** field for each day automatically populates with the number of hours requested.

7. Add notes in the **Notes for Supervisor** field, if desired.

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Time Off

*Time Off Type

Text

View Time Off Rules

Start

MM/DD/YYYY

End

MM/DD/YYYY

Available Balance

includes upcoming approved requests

65 hrs

New Balance Preview

balance after this request is approved

49 hrs

Future Balance

forecasted as of date requested off

40 hrs

<input type="checkbox"/>	Text	Schedule	Request Type	Partial Day Request Details	Hours Absent
<input type="checkbox"/>	Thu, 12/28/2023		Full Day		8
<input type="checkbox"/>	Fri, 12/29/2023		Full Day		8
					Total Requested Hours: 16

*Notes for Employee

Please add any comments

0/300

8. Click **Submit**.

9. A confirmation screen appears.

- An email is sent to your supervisor and notification of your request appears in a window and in the **Time Off Requests** list.
- Your supervisor can approve or deny your request, and generally you receive an email response.
- You can also check the Paycor home page **Time Off Summary** section to check the status of your request.

Note: If you have a schedule and you want the system to calculate the number of hours you are off based on the number of hours you are scheduled to work, enter **0** in the **Amount of Time** field. However, if you do not have a schedule and you enter **0**, no hours are paid.