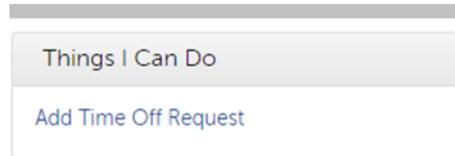


How To Request PTO and Vacation Time via UKG

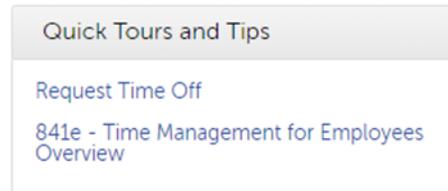
1. Log in to UKG and navigate to **MENU > MYSELF > TIME MANAGEMENT**

2. Once in your Time Management, look to the right of your screen. Under *Things I Can Do* you will see **Add Time Off Request**

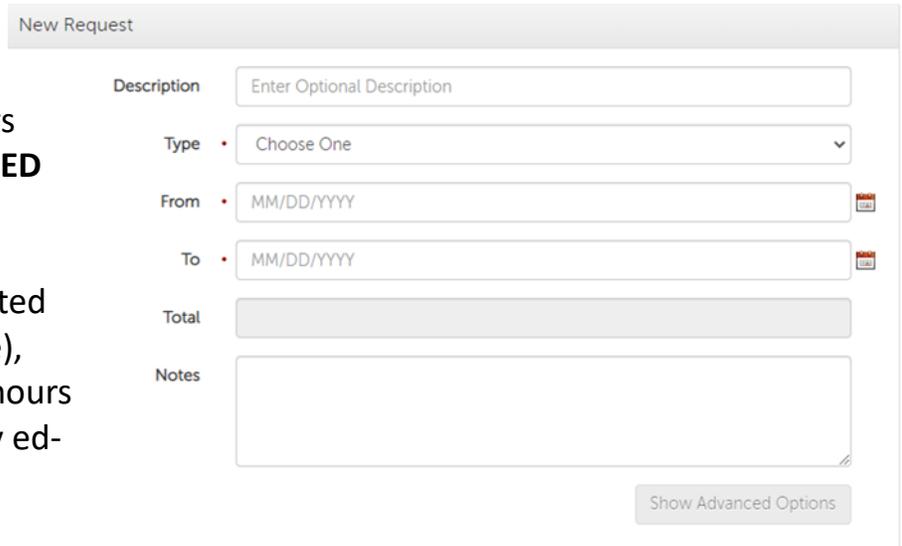


3. Type in the details of your new request.

- Give your request a **DESCRIPTION**
- Select the Request Type (**PTO** or **VACATION**)
- Select the **DATE RANGE** for your request
- Add any **NOTES** if you would

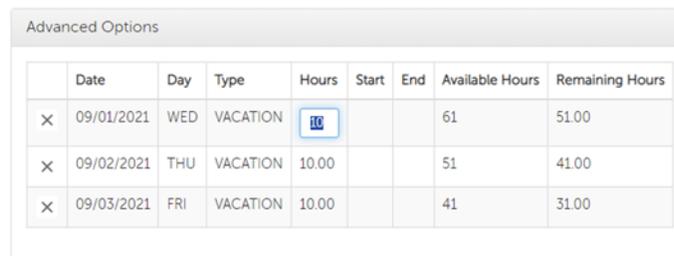


4. To view and edit individual days and hours, click **“SHOW ADVANCED OPTIONS”**

A screenshot of a "New Request" form. It includes fields for "Description" (with placeholder "Enter Optional Description"), "Type" (a dropdown menu set to "Choose One"), "From" (a date field with placeholder "MM/DD/YYYY"), "To" (a date field with placeholder "MM/DD/YYYY"), "Total" (a greyed-out field), and "Notes" (a text area). A "Show Advanced Options" button is located at the bottom right of the form.

To change the daily hours requested (10 hours to 8 hours, for example), click into the cell containing the hours for that date and make necessary edits.

5. To submit your request for approval, click the **“SAVE”** icon in the top right corner.

A screenshot of an "Advanced Options" table. The table has columns for Date, Day, Type, Hours, Start, End, Available Hours, and Remaining Hours. It contains three rows of data for dates 09/01/2021, 09/02/2021, and 09/03/2021, all with a Type of "VACATION". The "Hours" column for the first row is highlighted with a blue border and contains a "10" icon.