PERFORM TIME

How to request time off

WEB BROWSER

Log onto www.Paycor.com

1. From the home screen, scroll down to the **Time Off Summary** module. Click **View Details**. Alternatively, you can click on your profile picture in the upper-right corner. Select **Summary**. In the summary window, from the menu on the left, select **Time** > **Time Off Requests**.

2. At the upper-right, click **Request Time Off**. The **Time Off Request** window opens.

   1. The **Available Balance** shows the number of hours you have available. Upcoming approved time off requests have already been deducted from this number.

   2. The **New Balance Preview** shows the number of hours you will have available once your current request is approved.

   3. 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.

3. Complete these fields:

   1. **Time Off Type:** Select the type. **Note:** If your organization only has one type available, no action is needed.

   2. **Start and End:** Select the date or date range. After you complete the **Start** and **End** fields, the **Requested Days & Hours** table updates. **Note:** If you request a single day, complete only the **Start** field. If you request multiple days, complete both the **Start** and **End** fields. You can enter a date in the past, but only if the date has not been processed in a payrun. If the date you enter has been processed, this error message appears:

🛑 Oops! You can't request time off during this pay period (07/28/2018 - 08/10/2018), it was already processed.

4. After the **Requested Days & Hours** table updates with your selections, in the **Request Hours** column, for each day, enter the number of hours for the request. **Note:** If you use schedules, you can view scheduled hours or shifts to help enter the correct number of hours you need to request off. It also displays if the date(s) requested are holidays based on your assigned holiday policies.

5. In the **Notes for Supervisor** field, enter notes.

6. Click **Submit**.

Notes:

- You can also view your real-time benefit balance, meaning the hours are taking into account any previously approved time off requests. This balance displays in your accrual information on your accrual activity page.

- If your time off request crosses multiple pay periods it is automatically divided into separate requests for each pay period.

Please review the Employment Handbook for more information on time off policies.

MOBILE APP

You can download the Paycor Mobile app free of charge from your preferred App Store.

Paycor Mobile
Business

Open

28K RATINGS	AGE	CHART	DEVEI
4.6 ★★★★½	4+ Years Old	#56 Business	Payco
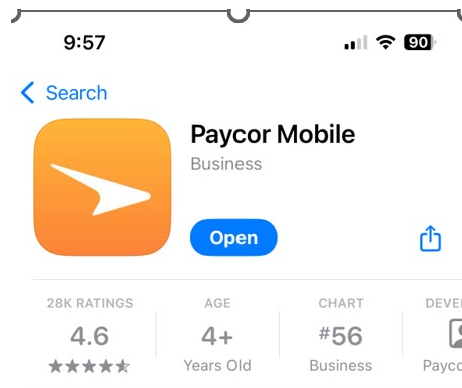
Log in with your usual username/password for logging into Paycor.com.