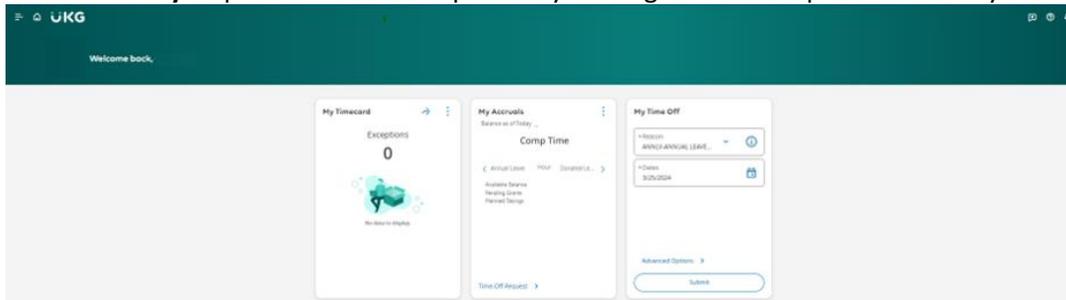


UKG PRO Time Off Request Guide

UKG PRO time off requests are completed using the My Time Off Tile in the homepage.

Full day requests are completed in the My Time Off Tile and in the advanced options section of the My Time Off Tile.

Partial day requests must be completed by clicking Advanced Options in the My Time Off Tile.

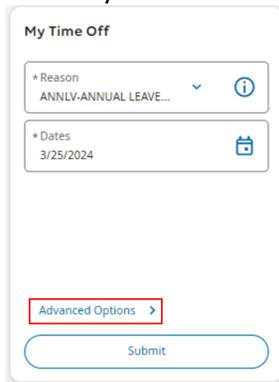


A. Full Day Time Off Request

1. In the My Time Off Tile select the appropriate Reason from the dropdown
2. Select the appropriate date by clicking the calendar icon
3. Click Submit

B. Partial Day Time Off Request

1. In the My Time Off Tile click Advanced Options



2. Complete the Start Date and End Date request. Clicking the calendar icon and selecting the time span required. Requests for only 1 day will have same Start Date and End Date.

✕ Request time off

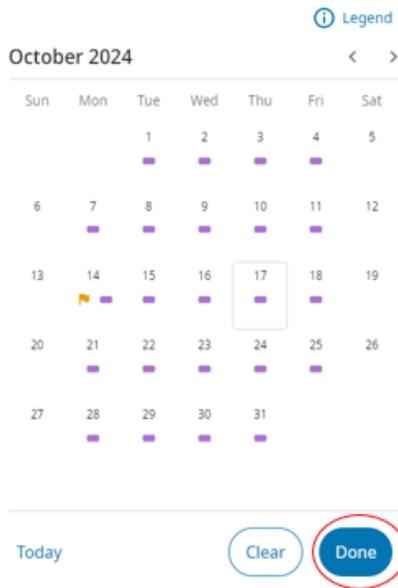
Enter the dates and details for your time-off request.

Request type *
Time Off Request

Start Date * | End date * 

[Add another date](#)

3. Select the applicable date(s) and click the blue Done icon.



4. Click Next
5. In the duration section click Hours then complete the Start Time and End time. Click in the field and type the time in both fields.

Your Request

Time Off Request

10/17/2024

Request Details

Duration *
Hours

Start time *
8:00 AM

End time *
10:00 AM

Deduct from *
ANNLV-ANNUAL LEAVE (68.94 Hours)

6. Select the applicable Leave from the Deduct from dropdown:

Deduct from *
ANNLV-ANNUAL LEAVE (88.16 Hours)

7. In the Time Off Request Window Click add to create additional requests or click submit to submit request for approval.

