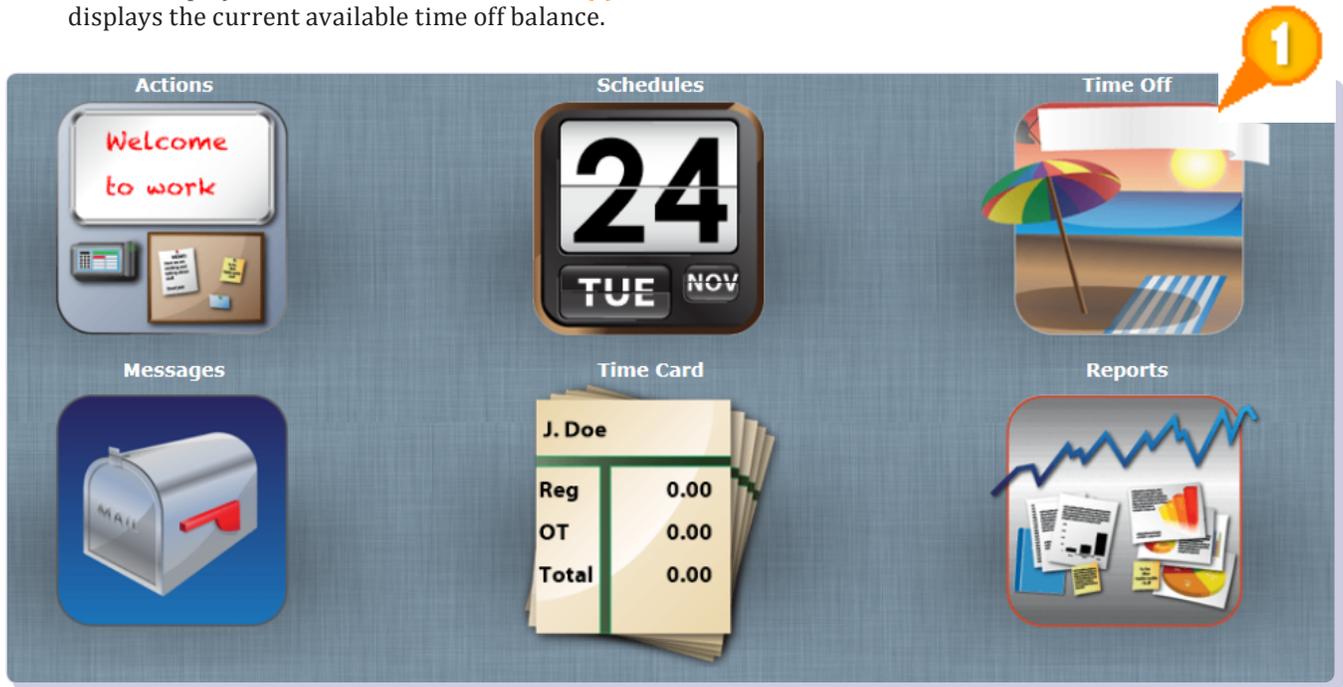


# Requesting Time Off in Paychex Flex Time

As an employee, you can request time off in Paychex Flex™ Time. To request time off:

1. On the Employee Dashboard, click **Time Off**. (1) Note, the white banner displays the current available time off balance.



2. The Time Off Accruals screen displays. Click **View Chart** (2) to view how hours were accrued.



## Requesting Time Off - continued

- Click **View Calendar** (1) to view scheduled time off or the scheduled time off of others in your work group. If you wish to only display your time off, select **Show only my Time Off**. (2)

**Time Off Accruals**

Request Time Off View Chart  View Calendar

Balances	Used	Balance	Reset Day (mm/dd)
Vacation	0h 00m	13h 20m	01/01

**November 2015**  Show only my Time Off

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Tump, Tommy (8h 00m)	24 Tump, Tommy (8h 00m)	25 Tump, Tommy (8h 00m)	26 Tump, Tommy (8h 00m)	27 Tump, Tommy (8h 00m)	28
29	30 Derris, Billy (8h 00m)	1	2	3	4	5
6	7	8	9	10	11	12

## Requesting Time Off - continued

Here is some key Time Off Requests terminology that may display on the Time Off Requests screens:

- **Pay Type** - The type of Time Off hours. For example, "Vacation".
- **Used** - The number of hours that have already been taken or used within the accrual cycle.
- **Balance** - The number of hours available for time off requests.
- **Reset Day** - The date when all accruals are reset. Note, carryover rules may apply. See your manager for more details.
- **Grant Frequency** - Determines how often an employee earns time. Time is not available until it is granted.
- **Accrual Frequency** - Determines how often an employee receives time in their available bucket.

# Requesting Time Off - continued

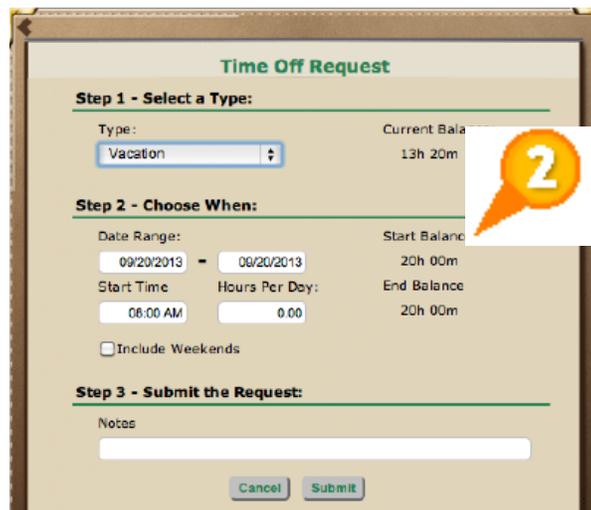
## SUBMIT A TIME OFF REQUEST

To request time off:

1. On the Time Off Accruals screen, click **Request Time Off**. (1)

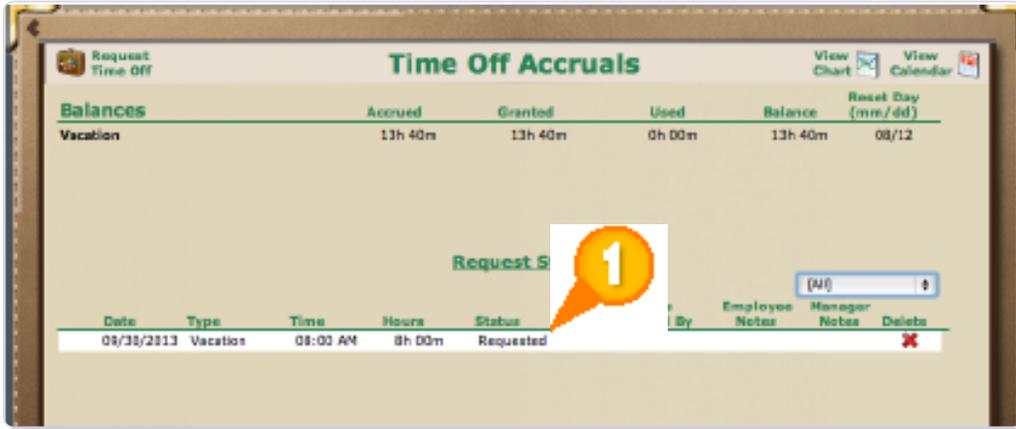


2. The Time Off Requests screen displays. Enter data in the fields, as needed. Note, the Start Balance and End Balance (2) update as you enter the requested Date Range.



## Requesting Time Off - continued

- Once you have submitted the Time Off Request, it displays beneath the Request Status Menu. (1)



- Once the Time Off Request is approved, the Status displays "Approved". If your manager has left you a note along with the request, click (2) to view the manager's note. To cancel a request, click and a cancellation request is sent to your manager.



**i** *Time Off Requests that are approved and then cancelled display under the Request Status Menu as a cancellation, but if it is still in the Request Status (meaning it was not approved or denied) it is removed completely from the Request Status menu.*