

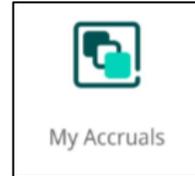


UKG Time Off Request

Planned Time Off Request

The Planned Time Off Request should be used for any time off in advance and outside of the published roster.

1. From the **Home Page**, select the **My Accruals** tile.
2. Select **Time-Off Request > VRTP Planned Time Off > Apply**.
3. Select the applicable date(s) from the calendar and select **Apply**.



Note: Do NOT select RDOs - You can select non-consecutive dates.

4. At **Duration**, select one of the following:
 - **Full:** Defaults to 7.6hrs.
 - **Hours:** Enter the Start Time and the number of hours you want to use in decimal points (e.g. 5.50 = 5 hours and 30 minutes).

Note: The number of hours you choose will apply to each selected day.

5. At **Deduct From** select the leave type you wish to use.
 - From the comment dropdown, select **Employee Request**.
 - Type any comments in the **Type a note** box (list any RDO dates here).
 - Select **Submit**.

Note: This request goes through a 2-step approval process after it is submitted. It should not be used for last minute leave in the published roster.

Note: If you are unable to submit your time off request through the UKG App, there is a [Special Leave Request Jotform](#) available. This can be used for leave at half/double pay, Top Up Requests, LWOP, a combination of leave types in a single request, and leave outside 12 months.