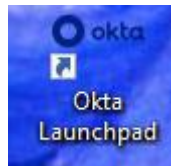
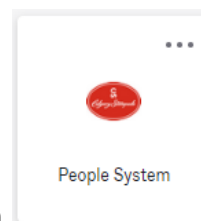




How to Book Time Off through the Desktop

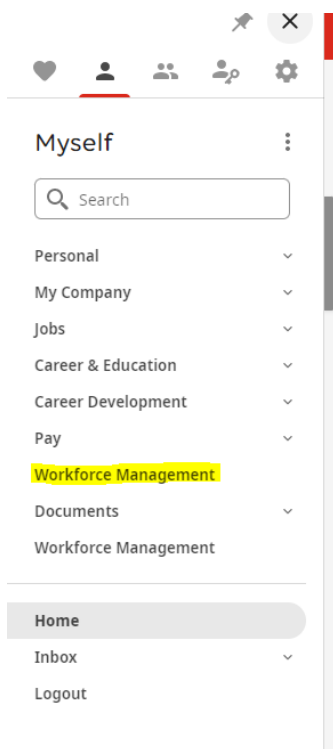


Step 1: Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.



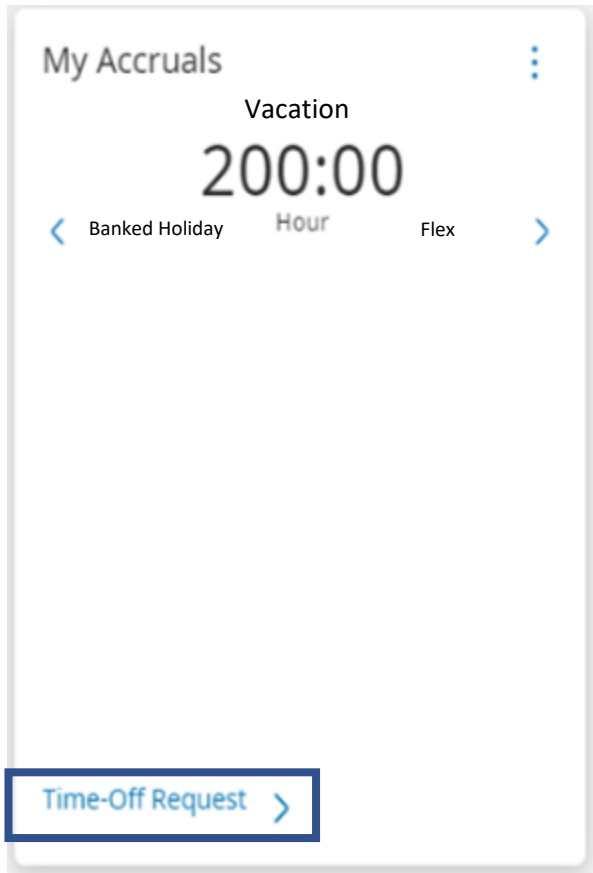
Step 2: Once you have logged on click on the People System Icon

Step 3: Click on the **Myself** icon and then the **First Workforce Management** in the list





Step 4: This will open UKG Dimensions in another Tab. On the My Accruals Tile, you can click the arrows to go between your different types of accruals to see what you have available. To Book time off click “Time-Off Request”





Step 5: On the right-hand side of the screen a box will pop up. **Select the type of time off you would like to use.** Then click **Apply**.

A screenshot of a mobile application dialog box titled 'Request Time Off'. The dialog has a close button (an 'X') in the top right corner. Below the title, the text 'Type of Time Off' is displayed. There are three selectable options: 'Banked Holiday Earned', 'Flex Time', and 'Vacation FT'. The 'Vacation FT' option is currently selected, indicated by a dark blue background. At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Apply' on the right. The 'Apply' button is highlighted with a dark blue border.



Step 6: Select the days off you would like to take. Then click Apply.

Request Time Off ✕

3 Days Selected

◀ Today ▶

Previous Year Today Next Year

March 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

April 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

Cancel Apply



Step 7: Confirm the information and ensure you have enough time. Then click Review or Submit.

Request Time Off ✕

Vacation FT

Dates

📅 3 Days Selected

Duration

Full

Deduct from

Vacation: 38:10 Hour(s) ⓘ

Cancel Submit Review



Step 8: When you click Review, you will get this screen. You can then submit the request or add more time.

A screenshot of a mobile application interface for requesting time off. The screen is titled 'Request Time Off' with a close button (X) in the top right corner. Below the title, it says 'Vacation FT'. A section titled 'Vacation (Full)' shows a list of three days: 'Monday 3/20/2023', 'Wednesday 3/22/2023', and 'Friday 3/24/2023'. Above the list is a blue pencil icon and the text '3 Days', and to the right is a minus sign icon. At the bottom of the screen, there are three buttons: 'Cancel', 'Add', and 'Submit'. The 'Add' and 'Submit' buttons are highlighted with a blue border.



Step 9: When you Click Submit you will receive this screen. Then click Done

Request Time Off ✕

Vacation FT

Information Your time-off request has been submitted. ✕

Summary

Vacation (Full)
Monday 3/20/2023
Wednesday 3/22/2023
Friday 3/24/2023

[Cancel Request](#) Done