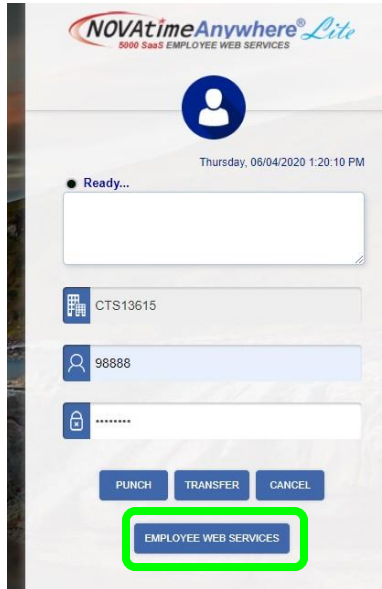
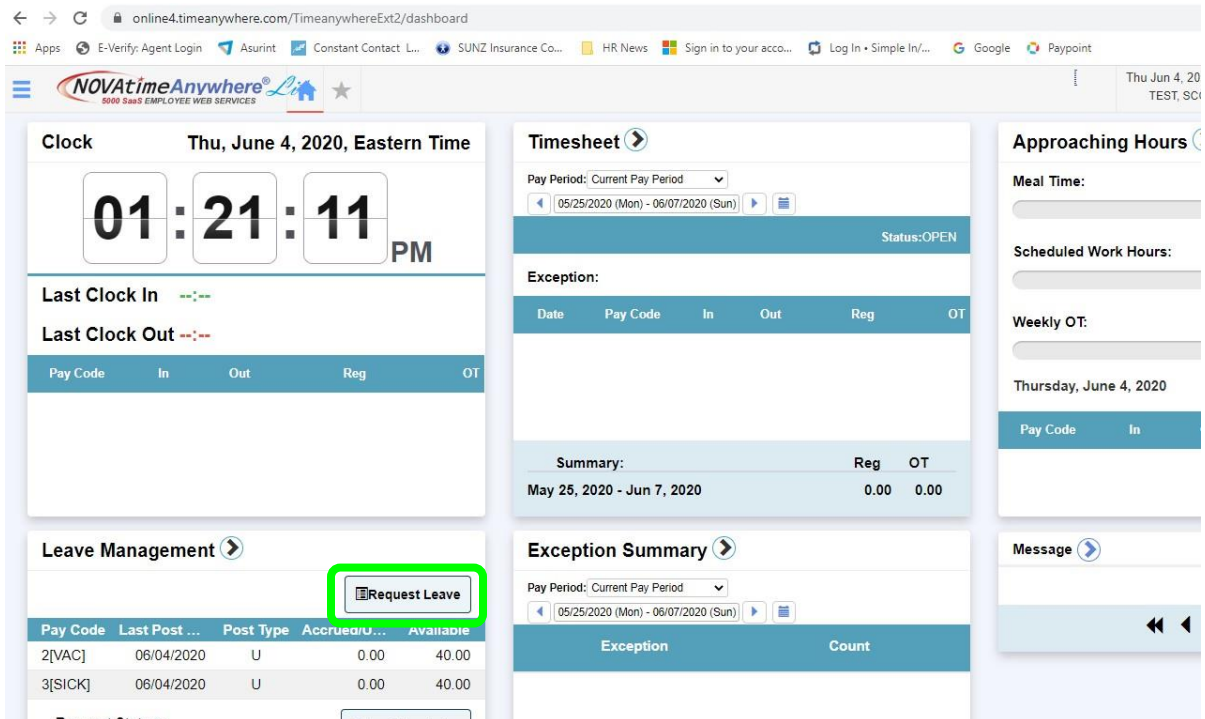


Instructions to Request PTO through Novatime

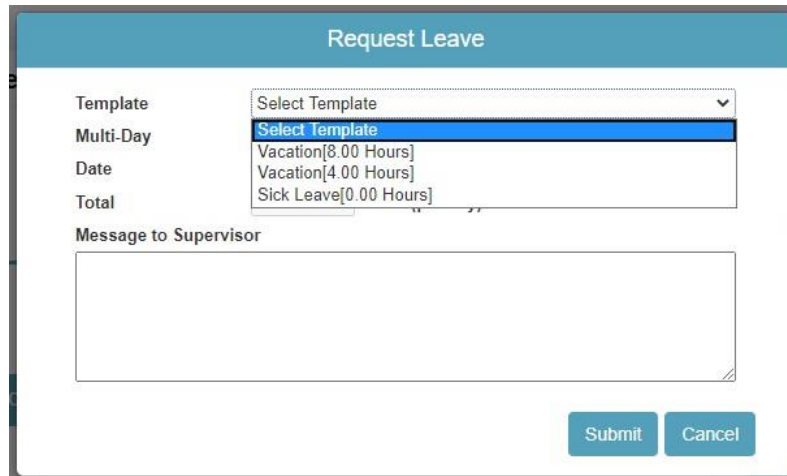
1. Log into employee web service.



2. Click the "Request Leave" button under the Leave Management section.

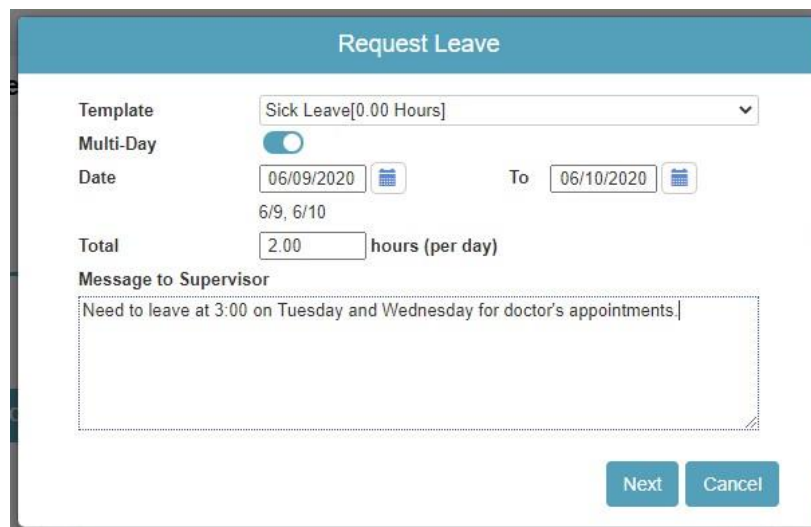


- To select the type of time you want to request click the drop box next to Template. If requesting Vacation Time select either Vacation [4.00 Hours] or Vacation [8.00 Hours] depending on if you need to use 4 or 8 hours. If requesting Sick Time select Sick Leave [0.00 Hours] and then enter the amount of hours you are requesting.



The screenshot shows the 'Request Leave' form with the 'Template' dropdown menu open. The menu options are: 'Select Template', 'Vacation[8.00 Hours]', 'Vacation[4.00 Hours]', and 'Sick Leave[0.00 Hours]'. The 'Multi-Day' checkbox is unchecked. The 'Date' field is empty. The 'Total' field is empty. The 'Message to Supervisor' text area is empty. The 'Submit' and 'Cancel' buttons are visible at the bottom right.

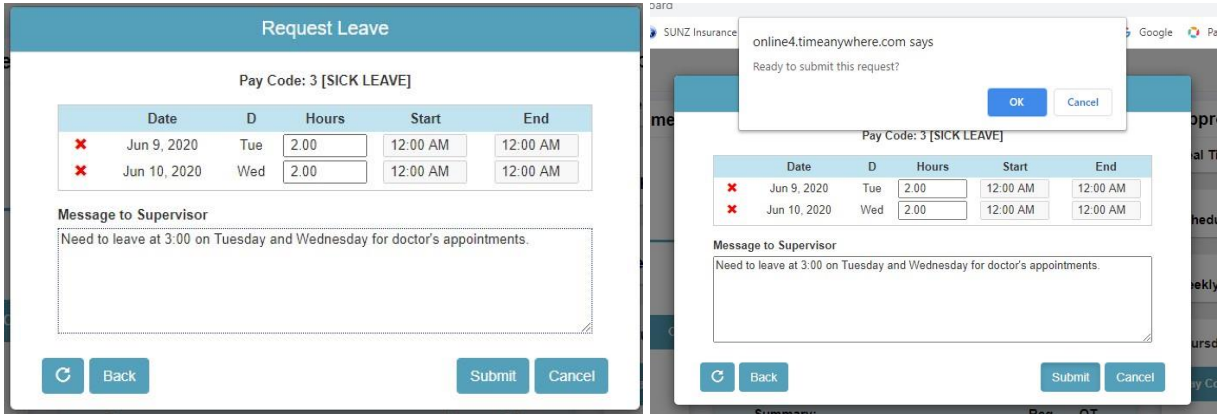
- Select the date of your request. If requesting multiple days, then toggle the Multi-Day button and enter the range of days that you are requesting.



The screenshot shows the 'Request Leave' form with the 'Template' dropdown set to 'Sick Leave[0.00 Hours]'. The 'Multi-Day' toggle is turned on. The 'Date' field is set to '06/09/2020' and the 'To' field is set to '06/10/2020'. Below these fields, the dates '6/9, 6/10' are displayed. The 'Total' field is set to '2.00' hours (per day). The 'Message to Supervisor' text area contains the text: 'Need to leave at 3:00 on Tuesday and Wednesday for doctor's appointments.' The 'Next' and 'Cancel' buttons are visible at the bottom right.

- Type any relevant details that your Supervisor should know about your request in the Message to Supervisor section.

- Once you are done click the "Next" button. The verification screen will appear and list the days and hours you are requesting. If all looks correct click the "Submit" button and then "Ok" in the confirmation box. Your request has now been submitted to your Supervisor. Hit Enter to close the PTO request window.



- Your Requests and their status will now appear on the Leave Management section of the home page. Initially they will show a yellow exclamation point to indicate that they are pending. Once your supervisor reviews them you will see either a green check mark to indicate the requested time is approved, or a red x to indicated that it is denied.

Leave Management >

[Request Leave](#)

Pay Code	Last Post ...	Post Type	Accrued/U...	Available
2[VAC]	06/04/2020	U	0.00	40.00
3[SICK]	06/04/2020	U	0.00	40.00

Request Status : [Send Reminder](#)

Date	Pay Code	Days	Status
06/09/2020	3[SICK]	1	!
06/10/2020	3[SICK]	1	!

Leave Management >

[Request Leave](#)

Pay Code	Last Post ...	Post Type	Accrued/U...	Available
2[VAC]	06/04/2020	U	0.00	40.00
3[SICK]	06/04/2020	U	0.00	40.00

Request Status :

Date	Pay Code	Days	Status
06/09/2020	3[SICK]	1	✓
06/10/2020	3[SICK]	1	✗