

# PTO – Request and Review

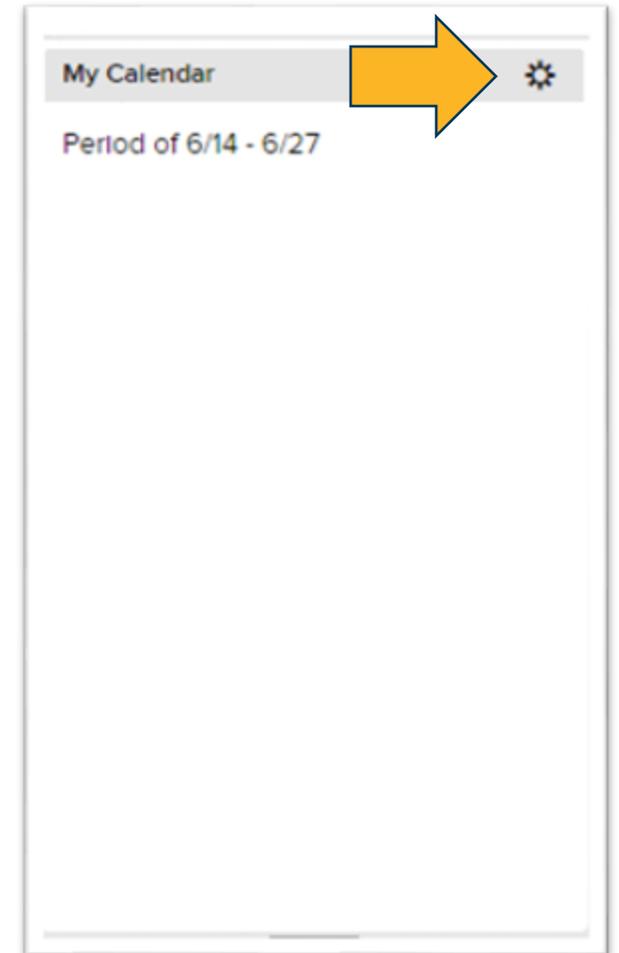


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# Requesting PTO

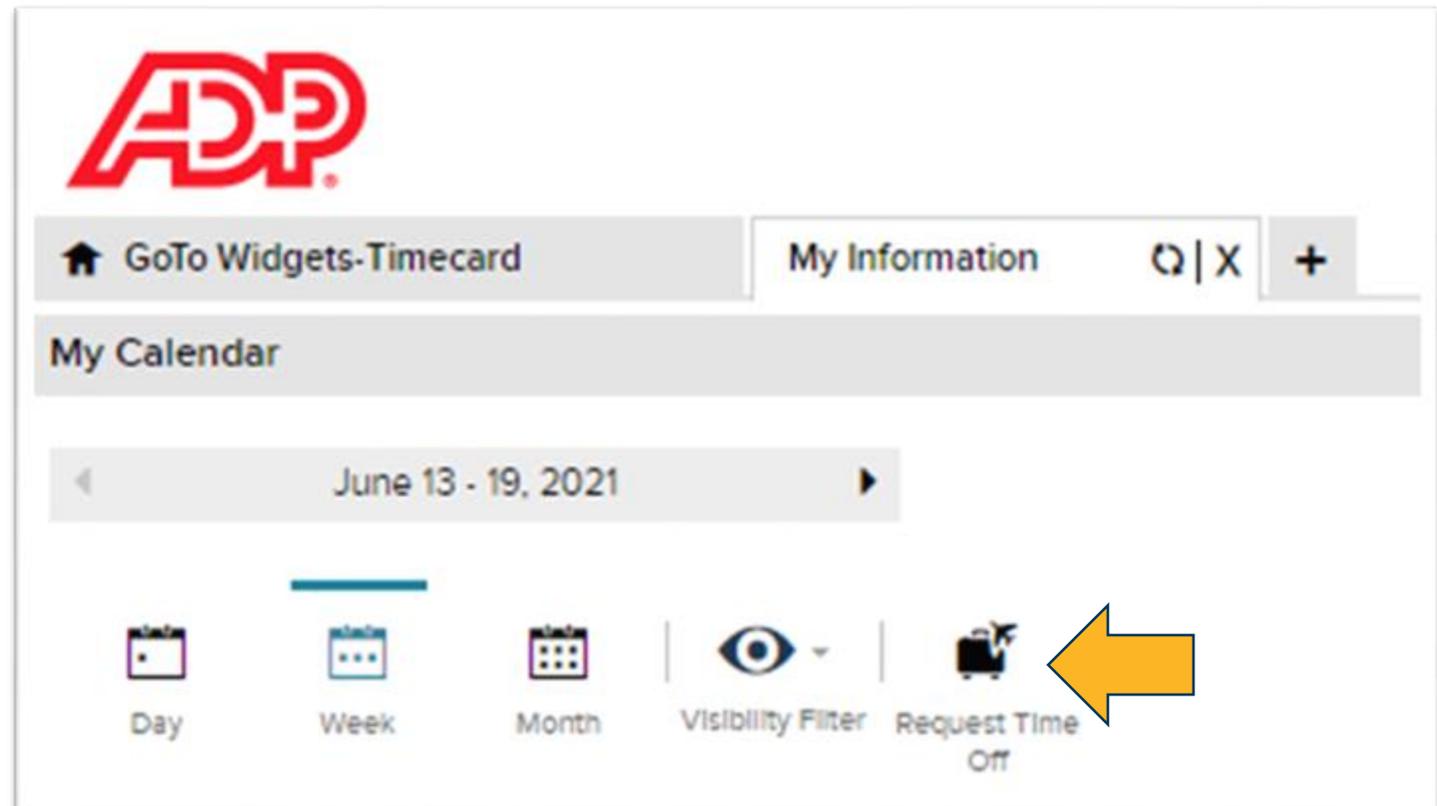
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- PTO is requested through ADP.
- View your timecard and click on the Gear icon on My Calendar.



# Requesting PTO

Click Request Time Off to submit a PTO request.



Check your balance to see how much PTO is available.

Enter the Start and End date.

Make sure the Pay code is set to PTO.

Daily amount should be 8 hours for Home Managers.



### Request Time Off

Type:

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	x	6/18/2021	6/18/2021	PTO	Hours	8:00AM	8.0

Accruals on:

Accrual	Balance
LPTO	0.0 Hour
PTO	80.0 Hour

**Note (optional)**

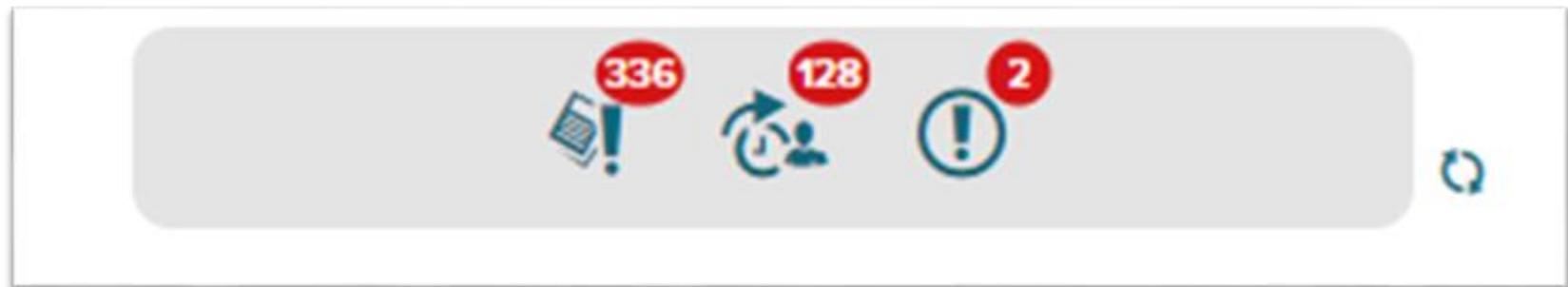
*Type a note (optional)*

# Reviewing PTO Requests

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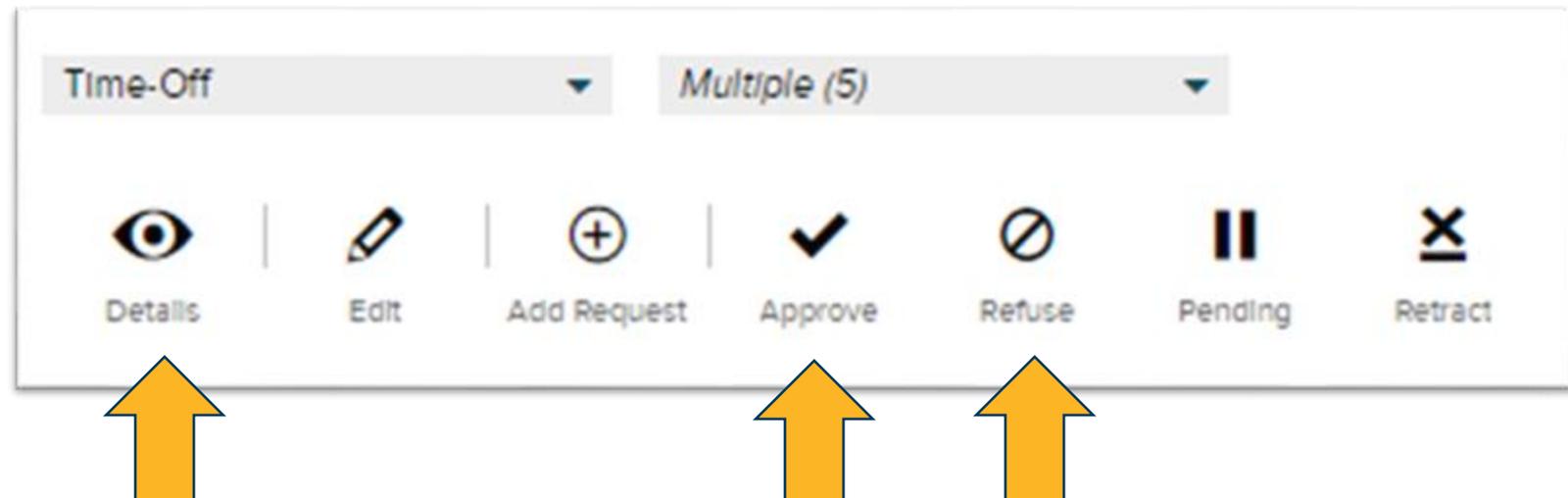
PTO requests will appear at the top of the timecard screen under the "Requests from Others" icon.

Review all open PTO requests when you check timecards.



# Reviewing PTO Requests

Select the PTO request that you want to review from the list.  
Check available PTO hours by clicking **Details**.  
Click the appropriate icon to approve or refuse the request.





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