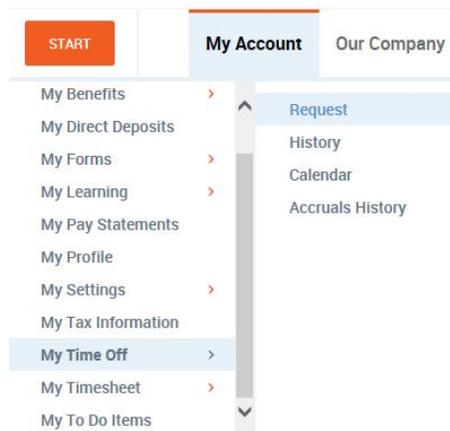


How to Request Time Off:

1. Once logged into InspireHCM Navigate to My Account – My Time Off – Request



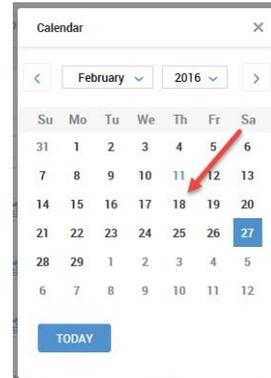
2. The screen will then load with the options available to make a request that is send to your supervisor through the system. Complete this form that appears:

A screenshot of the 'Request Time Off' form. The breadcrumb trail at the top reads: 'Home > My Account > My Time Off > Request > Request Time Off'. The form is titled 'TIME OFF'. It features a 'Time Off' search field with a magnifying glass icon and a red circle 'A' next to it. Below this is the 'REQUEST TYPE' section with four options: 'Full Day' (selected with a radio button), 'Partial Day (Start/Stop)', 'Partial Day (Bulk)', and 'Multiple Days'. Each option has associated input fields for dates, hours, and total hours. A red circle 'B' is next to the 'Partial Day (Start/Stop)' section. At the bottom of the form is a 'COMMENTS' text area with a red circle 'C' next to it.

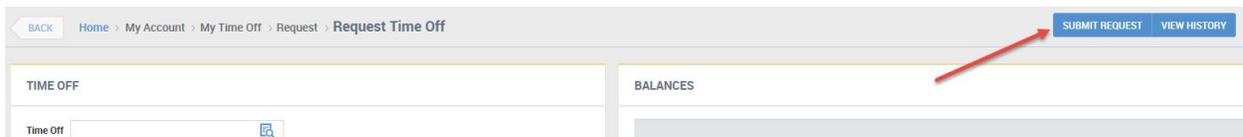
- a. Select the icon on the Time Off and a list will appear with the available options to select from. To choose the time off desired for the request, click on one of the time off's listed



- b. Under the 'Request Type' section select the option that best fits your request. Select the radio button next to that type of request to choose that option. Click on the calendar icon to choose the day to fill in the date field. Once the calendar appears, click on the day to make that choice, after clicking on the specific day the form will then have that date filled in.



- i. Full day is for 8 hours
 - ii. Partial Day (Start/Stop) to list out the start and stop times of the request. Ex: 12:00 pm to 5:00 pm on a specific day.
 - iii. Partial Day (Bulk) to enter in the total hours for the request. Ex: 6 hours
 - iv. Multiple Days is for a range of days, and also enter in the total hours per day in this request option. Ex: requesting 2/23 to 2/25 off.
 - c. Enter in any comments that should go to the approver to review with your request.
3. After the request form has been completed with the needed information, select the option located in the top right side of the screen to submit the request.



4. The system will show a 'saved' message. After seeing this, your request has now been sent to your supervisor for approval, and you may navigate to another area of the system or logout of the system.



5. To logout, located in the upper right of the web browser will be your name, select the arrow next to your name to select the option for 'logout'

