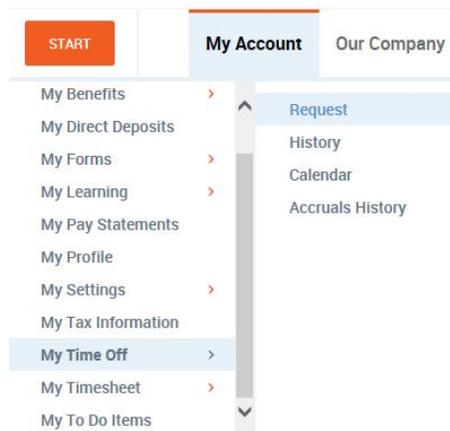## How to Request Time Off:

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. 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.
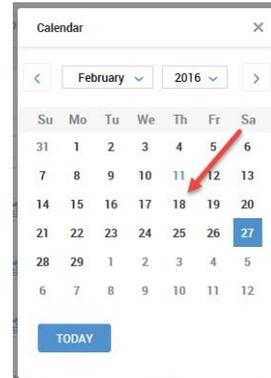
i. Full day is for 8 hours
ii. Partial Day (Start/Stop) to list out the start and stop times of the request. Ex: 12:00 pm to 5:00 pm on a specific day.
iii. Partial Day (Bulk) to enter in the total hours for the request. Ex: 6 hours
iv. Multiple Days is for a range of days, and also enter in the total 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.
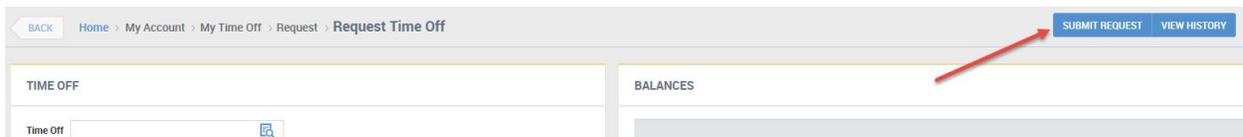
4. The system will show a 'saved' message. After seeing this, your request has now been sent to your supervisor for approval, and you may navigate to another area of the system or logout of the system.

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'