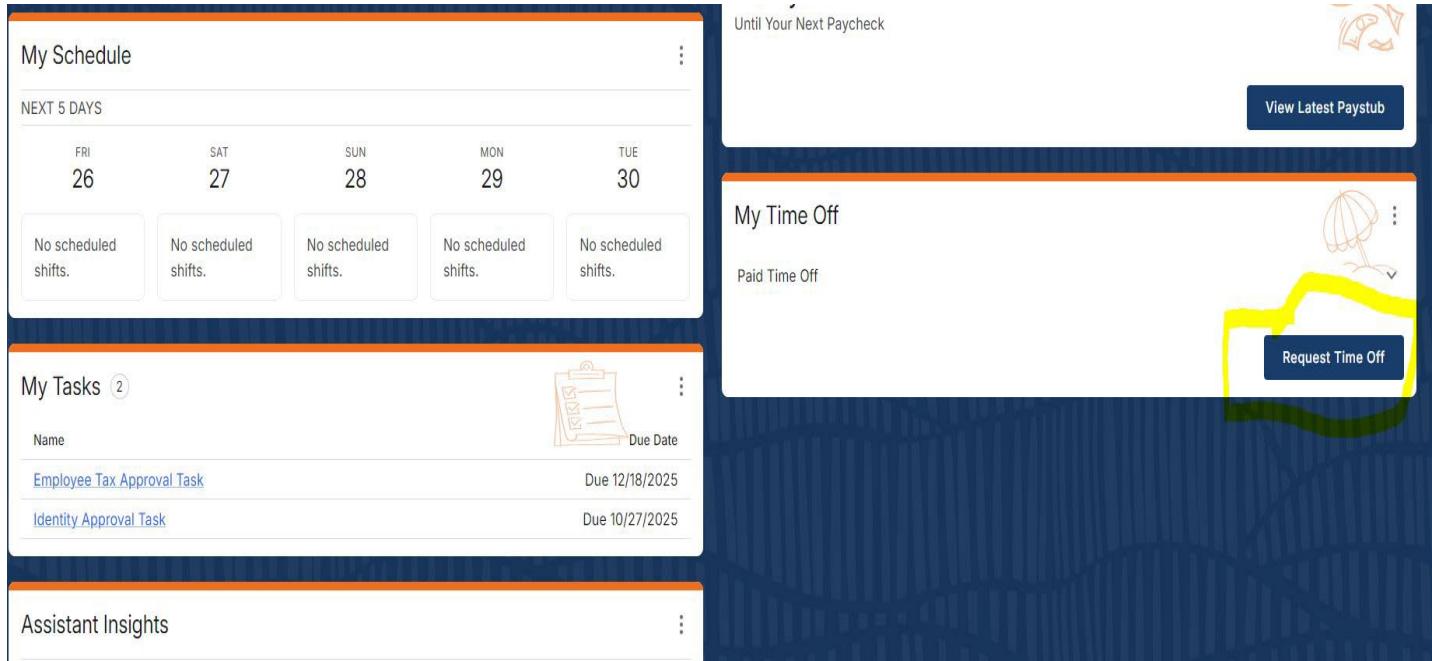


Time Off Request

To request time off, from your homepage in Paycor, from the “My Time Off” section, click on “Request Time Off”



When the “Time Off Request Form Appears, you will fill in all areas, Time Off Type, Start, End, Notes for Supervisor.

You will be able to see all your requested time off in “Request Days & Hours” area.

Also, at the top of the page, you will be able to see your Available Balance and New Balance Overview which will include the time off you are requesting. Under “Available Balance,” this will include time off already taken and PTO that has been approved.

[◀ Back to Time Off Activity](#)

Time Off Request

Time Off Type

Please select an option

Start: MM/DD/YYYY End: MM/DD/YYYY

Available Balance including upcoming approved requests 0 hrs

New Balance Preview after this request is approved 0 hrs

Future Balance forecasted as of date requested off --

Requested Days & Hours

Day of Week	Schedule	Request Type	Partial Day Request Details	Requested Hours
Select a day or range of days above				

Notes for Supervisor:

0/300

Once your Time Off Request has been submitted, your manager will receive the request and approve or deny your request.

For Paid time Off requests please submit 30 in advance.