

Time Off Request

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

The screenshot shows the Paycor dashboard with a dark blue background. On the left, there are three main sections: 'My Schedule' showing the next 5 days (FRI 26, SAT 27, SUN 28, MON 29, TUE 30) with 'No scheduled shifts.'; 'My Tasks' with two tasks: 'Employee Tax Approval Task' due 12/18/2025 and 'Identity Approval Task' due 10/27/2025; and 'Assistant Insights'. On the right, there's a 'My Time Off' section with a 'Paid Time Off' label and a 'Request Time Off' button highlighted with a yellow box. Above this, there's a 'View Latest Paystub' button and a 'Until Your Next Paycheck' label.

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.

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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

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Requested Days & Hours

<input type="checkbox"/> 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.