

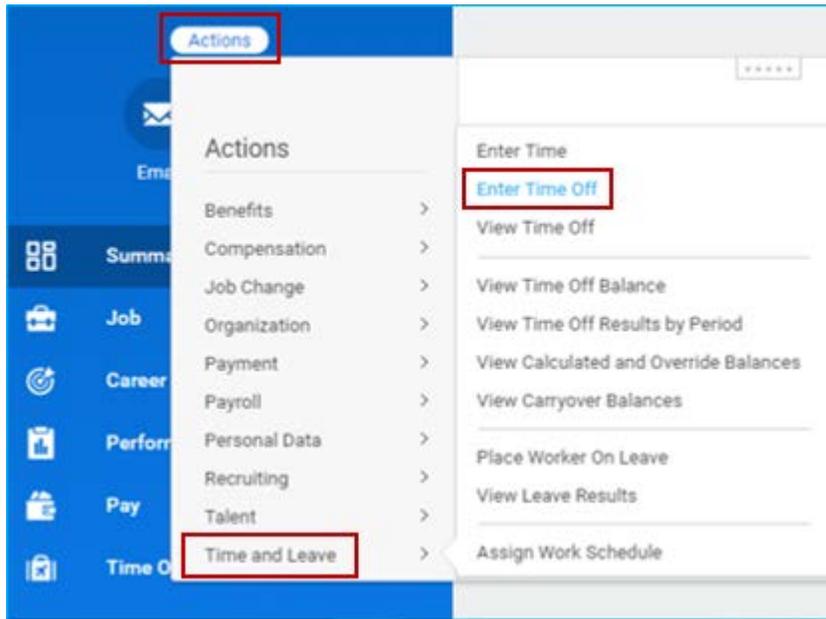


Enter Time Off on Behalf of an employee.

1. Search **Employee's Name** or **Employee ID**



2. Click on **Actions >Time and Leave >Enter Time Off**



3. Click the date(s) on the calendar date that you would like to record off.
4. Then click **Request Time Off**.

Enter Time Off Active

Balance as of 03/21/2018

Today < > March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Day - Request Time Off

- You will then be redirected to enter in the time you would like to request off on behalf of the employee.
- Choose which **Time Type** would be the out reason.

When Thursday, December 14, 2017

Type *

Daily Quantity *

Unit of Time (empty)

Comment

enter your comment

Submit Cancel

7. Enter in a comment to explain why you are entering time on behalf of an employee.
8. Click Submit. This will now appear on the Calendar and will Auto-Approve.

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu