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.
5. You will then be redirected to enter in the time you would like to request off on behalf of the employee.

6. Choose which **Time Type** would be the out reason.
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