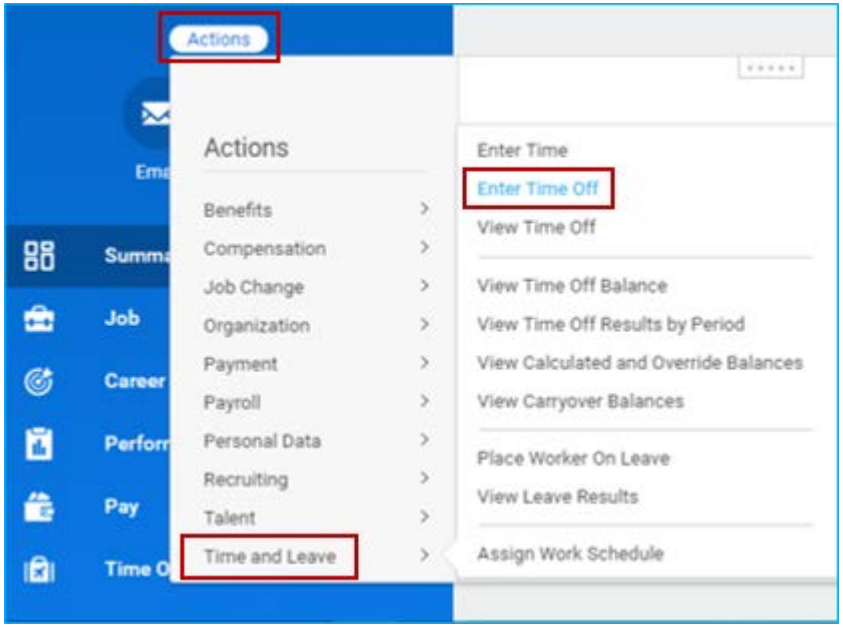
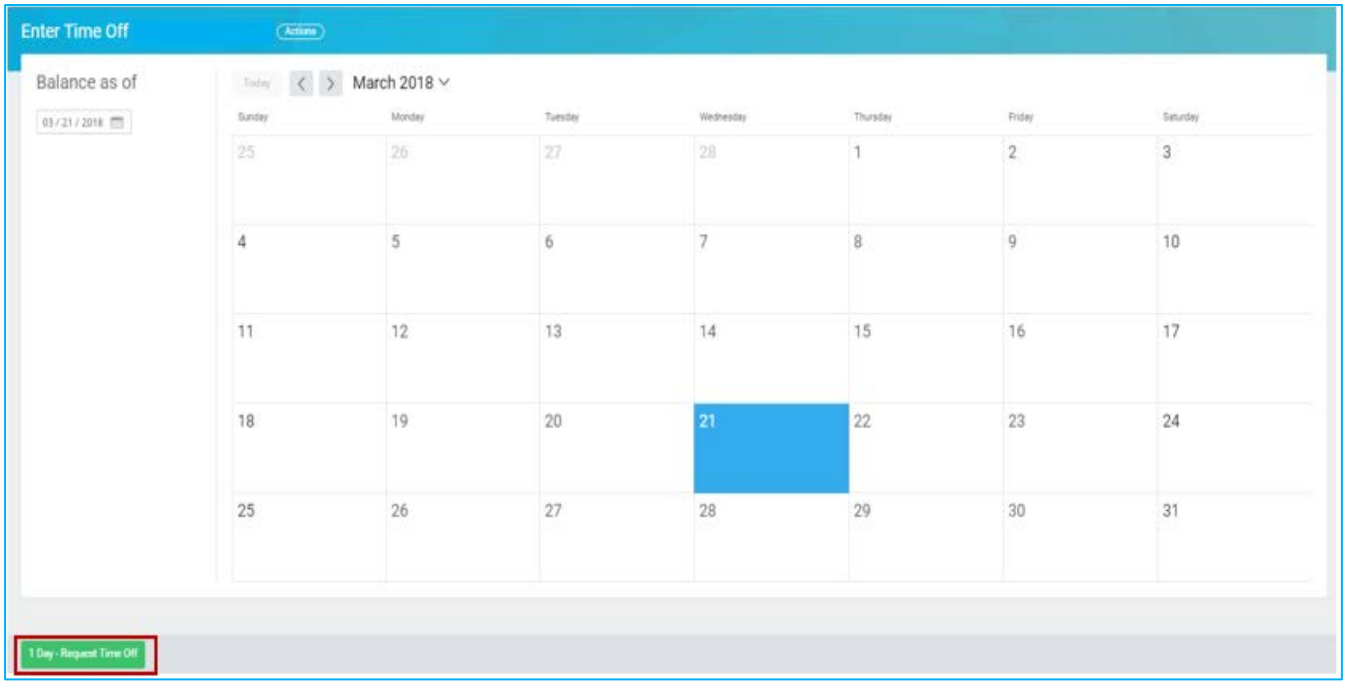
Enter Time Off on Behalf of an employee.

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

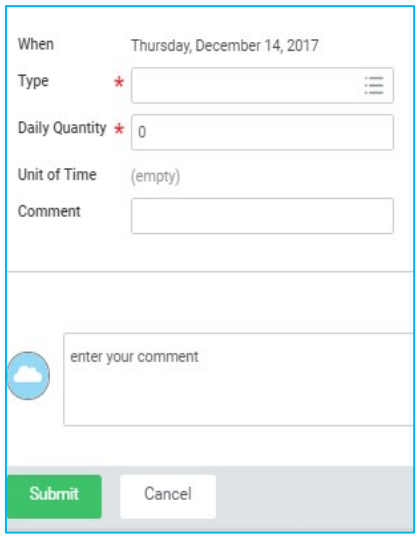
2. Click on **Actions >Time and Leave >Enter Time Off**



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