

Paid Time Off (PTO) Request (Web)

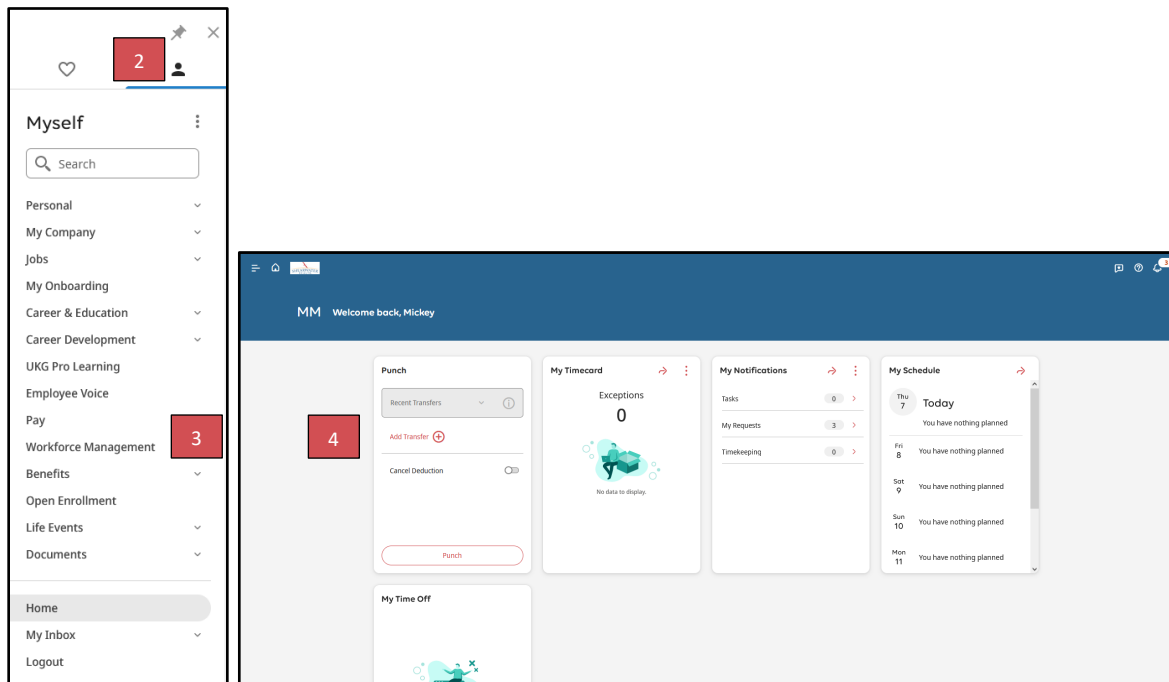
Paid Time Off (PTO) request allows employees to schedule time away from work. This document provides instructions on how to request paid time off (PTO) through the UKG Pro website. PTO can be used for any approved reasons: sick days, vacation, emergency, and personal time off. Please note PTO may not be taken in the final three weeks of the contract unless approved by Site Supervisor and Shearwater Health. PTO cannot be cashed out prior to the last day of the Employment Terms.

Instructions



Navigate to UKG Dimensions

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select **Workforce Management**.
4. Another tab will appear with the Workforce Management dashboard.



Requesting PTO

1. Navigate to the hamburger icon () on the top left – handed corner and click on **My Information** to drop down to select **My Calendar**.
2. Select **Request** on the right side and click on **Time-Off**.
3. A panel will appear on the right – hand side of the screen.
4. Within the panel, you will have the ability to select dates, request PTO hours and view your current PTO balance.
 - a. **Dates** – Select the dates icon () to request your time-off.
 - b. **Hours** – Enter in the start and end hours, which is a normal 8-hour shift.
 - c. **Deduct from** – Display your current PTO balance.

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The screenshot displays the Mickey Mouse web interface. On the left is a sidebar with the user's name 'Mickey Mouse' and profile picture 'MM'. Below this are links for 'Edit Profile', 'Sign Out', a search bar, and a navigation menu with 'Home', 'My Information', 'My Calendar' (highlighted with a red box labeled '1'), 'My Location Schedule', and 'My Timecard'. The main area shows 'My Schedule' with a calendar for November 2023 and a 'Today' view. A red box labeled '2' is placed over a 'Request Time Off' button in the top right corner. Below the main area is a 'Request Time Off' form. The form includes fields for 'Dates' (12/07/2023), 'Start and End Hours' (8:00 AM to 4:00 PM), and 'Deduct from' (Paid Time Off: 101.57 Hour(s)). A red box labeled '3 - 4' is placed over the 'Submit' and 'Review' buttons at the bottom of the form.

5. There are two options on how you want to submit your request to your manager.
- Submit** will send your PTO request to your manager.
 - Review** will let you add a comment to send to your manager with the PTO request.
 - To do so, select **Review**.
 - From the drop – down, select a option and add your comment.
 - Select Add Comment.
 - Click on **Submit**.

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Request Time Off

Time Off Request - PTO

Paid Time Off (Hours)

Thursday 12/07/2023

8:00 AM-4:00 PM

Comments [1]

Add Comment

Other

Type a note (optional).

5

Cancel

Add

Submit