# 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.
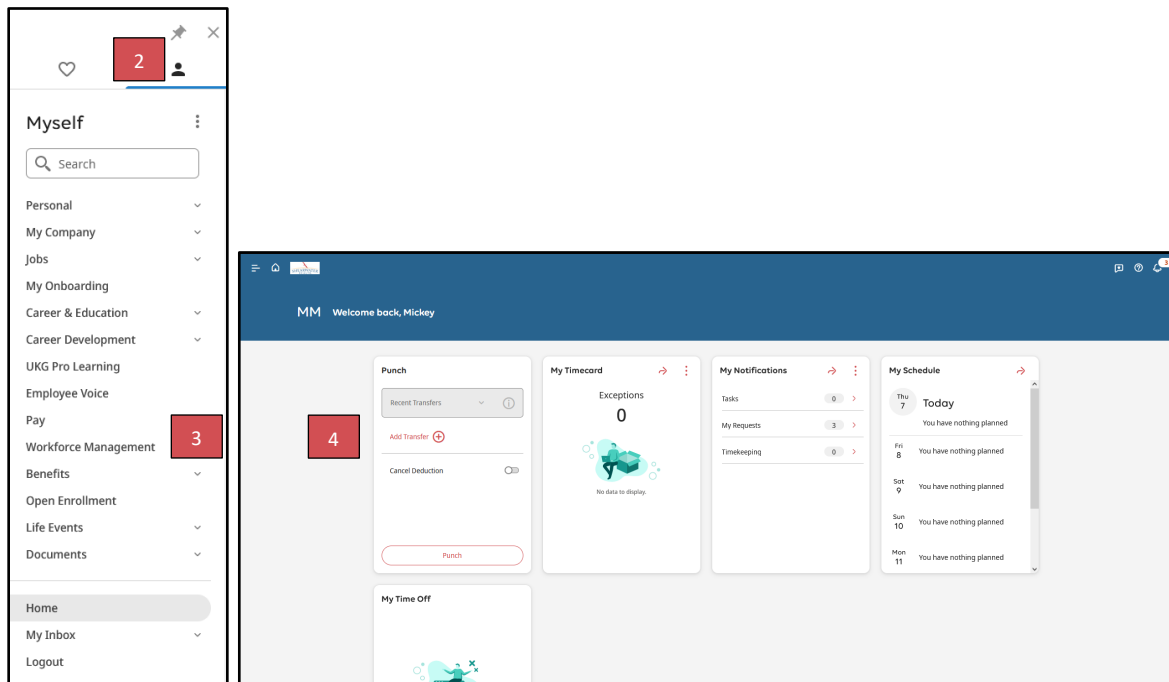
Requesting PTO

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.

Paid Time Off (PTO) Request (Web)

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

Paid Time Off (PTO) Request (Web)

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)