

Paid Time Off (PTO) Request (Web)

Employees can schedule Paid Time Off (PTO) through the UKG Pro website using Workforce Management. PTO may be used for approved reasons such as sick days, vacation, emergencies, or personal time off.

⚠ Important Guidelines

- PTO may not be taken in the final three weeks of the contract unless approved by the Site Supervisor and Shearwater Health.
- PTO cannot be cashed out prior to the last day of the Employment Terms.

This guide provides step-by-step instructions to help employees:

- Log in securely to the UKG Pro website
- Navigate to Workforce Management
- Submit a PTO request for the desired dates and reason
- Review and confirm approval requirements before finalizing the request
- Track PTO balances and request status within the system

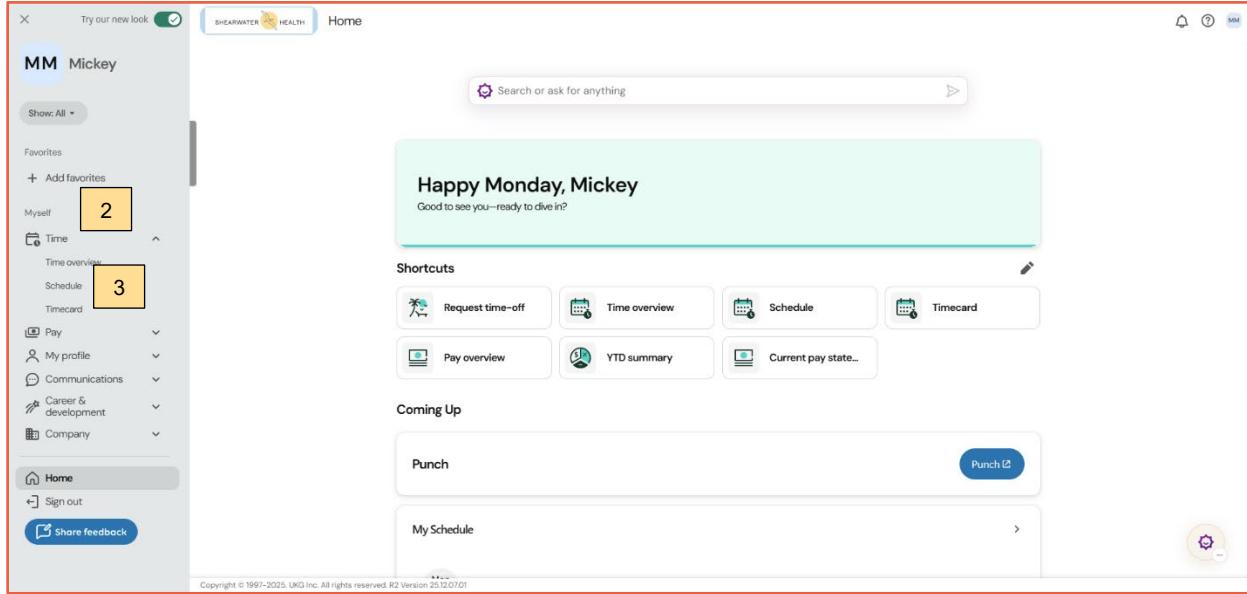
By following these instructions, employees can efficiently manage their PTO requests, ensuring compliance with Shearwater Health policies and smooth scheduling of time away from work.

Instructions:

Navigate to UKG Workforce Management

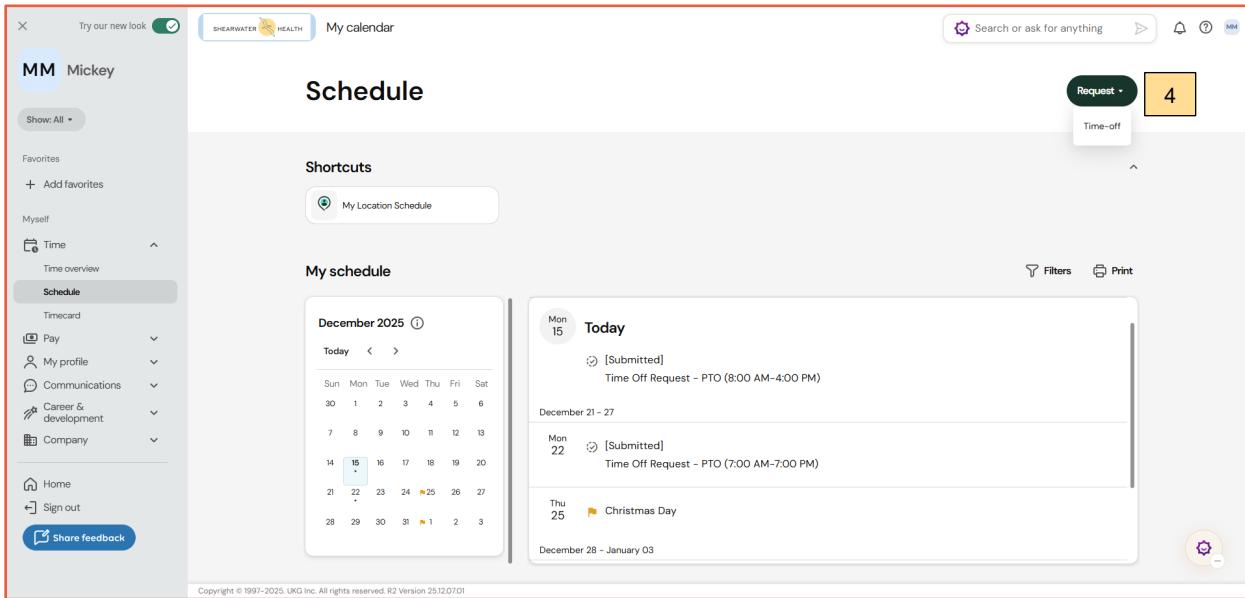
Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, scroll down to **Myself**.
3. Select **Time > Schedule**.

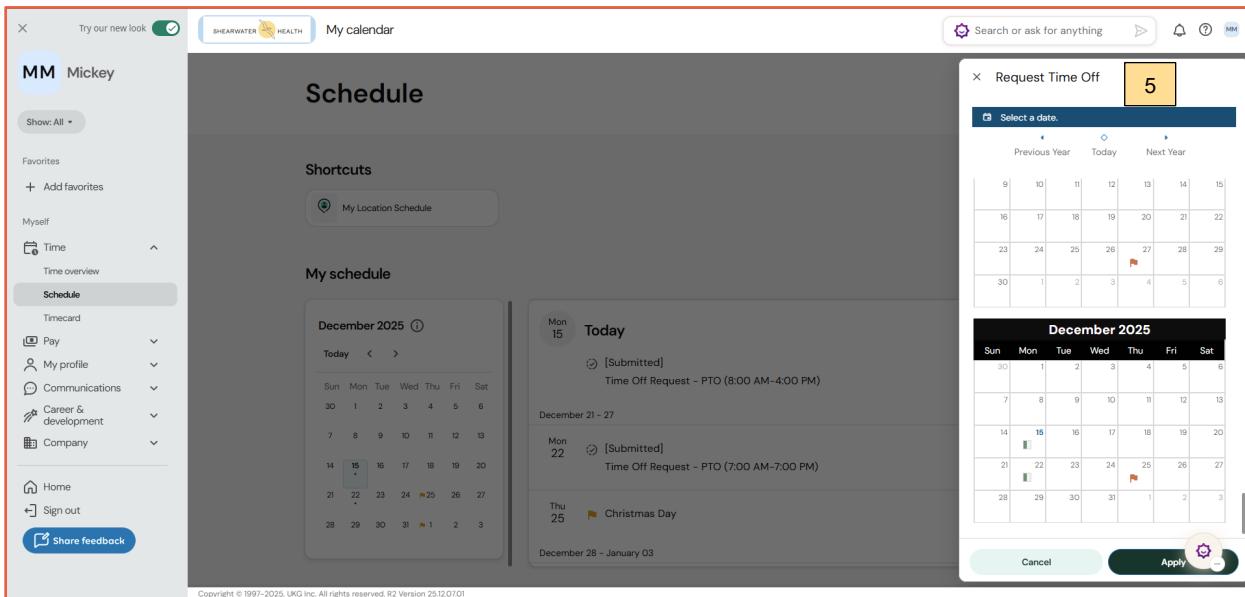


Requesting PTO

4. Select **Request** on the right side and click on **Time-Off**.
5. A panel will appear on the right – hand side of the screen.
6. 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 to request your time-off. Click **Apply**.
 - b. **Hours** – Enter in the start and end hours, which is a normal 8-hour shift.
 - c. **Deduct from** – Display your current PTO balance.
7. 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**.



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December 2025 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	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	2	3

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x Request Time Off  Time Off Request - PTO

Dates 6 - 7

12/29/2025

Start and End Hours

Hours

Start Time * 8:00 AM End Time * 4:00 PM

Deduct from

Paid Time Off: 337.02 Hour(s)

Cancel Submit Refresh 