

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

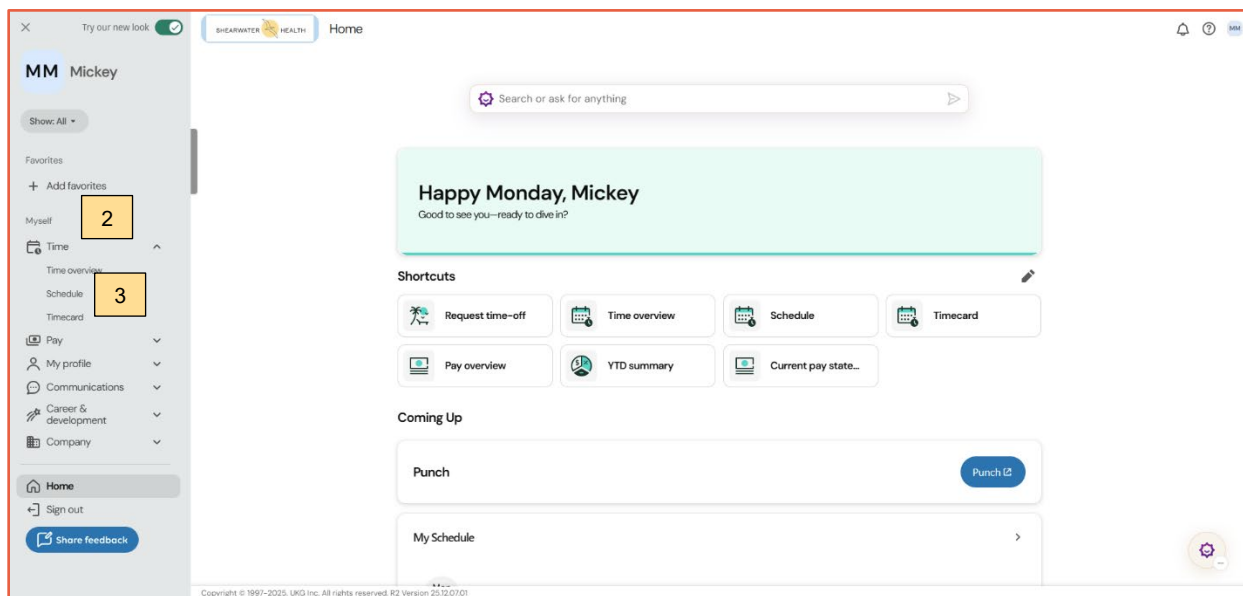
By following these instructions, employees can efficiently manage their PTO requests, ensuring compliance with Shearwater Health policies and smooth scheduling of time away from work.

Instructions:

Navigate to UKG Workforce Management

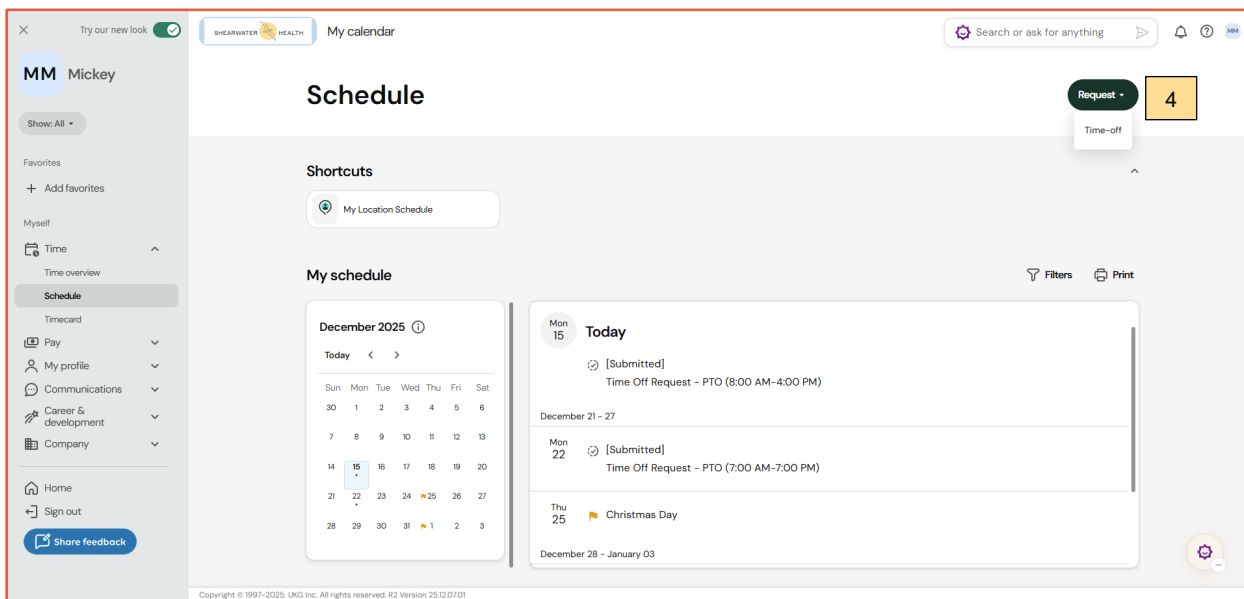
Upon logging in to UKG Pro, the UKG Dashboard will appear.

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

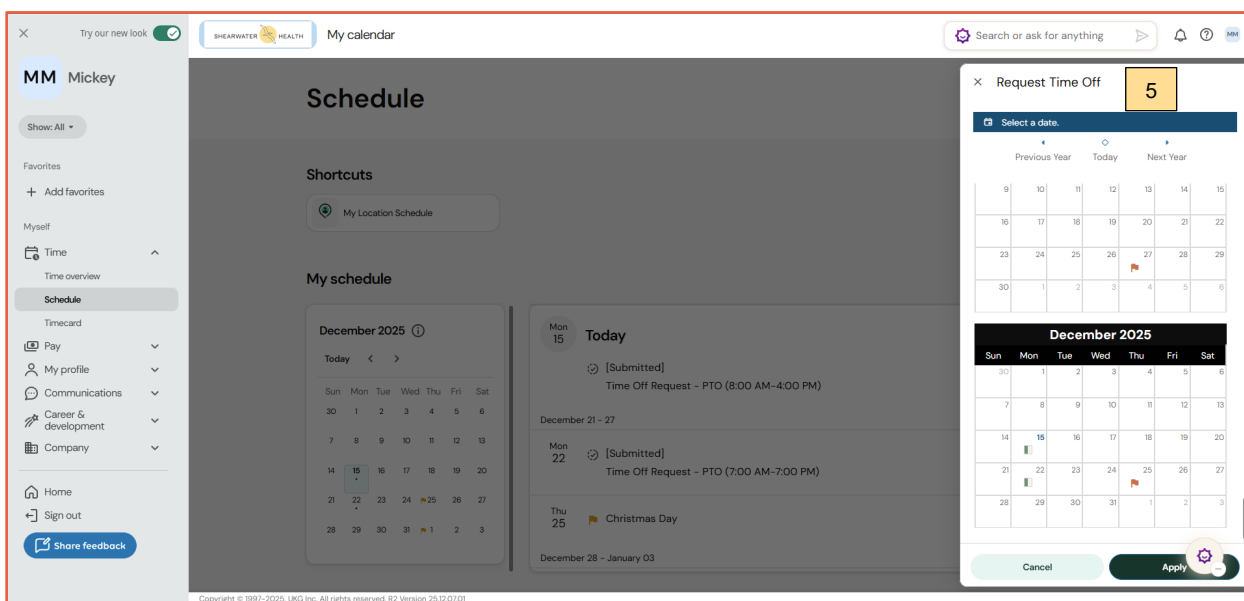


Requesting PTO

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**.



The screenshot shows the 'My calendar' interface. On the left is a sidebar with user information (Mickey) and navigation links. The main area is titled 'Schedule' and includes a 'Shortcuts' section, a 'My schedule' calendar for December 2025, and a detailed view of submitted requests for December 15, 22, and 25. A 'Request' button is located in the top right corner.



This screenshot shows the 'Request Time Off' panel overlaid on the calendar. It includes a date selection interface with a calendar view for December 2025. The panel also shows the current PTO balance (5 hours) and buttons for 'Cancel' and 'Apply'.

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Try our new look

✓

SHEARWATER

HEALTH

My calendar

⚙️

Search or ask for anything

➤

🔔

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MM

MM Mickey

Show: All

Favorites

+ Add favorites

Myself

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⌵

Time overview

Schedule

Timecard

💰 Pay

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👤 My profile

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🚀 Career & development

⌵

🏢 Company

⌵

🏠 Home

➡ Sign out

📝 Share feedback

Schedule

Shortcuts

📍 My Location Schedule

My schedule

December 2025

📅

Today

⏪

⏩

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

Mon 15 Today

🕒 [Submitted]

Time Off Request - PTO (8:00 AM-4:00 PM)

December 21 - 27

Mon 22

🕒 [Submitted]

Time Off Request - PTO (7:00 AM-7:00 PM)

Thu 25

🚩 Christmas Day

December 28 - January 03

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

⚙️

Request

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