

## GLOBAL TIME OFF REQUEST



The “Request GTOR Time-off Request” option enables you to request vacation time, sick time, or other time off. In a single transaction, you can make one or more requests for time off.

1. Select Request GTOR -Time Off Request from the home screen.
2. Swipe or enter your badge ID.
3. Select Request “0” Default click submit.
4. Select Action:
  - a. “0” - To submit a Time Off Request.
  - b. “1” - To cancel a Time Off Request.
  - c. Select submit twice.
5. If prompted, select a time-off sub-type.
6. Complete the following fields:
  - Start Date
  - End Date
  - Paycode
  - Duration
  - (Optional) Comments
7. Do one of the following:
  - If you are submitting a single request, tap Submit. Your time-off request has been sent to your manager for approval. A confirmation message appears, followed by a summary page. Proceed to step 5.

- If you are submitting multiple requests, tap Add Another. Repeat steps 2-3 for each additional request. Then go to step 5.
  - Tap Review. You have the option to edit or delete your requests.
8. Tap Submit. A confirmation message appears, followed by a summary page that indicates how many hours of time off remain.
- You will be notified with a message relating to the request. The message can be viewed in the timeclock.

