

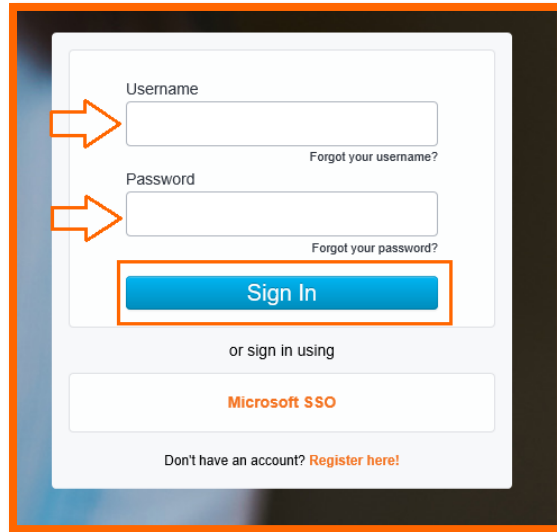
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Request Time Off in Paycor System

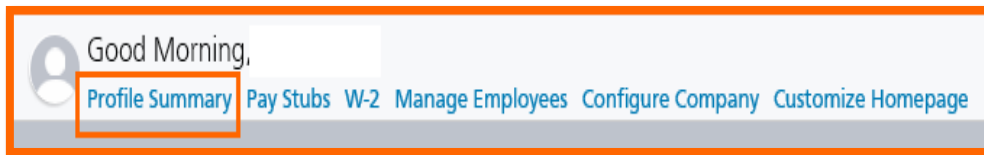


- Go to www.paycor.com
- Click “Sign In” in the top right corner
- Log In

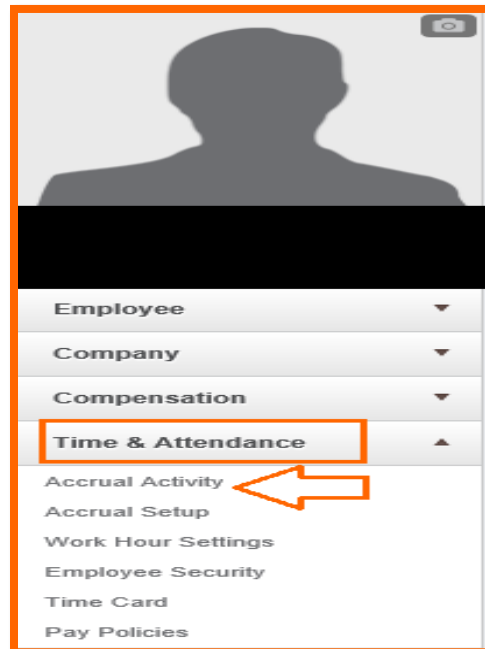
Use username & Password that was created when registering for Paycor



1. Click on “**Profile Summary**”

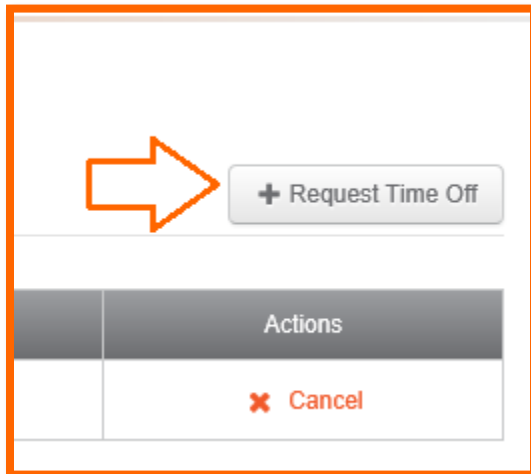


2. Click on “**Time & Attendance**”
3. From the dropdown select “**Accrual Activity**”



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4. Top Right click Corner on “**Request Time Off**”

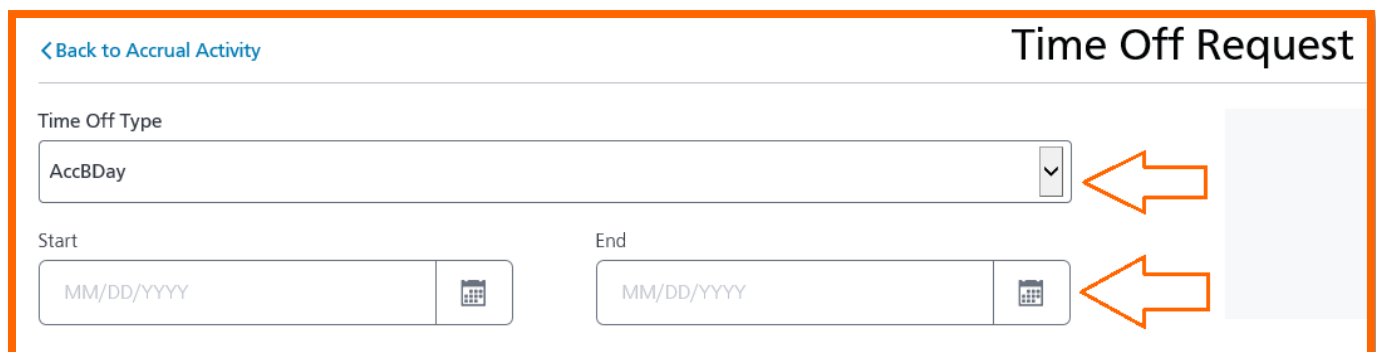


5. Click on the drop down “**Time off Type**” and select correct accrual

Time off Type:

- **AccBDay:** (Birthday Off)
- **AccSick:** (Regular accrued sick time)
- **AccVac:** (Regular accrued vacation time)
- **CO VAC ACR:** (Carry over vacation time from previous year)
- **CO SICK ACR:** (Carry over sick time from previous years)
- **Flt Hol:** (Floating Holidays – 3 / year only)

6. Select the “**Start**” and “**End**” date for your time off


A screenshot of a web form titled "Time Off Request". At the top left is a link "< Back to Accrual Activity". The form has a section for "Time Off Type" with a dropdown menu currently showing "AccBDay". Below this are two date input fields labeled "Start" and "End", each with a placeholder "MM/DD/YYYY" and a calendar icon. Two orange arrows point to the dropdown menu and the "End" date field.

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7. Uncheck “**Saturday & Sunday**”, all other days should be entered as **8** or **4** hours **ONLY**
8. When your time off request looks correct, click “**Submit**”

Requested Days & Hours					
<input type="checkbox"/> Day of Week	Date	Scheduled Hours	Scheduled Shift	Requested Hours	
<input checked="" type="checkbox"/> Wednesday	03/13/2019	0	–	<input type="text" value="8"/>	8
<input checked="" type="checkbox"/> Thursday	03/14/2019	0	–	<input type="text" value="8"/>	8
<input checked="" type="checkbox"/> Friday	03/15/2019	0	–	<input type="text" value="8"/>	8
<input type="checkbox"/> Saturday	03/16/2019	0	–	<input type="text" value="0"/>	0
<input type="checkbox"/> Sunday	03/17/2019	0	–	<input type="text" value="0"/>	0
<input checked="" type="checkbox"/> Monday	03/18/2019	0	–	<input type="text" value="8"/>	8
Total Requested Hours					32

Notes for Supervisor:


Cancel

9. Before clicking **SUBMIT**, you can also check how many hours you have accrued

<p>Available Balance including upcoming approved requests</p> <p>9 hrs</p>	<p>New Balance Preview after this request is approved</p> <p>-23 hrs</p>
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10. Your time off request will be sent directly to your manager. Once approved or declined you will receive an automatic email.
11. Time off must be entered and approved prior to taking the day off.