UKG – Time Off – Request/Cancel Quick Reference Guide

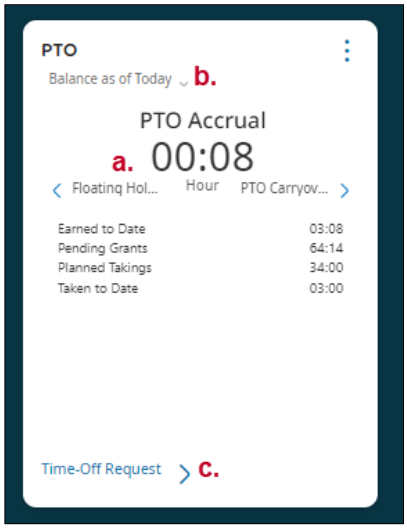
This document explains the process for PODS hourly & exempt associates to view time off (PTO) accruals and submit PTO requests.

Important *Review your PTO accruals BEFORE requesting time off to ensure you have sufficient PTO for your anticipated time off dates.*

Using the PTO tile

Navigation – The PTO tile is located in the **Workforce Management** tab of the UKG platform and can be used to

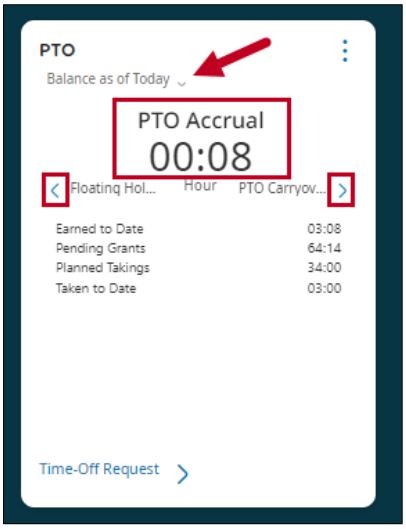
a. View current accruals for different time off categories
b. Estimate time off accruals based on future dates
c. Submit time off requests



View Accruals

Current Accruals

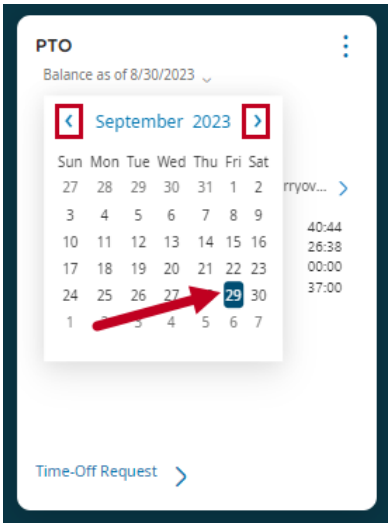
1. From the **Workforce Management** homepage **access** the **PTO** tile
2. **Use** the **< >** arrows to view current balances for the different **time off categories**
   Balances for each category will display at the top of the tile
   a. **Floating Holiday** = time accrued for working scheduled holidays
   b. **PTO Accrual** = time accrued with each pay period
   c. **PTO Carryover** = unused accruals from the previous year
   d. **PTO Other** = time accrued outside of the above categories

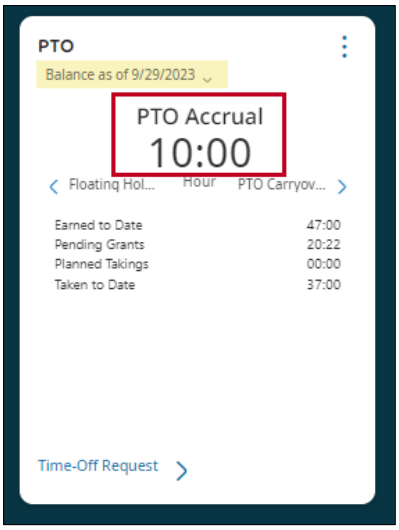


Note: *Review PODS current time off policies in the Associate Handbook for information on accrual and use of the various time off categories.*

Future Accruals

3. **Click** the **down arrow** next to **Balance as of** to open the calendar
4. **Click** on a **desired date** on the calendar to view accruals as of the selected date



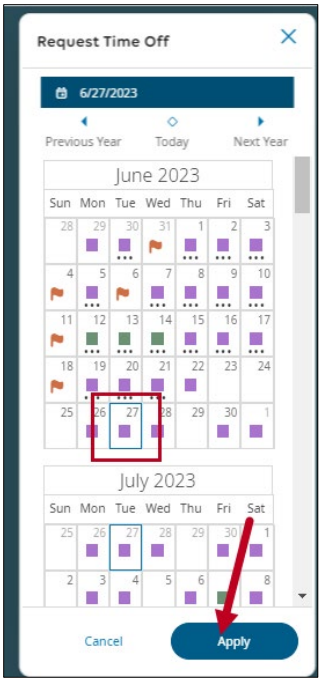


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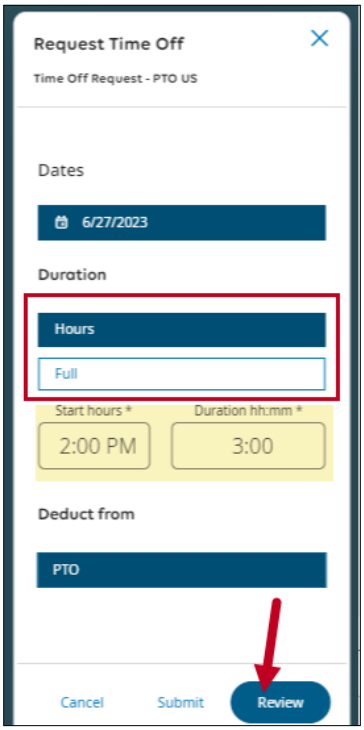
Request Time Off

1. At the bottom of the PTO tile **click Time-Off Request** for the desired time off category to open the **Request Time Off** panel on the right side of the screen
2. **Select** the **desired date(s)** on the **Request Time Off** panel calendar then **click apply**
3. **Select** the **duration type** of the desired time off and **click Review**

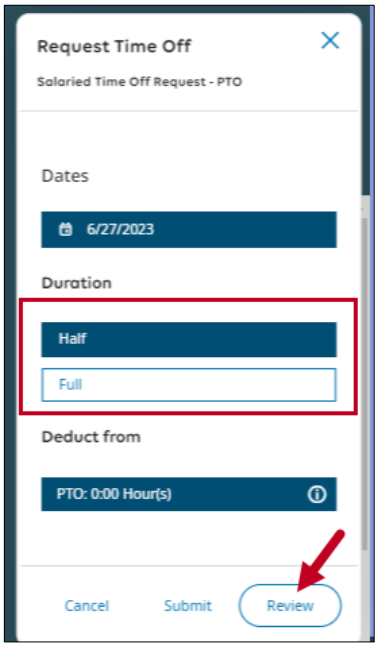
Tip: Select multiple consecutive dates by clicking the first date in the series and dragging the pointer to the final desired date.



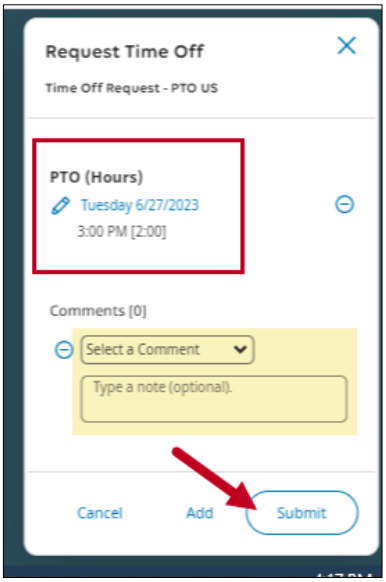
a. **Non-Exempt/Hourly**
   - **Hours =** number of hours requested
     Start time and number of hours is required
   - **Full** = full daily scheduled hours requested



b. **Exempt/Salaried**
   - **Half** = half day requested
   - **Full =** full day requested



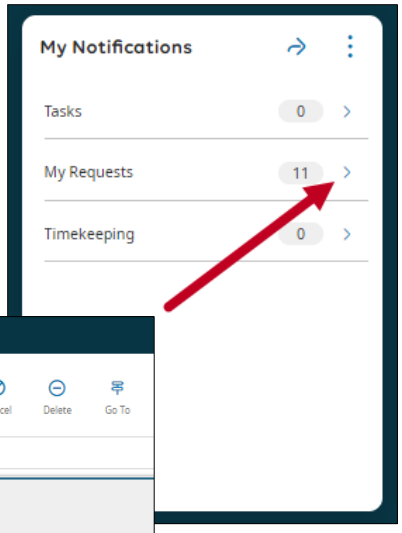
4. **Review** the **information** and **input** a **comment** if desired then **click Submit**

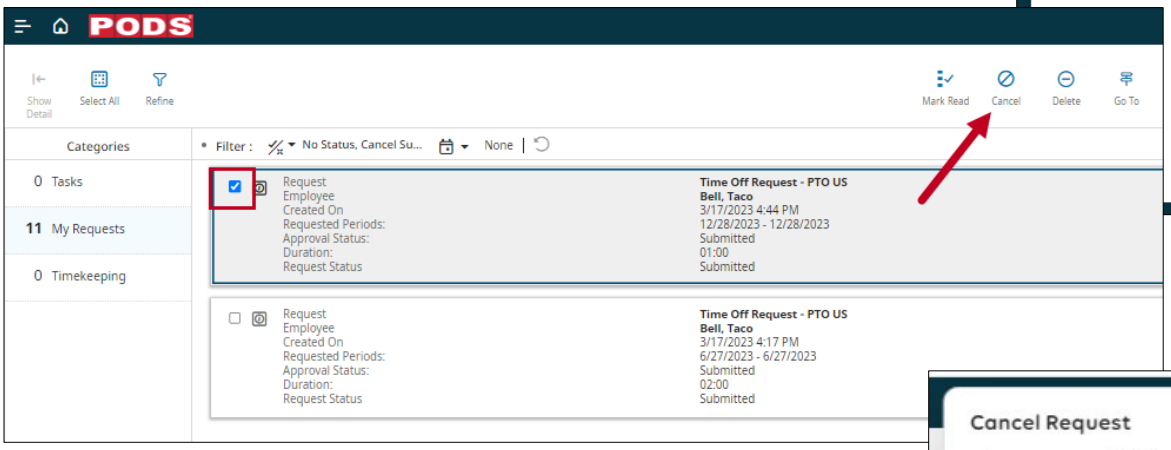


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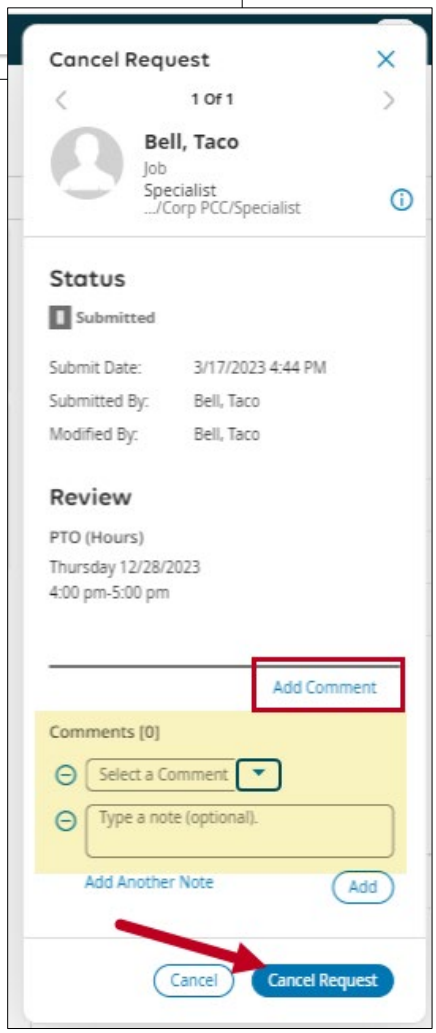
Cancel Submitted Time Off Request

1. From the **Workforce Management** homepage **access** the **My Notifications** tile and **click** the **My Requests** category to open the **Control Center**
2. **Select** the **request** you'd like to cancel from the list of notifications by marking the **tick box** in the notification
3. **Click** the **Cancel** icon in the upper right corner of the page to open the **Cancel Request** panel





4. **Click Cancel Request** at the bottom of the panel to submit a cancellation request



Important

Cancel Requests for previously approved time off require your manager's approval before the PTO hours are available in your accruals.

***Tip:** Use the **Add Comment option** to open and input notes in the comments field before submitting your cancellation request.*