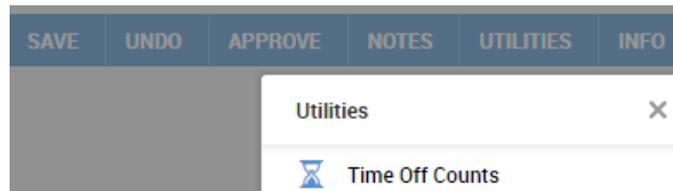## Employee Quick Reference Requesting Time Off

Checking Your Accrual Balance (Vacation)

There are two places where you will be able to check your available vacation balance.

1. First, go to **My Account > My Current Timesheet** in the top left corner.
2. Within your timesheet, go to the UTILITIES button in top right corner, then to Time Off Counts.

3. You can also go to **My Account > My Time Off > Request** Your vacation information will appear in the top right corner of the page.
4. The **Balances** window displays for each Time Off the **Authorized** (initial balance)**, Remaining** (current balance available)**, Taken** (time off taken previously), **Scheduled** (time off scheduled in the future), and **Pending Approval** (time off not yet approved).
5. If the **Pending Approval** information appears in **green font**, you currently have enough time accrued for your request. If the pending time off information appears in **red font**, you currently do not have enough time accrued for your request.

Time Off Counts

Time Off	Accrued To		Current Accrued	Taken	Current Balance	Sch	Pending Approval	Projected Accrual	Projected Balance
Vacation		Hrs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Days:	0	0	0	0	0	0	0

Requesting Time Off

You can use Sage Time for submitting requests for time off. Your time off requests can be for one or multiple days and you can even specify the type of time off and the number of hours you want to take. Your manager will receive your time off request in his/her Sage Time approval menu. If your request is approved, the time off will automatically appear in your timesheet.

To Request Time Off:

1. Select **My Account > My Time Off > Request**

2. In the **Time Off** field, select the type of time off you would like to take using the button to browse.

3. To request time off on a single workday; select the **Full Day** radio button. Enter the appropriate date in the **Date** field, or use the button to choose the date from the calendar.

4. To request a **Partial Day**, you have two options:

- First, you can enter a **Partial Day (Start/Stop)**, where you can request the specific **From** and **To** time you would like off (Ex. 1PM-3PM).
- Or, you can choose a **Partial Day (Bulk)**, which allows you to request a specific amount of hours (Ex. 2 hours).

5. To request several consecutive days off, select the **Multiple Days** radio button. Enter the date range in the **From** and **To** fields, or use the 🔍 button to choose the dates from the calendar.

6. Enter any notes you may want to communicate to your approver(s) regarding your request in the **Comments** field.

7. Click the **SUBMIT REQUEST** button in the top right corner.

BACK   Home › My Account › My Time Off › Request › **Request Time Off**

TIME OFF

Time Off [   ] 🔍

REQUEST TYPE

Partial Day (Start/Stop)
⦿ Date [   ] 📅   From [   ]   To [   ]   Total [   ]

Full Day (Bulk)
○ Date [   ] 📅   Total Hours [   ]

Multiple Days
○ From [   ] 📅   To [   ] 📅   Total Hours Per Day [   ]

COMMENTS

[   ]

The following link to Sage Time is on the GDSI website:
      https://secure.easychoicetime.com/ta/7008GDSI.login?rnd=WIT

To login:
Username = first name initial + full last name (EX: hhenderson)
Temporary Password = 123456
- **You will be prompted to change your password the first time you log in.**