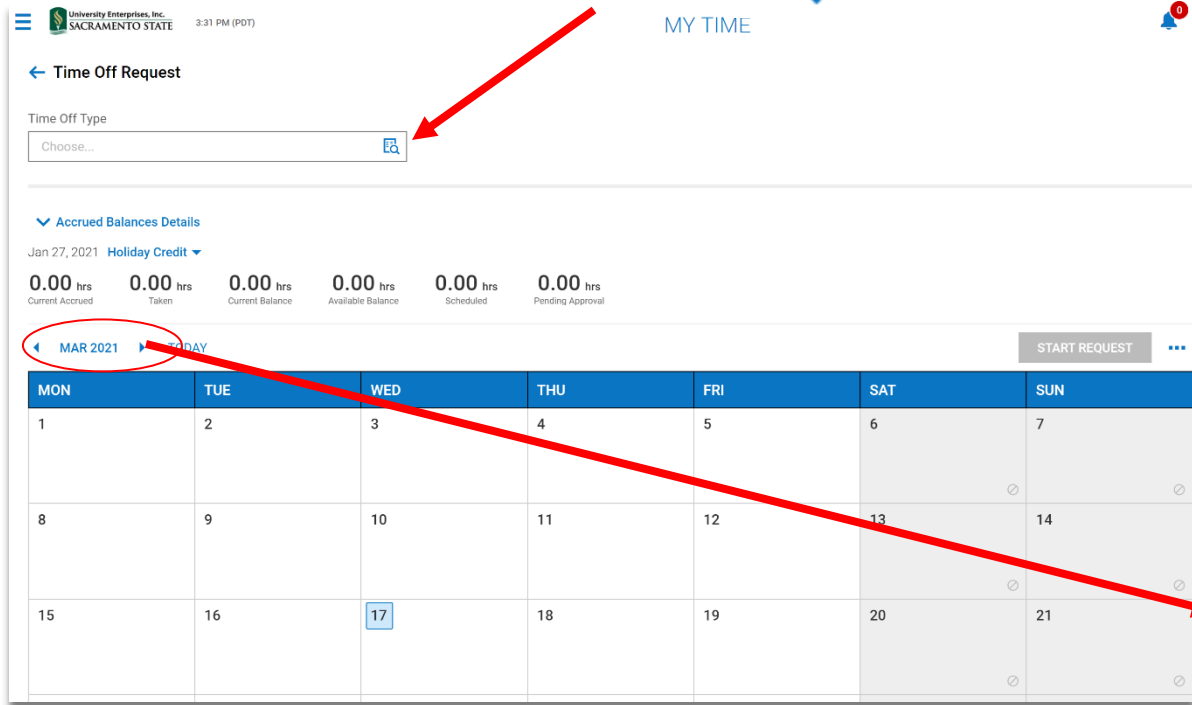


Requesting Time Off

Requesting Time Off:

1. From the main dashboard, scroll down to **Links**. Within **Quick Links**, select **Request**.
2. Select **Time-Off Type** by selecting the search icon:



University Enterprises, Inc. SACRAMENTO STATE 3:31 PM (PDT)

MY TIME

Time Off Request

Time Off Type
Choose...

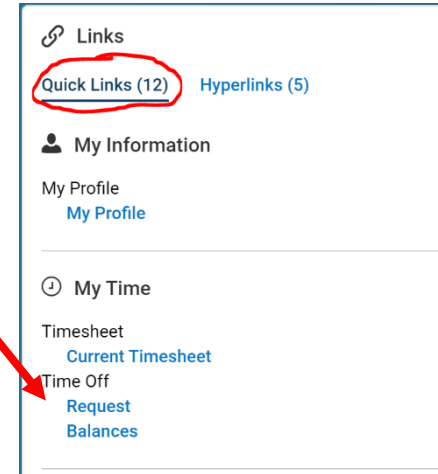
Accrued Balances Details

Jan 27, 2021 Holiday Credit

0.00 hrs Current Accrued 0.00 hrs Taken 0.00 hrs Current Balance 0.00 hrs Available Balance 0.00 hrs Scheduled 0.00 hrs Pending Approval

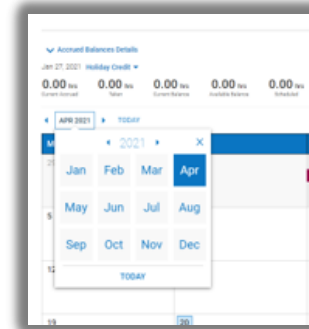
MAR 2021

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21



- Links
- Quick Links (12)
- Hyperlinks (5)
- My Information
- My Profile
 - My Profile
- My Time
 - Timesheet
 - Current Timesheet
 - Time Off
 - Request
 - Balances

3. Select the desired date range using the **arrows** above the calendar or select on the month, it will prompt a pop-up like the one below:



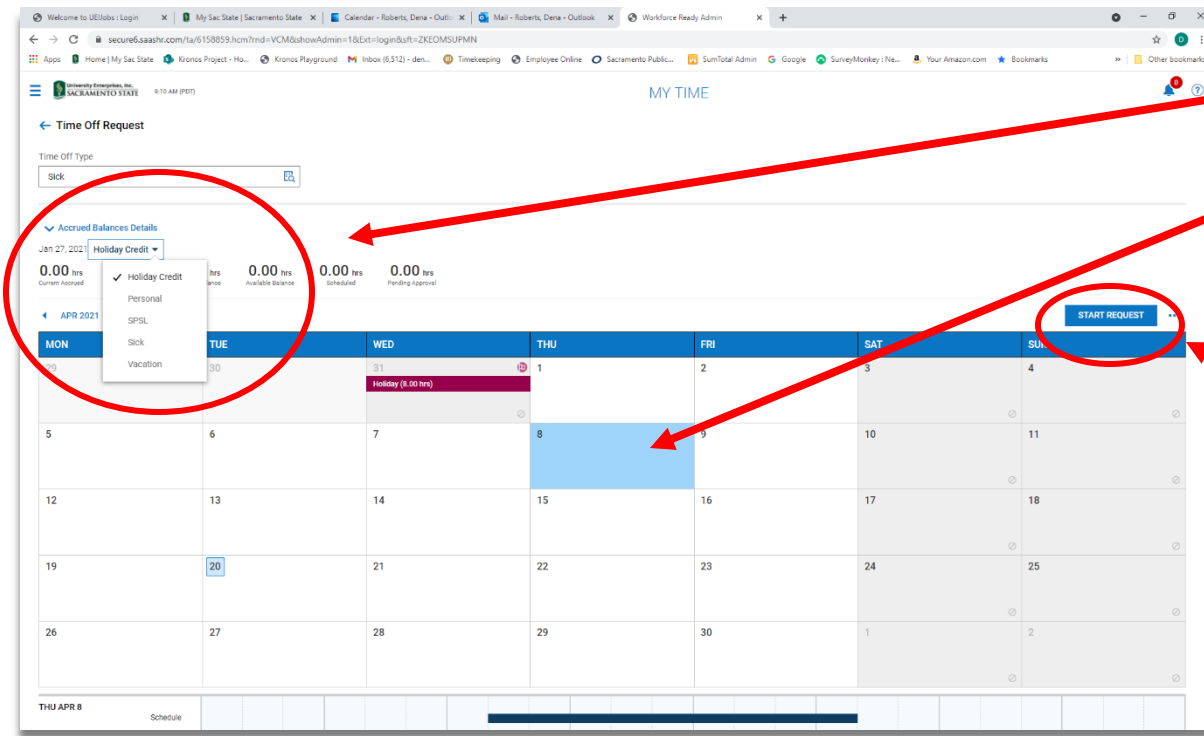
Accrued Balances Details

Jan 27, 2021 Holiday Credit

0.00 hrs Current Accrued 0.00 hrs Taken 0.00 hrs Current Balance 0.00 hrs Available Balance 0.00 hrs Scheduled 0.00 hrs Pending Approval

APR 2021

MON	TUE	WED	THU	FRI	SAT	SUN
Jan 1	Jan 2	Jan 3	Jan 4	Jan 5	Jan 6	Jan 7
Jan 8	Jan 9	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14
Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21



4. Review the **accrued balances** by selecting the drop-down as shown to the left.

5. Select a date or date range by clicking date/dates on calendar.

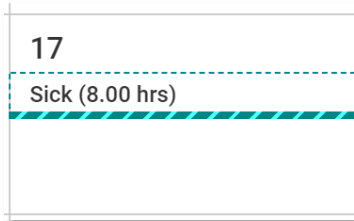
6. Select **START REQUEST**

START REQUEST

7. After selecting **START REQUEST**, fill in the fields as shown in this example:

8. Select **SUBMIT REQUEST**.

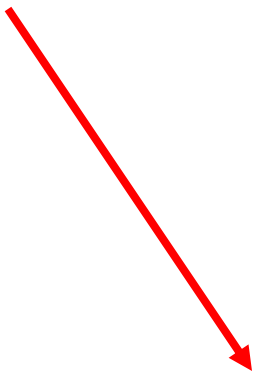
9. The *Sick* request will appear on your calendar.



10. Please note, the sick time will not appear on the timesheet until approved by your manager.

Note: As per UEI policy, employees may only use their accrued paid sick time for themselves or for care of a family member for the following reasons:

- Preventative care or diagnosis of an illness
- Care or treatment for an existing health condition
- Recovery from domestic violence, sexual assault, or stalking



Request Time Off

WED MAR 17

Schedule (8.00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type * Sick Request Type * Full Day

Date * 03/17/2021 Total 8.00

Comment * I called out sick on this day.

CANCEL SUBMIT REQUEST

To review *Time-Off Request* history, from the main menu, select ***My Time – Time Off – History***.

Need further assistance?

Please contact your supervisor or if needing additional support, contact UEIPayroll@csus.edu or call (916) 278-7427

