Enter Time Off for Worker

For Time Approvers entering time off on behalf of a worker

Quick Reference Guide

Enter Time Off for Worker:
As an approver, you can also schedule an absence for a worker.
1. Click on the Team Time Off worklet.

2. Under the Actions section, click Enter Time Off.

3. Fill in the Worker field by typing the name of the worker, or choosing the name from the drop down selections. Click OK.

Keep in mind
- Workers should first check their accruals to make sure they have paid time off available.
- The Daily Quantity field will default to the worker’s daily scheduled work hours.

Information needed
- CNET ID
- Password
- Worker name
- Date of the time entry
- Start and End time for work period
4. On the calendar display, click on the individual dates that you are reporting as absences. The selected calendar dates will turn blue.

**Note:** To choose multiple days in a row, you can click and drag your mouse across several dates. You can also hold down the Control (Windows)/Command (Mac) button and click to select multiple days that are not in sequential order.

5. Click the green button titled *Request Time Off* located in the bottom left-hand corner of the screen.
6. Fill in the **Type** field from the list of absences, along with the **Daily Quantity** field with the number of hours you are reporting as absences. For multiple days, indicate the daily quantity instead of the total work hours.

Enter time in increments of 0.50. (Ex: If 5 days off are requested, instead of populating 40 hours of total time requested, a default value of 8 will populate in the Daily Quantity field.)

💡 **Note:** The Daily Quantity field will default to your daily scheduled work hours. You can adjust the quantity as needed.

![Request Time Off](image)

7. Click **Submit** when complete.

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**FOR ASSISTANCE CONTACT:**
**Shared Services Office: Service Desk**
Submit your question [here](#)
Call 773-702-5800, M-F 8am – 5pm