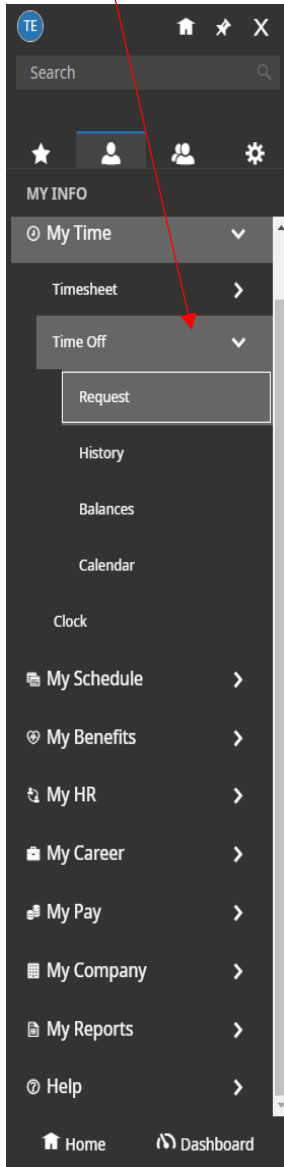


To request PTO go to My Time, Time Off and Request.

## Employee- How to Request PTO

You will then come to this screen. Under Time Off Type you will select PTO. You will then select the day or days that you are requesting off. They will show up in blue on the calendar. You will then select Start Request in top right corner.



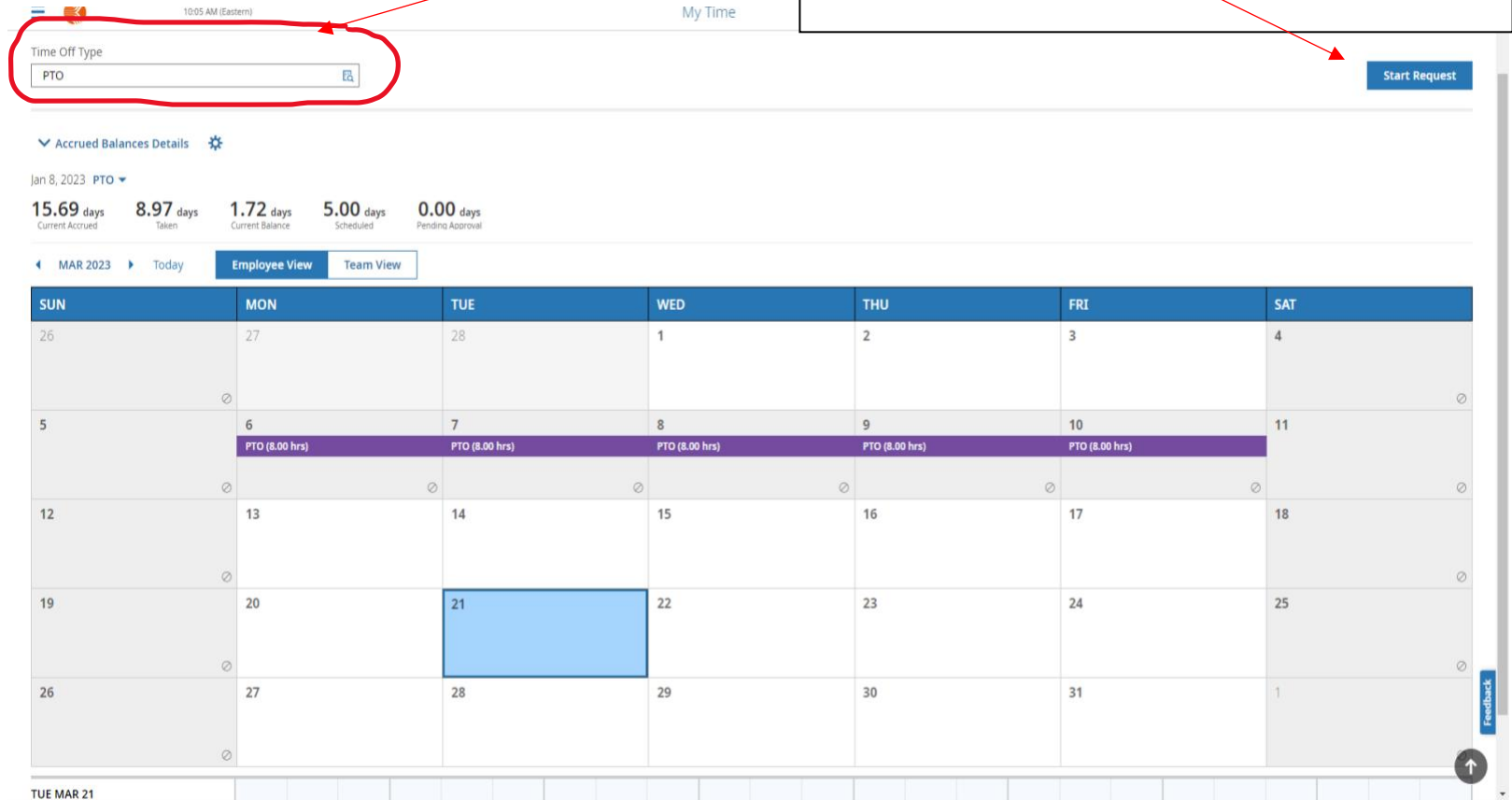
TE

Search

MY INFO

- My Time
- Timesheet
- Time Off
  - Request
- History
- Balances
- Calendar
- Clock
- My Schedule
- My Benefits
- My HR
- My Career
- My Pay
- My Company
- My Reports
- Help

Home Dashboard



10:05 AM (Eastern) My Time

Time Off Type  
PTO

Start Request

Accrued Balances Details

Jan 8, 2023 PTO

15.69 days Current Accrued   8.97 days Taken   1.72 days Current Balance   5.00 days Scheduled   0.00 days Pending Approval

MAR 2023 Today Employee View Team View

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6 PTO (8.00 hrs)	7 PTO (8.00 hrs)	8 PTO (8.00 hrs)	9 PTO (8.00 hrs)	10 PTO (8.00 hrs)	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

TUE MAR 21

### Request Time Off ✕

TUE MAR 21

■ Schedule (0.00hrs)

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

Time Off Type \*

Request Type \* 

- Full Day
- Multiple Days
- Partial Day (Bulk)
- Partial Day (Start/Stop)

Comment \*

[Disclaimer](#)

Please make sure you specify in the comments if your shift has been covered and by who.

You will then get this box. You can select the Request Type. Full day, Multiple Days, Partial Day etc.

**Full Day** will automatically pull in the day requested and 8 Hours.

**Multiple Days** will pull in all the days you selected and how many hours per day you need.

**Partial Day (Bulk)** will pull in the day you selected and you can select how many hours you need to use

**Partial Day (Start/Stop)** will pull in the day you selected and you can select the actual times you need off.

A comment would need to be entered and then you can hit Submit Request. Once the request is submitted the **manager** will be notified and then need to approve or reject the request.

# Employee- 2 Ways to view approved PTO request

## #1 Personal Time off Calendar

The screenshot shows the 'My Time' section of the Entertimeonline.com application. The breadcrumb trail is 'My Time > Time Off > Calendar'. The page title is 'Personal Time Off Calendar'. The interface includes a search bar, a 'Saved: [System]' dropdown, and filters for 'First Weekday: Sunday', 'Selected Year: 2023', and 'Authorized'. The calendar is displayed in a grid format for the months of January through August. Approved PTO days are highlighted in purple. A red arrow points from a text box at the bottom to the purple days in the calendar.

Month	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK
January	1	2	3	4	5	6	7	
February	29	30	31	1	2	3	4	
March	26	27	28	1	2	3	4	
April	26	27	28	29	30	31	1	
May	30	1	2	3	4	5	6	
June	28	29	30	31	1	2	3	
July	25	26	27	28	29	30	1	
August	30	31	1	2	3	4	5	

Once approved you can go to My Time, Time Off, Calendar to see approved days. They will be in Purple.

## # 2 Timecard

RAPPAHANNOCK WESTMINSTER x +

secure4.entertimeonline.com/ta/6049790.home?rnd=NSA&showAdmin=1&Ext=login&sft=HGISRXCXFJ&ActiveSessionId=19688532457#time/timesheet/timesheets?tab=TIME\_ENTRY&tsId=17738469294

09:45 AM (Eastern) My Time Search

My Time > Timesheet > Current Timesheet

← Timesheet Edit Save Approve

March 05, 2023 - March 18, 2023 Open

Time Entry Manual Counter Calc Detail Calc Summary Counters Summary By Day Shift Premium Summary

40.00 hrs 40.00 hrs  
Raw Total Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Department/Position	Cancel Lunch	Activities	CMS Job Code	Notes
SUN Mar 5			0.00 hrs	0.00 hrs							
MON Mar 6	From am	To am	8.00	8.00	MON Mar 6	PTO	711 Administ				
TUE Mar 7	From am	To am	8.00	8.00	TUE Mar 7	PTO	711 Administ				
WED Mar 8	From am	To am	8.00	8.00	WED Mar 8	PTO	711 Administ				
THU Mar 9	From am	To am	8.00	8.00	THU Mar 9	PTO	711 Administ				
FRI Mar 10	From am	To am	8.00	8.00	FRI Mar 10	PTO	711 Administ				
SAT Mar 11			0.00 hrs	0.00 hrs							
SUN Mar 12			0.00 hrs	0.00 hrs							
MON Mar 13			0.00 hrs	0.00 hrs							
TUE Mar 14			0.00 hrs	0.00 hrs							
WED Mar 15			0.00 hrs	0.00 hrs							
THU Mar 16			0.00 hrs	0.00 hrs							

Mon Mar 6, ? - ?

### Time Entry Notes

Add Note \*

Clear

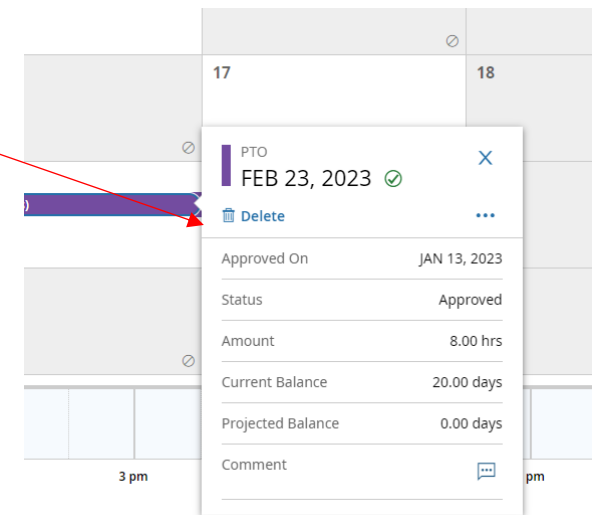
Emily Page Elbourn 01/12/2023 01:50 pm

Disney Trip

Once approved the days will automatically be uploaded to the time sheet along with the comment the employee puts in when requesting the PTO.

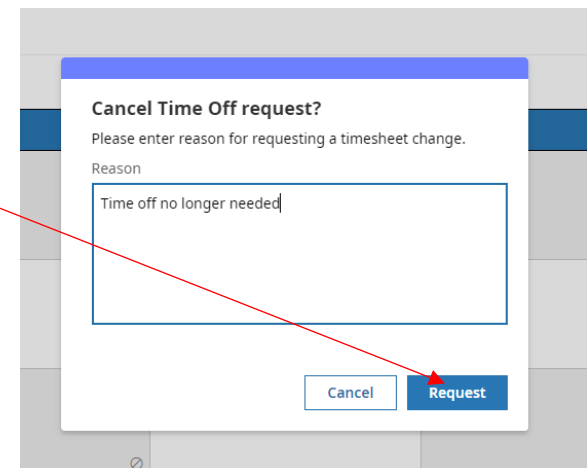
## Deleting an approved PTO request

To Delete a request you would go to My time, Time off, Request, select the date you want to delete, then delete.



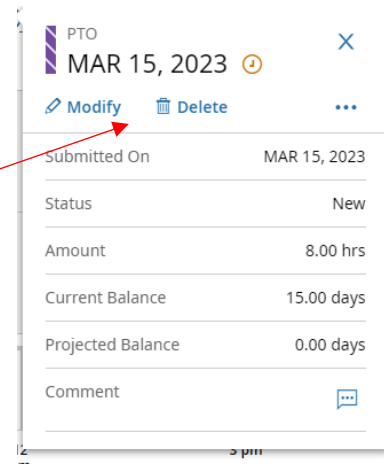
This box will pop up. Enter your reason for deleting/canceling PTO. Then select Request.

This Request will go to the manger for approval. If the manager approves it will then go to the timekeeper to let them know the request has been canceled.



## Deleting a pending PTO request

To Delete a request that is still pending you would go to My time, Time off, Request, select the pending date you want to delete, then delete. Pending dates are Purple stripes. Select Delete



This box will pop up, select Delete. Manager will be notified when PTO has been deleted.

