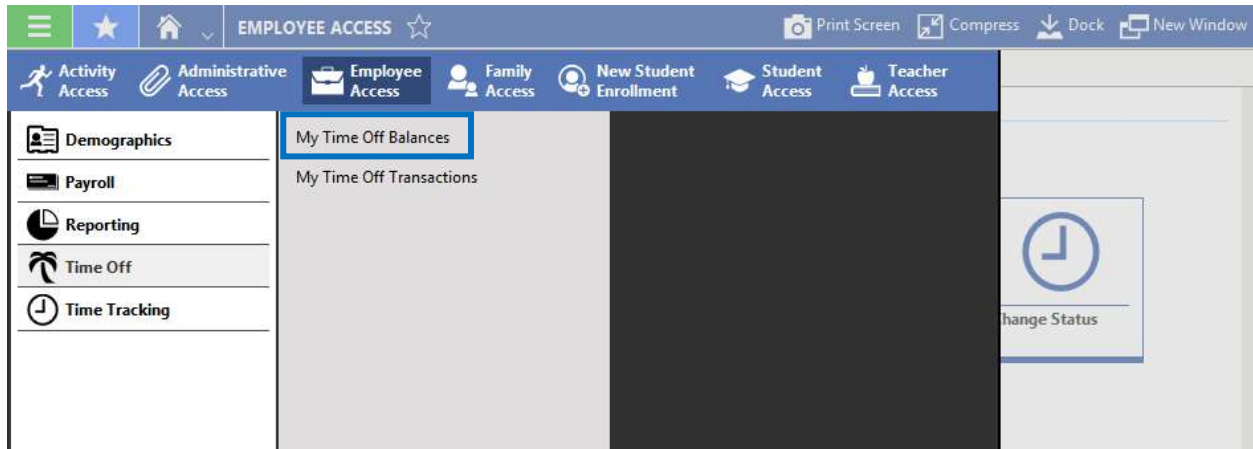# Qmlativ – Time Off Request Entry

Select ☰ -> Employee Access -> Time Off -> **My Time Off Balances.**

In the My Time Off Balances screen, you will see each of your **Time Off Type(s)**, **Current Year Ending Balance**, **Next Allocation**, **Ending Balances**, and if you have an **Hours Per Day Override**.

To **Add** a Time Off Transaction, click on a **Time Off Type** and then select **Add Time Off Transaction**.

Add a Time Off Transaction
Enter Time Off Transaction Details

💾 Save & Add Another   💾 Save   🚫 Cancel

9. Select **Save & Add Another**, if you have more Time Off Transactions to enter
10. Select **Save**, if this is the only Time Off Transaction you need to enter. Selecting Save will also submit your Time Off Transaction for Approval.
11. Select **Cancel**, if you no longer need to enter this Time Off Transaction

*Employee	Ball	Ball, Caitlin
Assignment	Teacher - Business - Orbit 1 Elementar ˅	Ball, Caitlin - Teacher - Business - Orbit 1 Ele
Assignment Hours Per Day	6:00	
*Employee Time Off Type	Sick ˅	Sick
*Time Off Reason	Sick ˅	Sick ˅
Transaction Type Code	U - Used ▼	
	⦿ Single Day ◯ Date Range	
*Start Date	01/10/2017 Tuesday 📅	
*Amount	6:00	
Description		
Start Time	🕐	
End Time	🕐	

1. Select an **Employee Time Off Type** (NOTE: will be defaulted in already)
2. Select a **Time Off Reason**
3. **Transaction Type Code** (NOTE: **Used** will be the only option)
4. Choose **Single Day** or **Date Range**
5. Enter a **Start Date**
6. Enter an **Amount** (NOTE: the Amount will default from the Assignment Hours Per Day)
7. **Description** (optional)
8. **Start Time/End Time** (optional, used for taking off a portion of the day)