

Requesting Time Off Using TLM: Clocking In and Out Online

Go to **My Account > My Time Off > Request**.

Your accrual balances are displayed in the **Balances** section.

Choose the type of time off you are requesting by clicking on the  icon to the right of **Time Off**.


Time Off 

- Click on the type of time off plan you would like to use.
- If you are requesting one full day off, put that date in the box under **Full Day**.
- If you are requesting partial day(s) off, use the box for **Partial Day**. Hourly employees use the **Start/Stop** box and exempt employees use the **Bulk** box.
- If you are requesting multiple days, put the start and end dates of your time off in the boxes under **Multiple Days**.
- You can provide further explanation about your time off requests in the **Comments** section.

Once complete, click on the **SUBMIT REQUEST** icon at the upper right of the page.

Your request will show up under the **Recent Requests** bar towards the bottom of the page until it is either approved or rejected by your supervisor.

If the days or hours for the request are modified by your supervisor, the modification will appear under **Recent Requests**.

Click on the **VIEW HISTORY** icon at the upper right of the page to see your request history and whether a request has been approved/rejected. If your approver made comments, they can be viewed by clicking on the  icon next to the request.