

Requesting Paid Time Off (PTO) in Paycor

Table of Contents

- [Overview](#)
- [Request Time Off](#)
- [Paid Time Off Rules](#)
- [Changing / Editing a Time Off Request](#)
- [Deleting a Time Off Request](#)

OVERVIEW

You can request time off with one of these options:

- **Partial Day Off:** A day that you need to come in late, take time off in the middle of the day, or leave early.
- **Day Off:** A single day that you need, such as for personal business.
- **Consecutive Days Off:** Several days off in a row, such as for vacation.

REQUEST TIME OFF

1. In **Paycor**, sign in with your username and password.
2. On the Paycor homepage, scroll down to the **Time Off Summary** section, and click **Request Time Off**.

The screenshot shows the Paycor homepage dashboard. At the top, there is a calendar view for the week of June 13th to 19th. Below the calendar, there are sections for 'My Tasks' (1), 'My Notifications' (0), and 'My Documents' (4). On the right side, there is a 'Time Off Summary' section with a 'Request Time Off' button highlighted in a red box. Other sections include 'It's Payday!' and 'Report a Missed Punch'.

The detailed view of the 'Time Off Summary' section shows a 'Request Time Off' button at the top. Below it, there are two categories: 'Paid Time Off' with an available balance of 44 HRS, and 'Vacation' with an available balance of 89.5 HRS. Each category has a 'View Details' link.

3. The **Time Off Request** window opens. In the upper-right of the window, your **Available Balance**, **New Balance Preview** and **Future Balance** are displayed.

- The **Available Balance** shows the number of hours you have available. Upcoming approved time off requests have already been deducted from this number.
- The **New Balance Preview** shows the number of hours you will have available, once your current request is approved.
- The **Future Balance** shows how much time off you will have available on the date you selected as the **Start Date** of your time off request.

4. In the **Time Off Type** menu, select the type of time off you want to request. (**YOU CAN CHOOSE PTO OR VACATION IF YOU HAVE A REMAINING LEGACY VACATION BALANCE**)

5. Select a **Start** and **End** date for your time off.

6. In the **Requested Days & Hours** table:

- For each day off requested, set the **Request Type** to **Full Day** or **Partial Day**.
- If you select **Partial Day**, fill out the **Partial Day Request Details** field with the time range you wish to request off.
- The **Requested Hours** field for each day automatically populates with the number of hours requested.

Example of Full Day Request

[Back to Time Off Requests](#) Time Off

*Time Off Type: Text

[View Time Off Rules](#)

Start: MM/DD/YYYY End: MM/DD/YYYY

Available Balance: 65 hrs (includes upcoming approved requests)
New Balance Preview: 49 hrs (balance after this request is approved)
Future Balance: 40 hrs (forecasted as of date requested off)

<input type="checkbox"/> Text	Schedule	Request Type	Partial Day Request Details	Hours Absent
<input type="checkbox"/> Thu, 12/28/2023		Full Day		8
<input type="checkbox"/> Fri, 12/29/2023		Full Day		8

Total Requested Hours: 16

*Notes for Employee: Please add any comments (0/300)

Example of Partial Day Request

For a Partial Day Request change the “**Request Type**” to Partial. You can then enter the exact hours under “**Partial Day Request Details**” (hours / minutes) or you can enter full hours under the “**Requested Hours**”.

[← Back to Time Off Activity](#) Time Off Request

Time Off Type: Paid Time Off

Start: 02/02/2024 End: 02/02/2024

Available Balance <small>including upcoming approved requests</small> 44 hrs	New Balance Preview <small>after this request is approved</small> 44 hrs	Future Balance <small>forecasted as of date requested off</small> 44 hrs
--	--	--

Requested Days & Hours

Day of Week	Schedule	Request Type	Partial Day Request Details	Requested Hours
<input checked="" type="checkbox"/> Fri, 02/02/2024	..	Partial Day	From <input type="text" value="HH:MM"/> to <input type="text" value="HH:MM"/>	01:00 hours
				Total Requested Hours: 0

Notes for Supervisor:

0/300

7. Add notes in the **Notes for Supervisor** field, if desired

8. Click **Submit**.

9. A confirmation screen appears.

- An email is sent to your supervisor and notification of your request appears in a window and in the **Time Off Requests** list under **Time Off Activity**
- Your supervisor can approve or deny your request, and generally you receive an email response.
- You can also check the Paycor home page **Time Off Summary** section to check the status of your request.

Time Off Activity

Time Off Requests
Upcoming and Past 30 Days

Dates Requested	Hours Requested	Type	Status	Details
02/02/2024	8 hours	Paid Time Off	Pending	Pending <input type="button" value="⚙"/>

PAID TIME OFF RULES

You can review the College **Time Off Rules** by clicking the link “**View Time Off Rules**” under the Time Off Type when making a Time Off Request.

[← Back to Time Off Activity](#)

Time Off Type

Paid Time Off

[View Time Off Rules](#)

Time Off Rules

×

- Balance can't go below negative 80 hours.
- Requested Hours must be in 1 hour increments.
- Requested Hours must be between 1 and 8 hours per day.
- Sundays, and Saturdays can't be requested off.

Ok

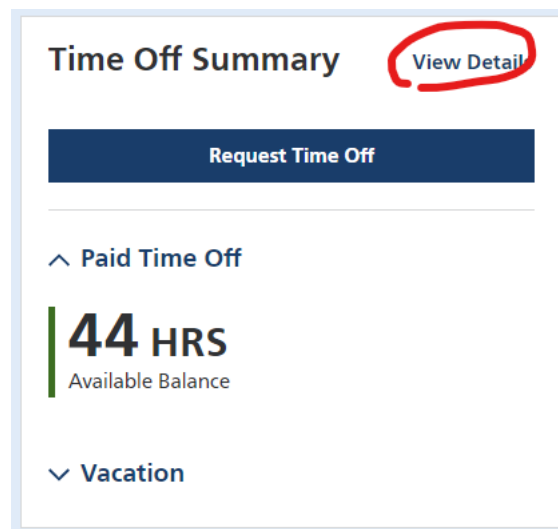
CHANGING/EDITING A TIME OFF REQUEST

CHANGING A PTO REQUEST

- Employees are able to edit requests that are still pending, including removing the request or editing the Accrual Balance used for the request, Number of Hours, or Date. You will receive a notification when a request has been updated.
- Once a PTO request has been approved, the employee has the ability to cancel the request. You will receive a notification when a cancellation has been sent.
- Managers cannot edit pending PTO requests, only employees can edit their own pending PTO requests.
- Managers can edit approved time off from the timesheet.

Follow these steps to EDIT a Time Off request:

1. From the home screen, scroll down to the **Time Off Summary** module. Click **View Details**. Alternatively, you can click on your profile picture in the upper-right corner. Select **Summary**. In the summary window, from the menu on the left, select **Time > Time Off Requests**.



2. To edit a pending request, in the action's column, click the **Settings icon (far right hand side)**, click and select **Edit**. You can also click on a time off request. The **Time Off Request** window opens. Click **Edit**. The **Edit Request** window opens.

Time Off Activity

Time Off Requests
Upcoming and Past 30 Days

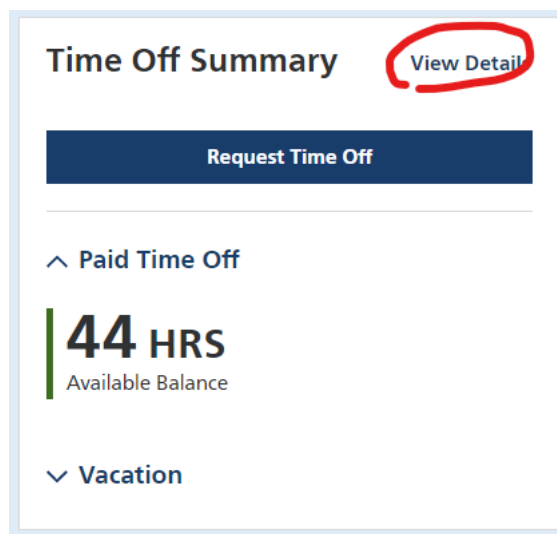
Request Time Off

Dates Requested	Hours Requested	Type	Status	Details
02/02/2024	8 hours	Paid Time Off	Pending	Pending 

3. Make edits and click **Submit**. Your supervisor is notified about the edits to the request.

DELETING A TIME OFF REQUEST

1. From the home screen, scroll down to the **Time Off Summary** module. Click **View Details**. Alternatively, you can click on your profile picture in the upper-right corner. Select **Summary**. In the summary window, from the menu on the left, select **Time > Time Off Requests**.



2. To **delete** a request, in the actions column, click the **Settings icon (far right hand side)**, **click** and select **Delete**. The **Delete your request?** window appears.

Time Off Activity

Time Off Requests
Upcoming and Past 30 Days

Request Time Off

Dates Requested	Hours Requested	Type	Status	Details
02/02/2024	8 hours	Paid Time Off	Pending	Pending 

3. Click **Yes, delete request**. Your supervisor is notified that you deleted the request.

Delete your request?



This request will be permanently deleted. Do you wish to continue?

No thanks

Yes, delete request