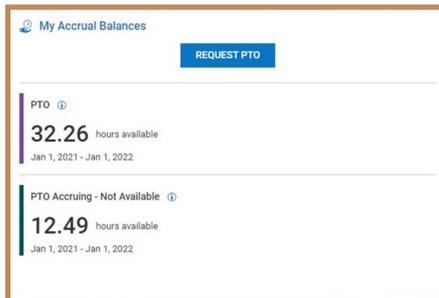


IPS Spotlight: Time Off Requests

All unpaid and paid time off requests must be submitted through the HCMToGo/IPS app, and putting time off requests into the HCMToGo/IPS app is the most effective way to ensure your time off requests are submitted to your management team with the proper paper trail. As a quick reminder, all time off requests should be submitted a minimum of **30 days in advance**. Retroactive time off requests or special circumstance time off requests are not supported by the HCMToGo/IPS portal and will need to be discussed directly with your supervisor.

You can review your current PTO balance at any time in the “My Accrual Balances” widget on your HCMToGo/IPS homepage. The widget displays two balance totals: “PTO” and “PTO Accruing - Not Available”. The “PTO” category shows how many PTO hours you have available for use right now. The “PTO Accruing - Not Available” category shows how many hours you have accrued so far this year. They will update based on the hours you work and will become available for you to use on your next work anniversary.

Your PTO hours are not affected by unpaid time off requests.

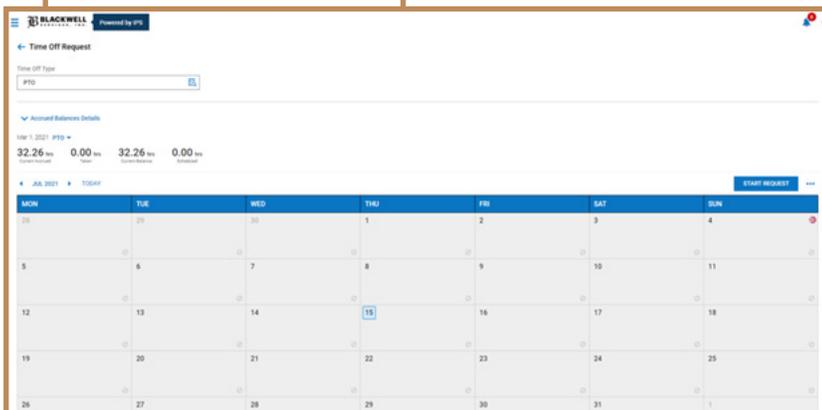
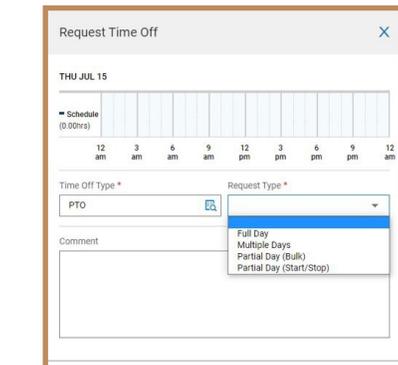


Submitting Time Off Requests

1. Begin a time off request by clicking “Request PTO” at the top of the “My Accrual Balances” widget (pictured to the left)
2. The time off request type will default to “PTO”, listed in the top left corner. If you want to take unpaid time off, click on the magnifying glass and change the type to unpaid time off.
3. Click on “Start Request” in the top right corner above the calendar
4. Select the “Request Type”:
 - a. “Full Day” - to request off one 8 hour shift
 - b. “Multiple Days” - to request consecutive days off
 - c. Partial Day (Start/Stop) - to request off in the middle of a shift
5. Add comments pertaining to the request, i.e. “Family Reunion in Texas!”
6. Click “Submit Request”

If your supervisor has not yet published the work schedule for the week of the time you’ve requested off, you will receive an alert saying that the “Requested day is a scheduled day off”. Click on submit anyway and your request will be submitted as usual.

Once you submit your request, your time off request will show on your personal schedule with a purple dashed ribbon, indicating that a request has been submitted but has not yet been approved.



Once your manager approves your request, you will receive a notification by text, email, and in-app HCMToGo/IPS alert. The request on your personal schedule will be updated to a solid purple ribbon to indicate that the request has been approved and added to the schedule.

For additional time off request resources, please view additional training information on our website:

[PTO Training Presentation](#)

If you have any questions, please contact your direct supervisor or the Human Resources Office.