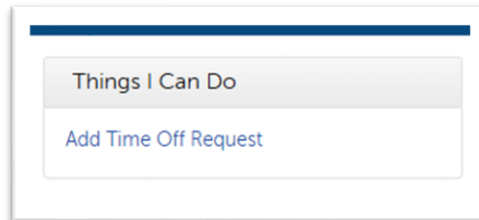


Requesting Time Off in UKG

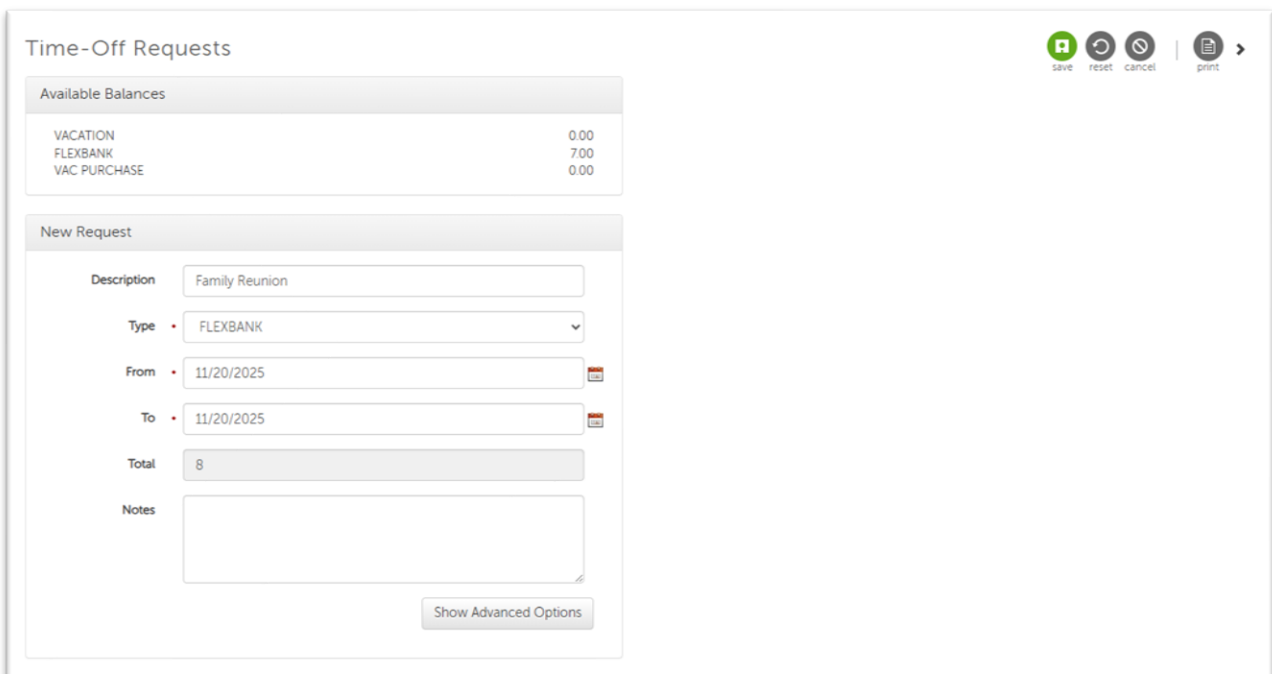
How to Request Time Off on a Desktop:

Navigation: UKG > Myself > Time > Time Management

1. On the right-hand side under Things I Can Do, click on “Add Time Off Request”:



2. Enter in the description type (Vacation versus FlexBank/etc.) and enter in the from and to dates. (You can also add notes to the approving supervisor if necessary.)

A screenshot of the "Time-Off Requests" form. The form is titled "Time-Off Requests" and has a header with icons for "save", "reset", "cancel", and "print". Below the header is a section for "Available Balances" with a table:

| Available Balances | |
|--------------------|------|
| VACATION | 0.00 |
| FLEXBANK | 7.00 |
| VAC PURCHASE | 0.00 |

Below this is a "New Request" section with the following fields:

- Description: Family Reunion
- Type: FLEXBANK (dropdown menu)
- From: 11/20/2025 (calendar icon)
- To: 11/20/2025 (calendar icon)
- Total: 8
- Notes: (empty text area)

At the bottom of the form is a button labeled "Show Advanced Options".

3. For advanced requests (multiple pay codes, partial days, non-consecutive days), select the “Show Advanced Options” and edit the details accordingly:

The screenshot shows the 'Time-Off Requests' interface. At the top right, there are icons for 'save', 'reset', 'cancel', and 'print'. The 'Available Balances' section lists: VACATION (0.00), FLEXBANK (7.00), and VAC PURCHASE (0.00). The 'New Request' section includes: Description (Family Reunion), Type (FLEXBANK), From (11/20/2025), To (11/20/2025), Total (8), and a Notes field. The 'Advanced Options' table is as follows:

| | Date | Day | Type | Hours | Start | End | Available Hours | Remaining Hours |
|---|------------|-----|----------|-------|-------|-----|-----------------|-----------------|
| x | 11/20/2025 | THU | FLEXBANK | 8.00 | | | 7 | -1.00 |

4. Once the time has been entered accordingly, select Save at the top right corner:

This screenshot is identical to the previous one, but the 'save' button in the top right corner is highlighted with a yellow box, indicating the next step in the process.

5. After saving, the request is sent to your supervisor and you will be brought to the Time-Off Requests page where you can see all submitted requests. The status of the request remains in Pending status until it is approved or denied by your supervisor. After your supervisor approves or denies your request, you will receive a message to your Outlook email and when you access Time Management in UKG.



How to Modify Requested Time Off on a Desktop:

You can modify and cancel requests for time off, as well as send a reminder to respond to a request in Time Management using the Requests page.

Navigation: UKG > Myself > Time > Time Management > Scheduler > Requests

1. Select the entry to you wish to modify
2. From the action bar, select the action: **Edit, Remind, or Cancel.**
 - If you select Edit, an Edit Request form appears with the original information
 - If you select Remind, a Reminder Message pop-up window appears. Enter a message to your supervisor and select Remind
 - If you select Cancel, a Cancel Message pop-up window appears

Note: Select the **View Calendar** from **Things I Can Do** to view an annual comprehensive view of historical and current time off requests status. Select a month to see a monthly view of requests. You can also view/hide requests based on status by selecting/deselecting from the key on the left.

How to Request Time Off via the UKG Mobile App:

*If needed, download the mobile app from the Apple or Google Play app stores. Enter **CURBELL** for the company access code.

Once the app is downloaded, enter the username and password you use to log in to this site.




Welcome, come on in!

Workspace

CURBELL

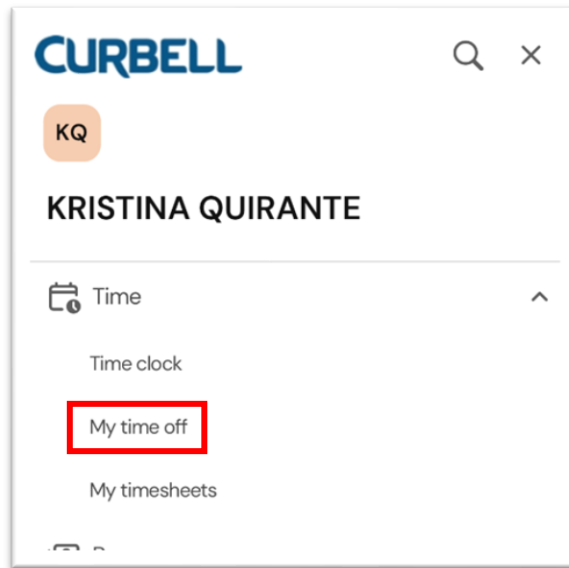


 Sign in with Face ID

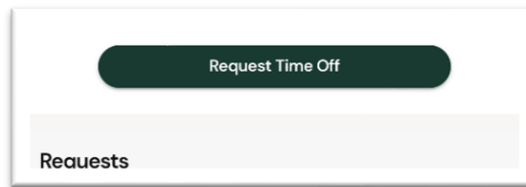
Sign in with Password

Support

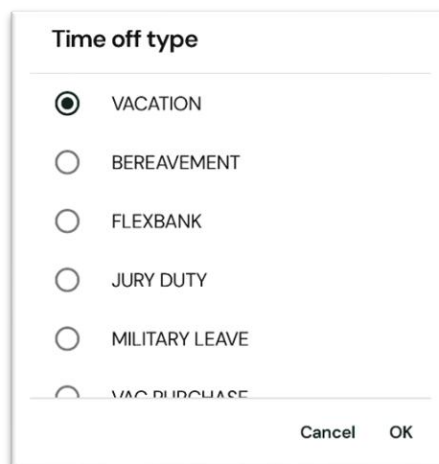
Navigation: Menu > Time > My Time Off:



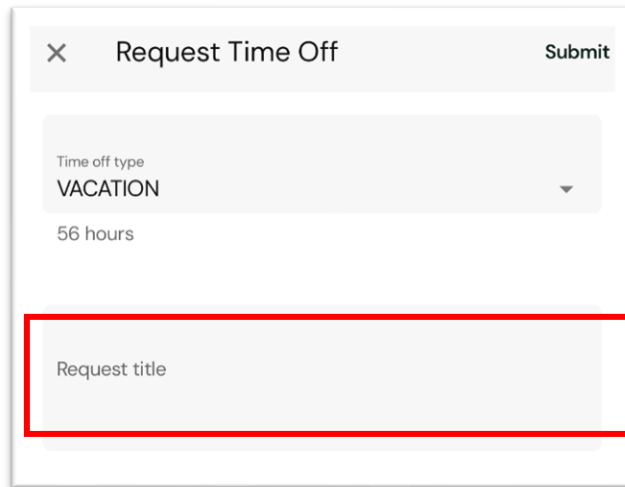
1. Click on the “Request Time Off” button:



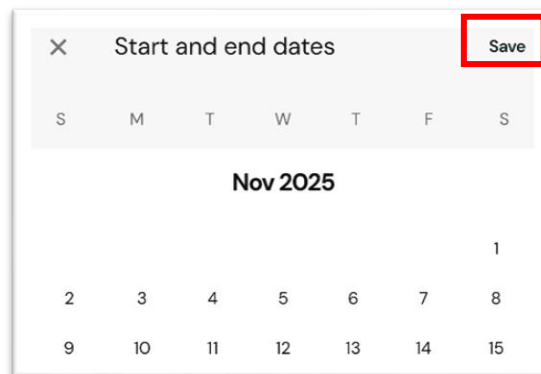
2. Select Time Off Type (Vacation versus Flex Bank/etc.):



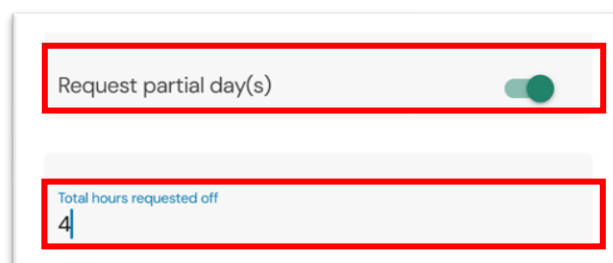
3. Optional - Enter in a description for Request Title (Ex. Family Reunion):



4. Add in the Start Date and End Date, then click Save in the upper right corner:



5. A summary of the total hours requested should then appear at the bottom. If you need to request anything less than 8 hours, click on the “Request partial day(s)” slider which will allow you to adjust the number of hours on the next line.



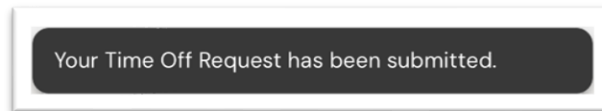
6. Add in necessary comments for your supervisor if needed:

A rectangular text input field with a light gray background and a thin gray border. The word "Comments" is centered in a light gray font. A red rectangular border is drawn around the field.

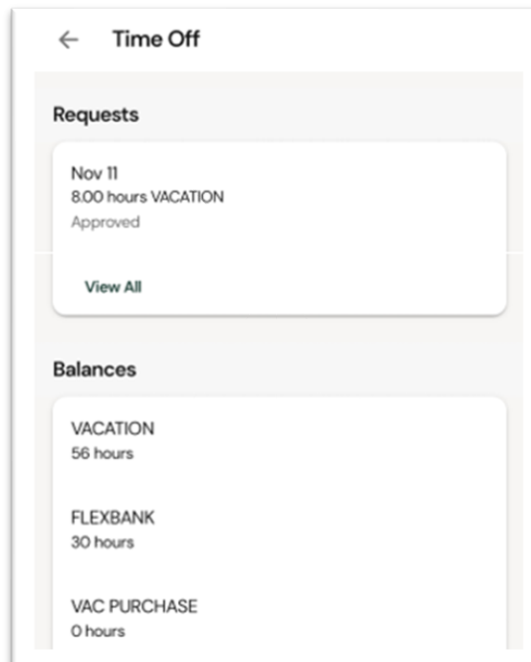
7. Select "Submit" in the top right-hand corner once finalized:

A horizontal button with a light gray background and a thin gray border. On the left, there is a close icon (an 'X') and the text "Request Time Off". On the right, there is a "Submit" button with a red rectangular border.

8. You should see this confirmation at the bottom of your screen:

A dark gray rounded rectangular message box with a thin gray border. The text "Your Time Off Request has been submitted." is centered in a white font.

You can view pending or past requests on the Time Off page under "Requests," and see your remaining PTO for each category under "Balances."

A screenshot of a mobile application interface titled "Time Off". It features a back arrow and the title "Time Off". Below the title, there are two sections: "Requests" and "Balances".
Requests
Nov 11
8.00 hours VACATION
Approved
View All
Balances
VACATION
56 hours
FLEXBANK
30 hours
VAC PURCHASE
0 hours