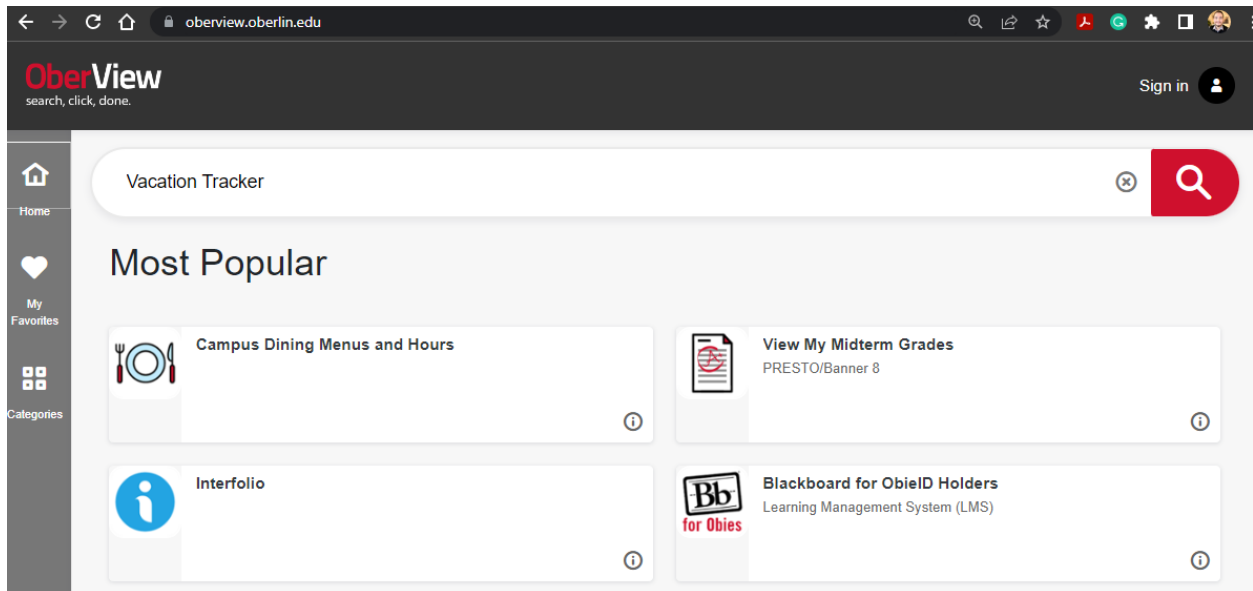


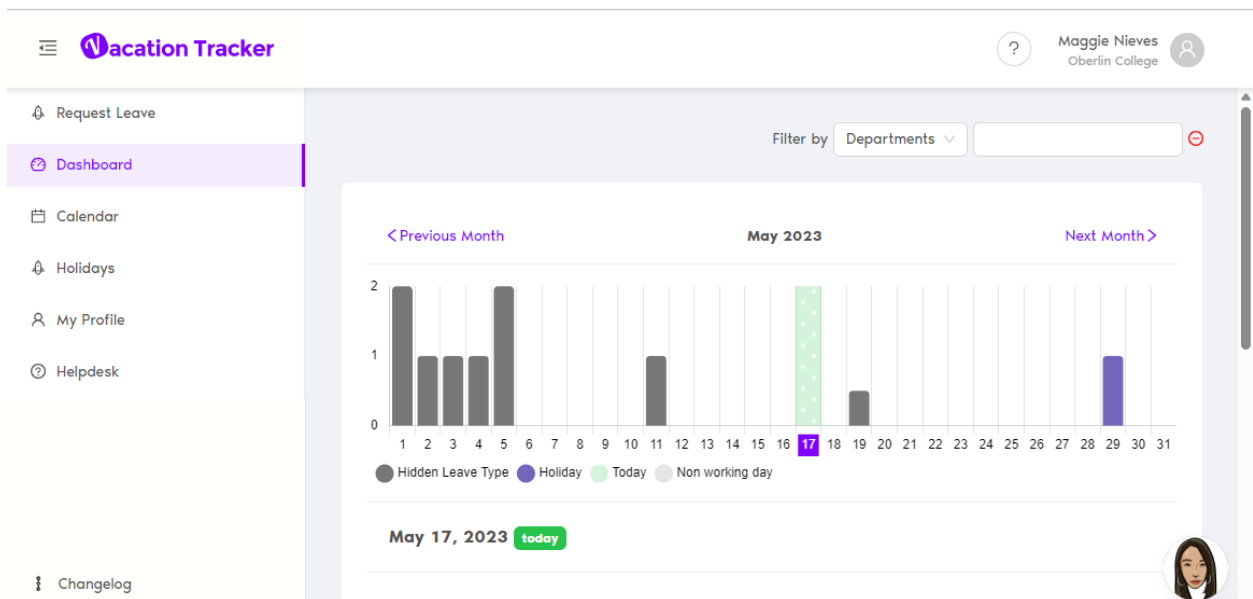


How to Request Paid Time Off (PTO)

Access the Vacation Tracker tool via OberView



When You access Vacation Tracker, you will be taken to the Dashboard





From the left menu option, Select “Request Leave”

The screenshot shows the 'Vacation Tracker' application interface. On the left is a navigation menu with options: Request Leave (highlighted), Dashboard, Calendar, Holidays, My Profile, Helpdesk, and Changelog. The main content area is titled 'REQUEST LEAVE' and includes a breadcrumb 'Home / Request Leave'. The form contains the following fields: a dropdown menu for 'Request' (currently empty), a date range selector for 'Start and End Date' (with 'Start date' and 'End date' labels and a calendar icon), and a text area for 'Reason'. At the bottom of the form are two buttons: 'Cancel' and 'Request Leave'. In the top right corner, there is a user profile for 'Maggie Nieves, Oberlin College' and a help icon. A small profile picture of a woman is visible in the bottom right corner of the form area.

On the Request Leave section, select “Paid Time Off (Hourly)”

This screenshot shows the 'REQUEST LEAVE' form with the 'Request' dropdown menu open. The dropdown menu lists 'Paid Time Off' and 'Paid Time Off (Hourly)', with the latter option highlighted in yellow. The other fields in the form, including the 'Start and End Date' selector and the 'Reason' text area, remain the same as in the previous screenshot. The 'Cancel' and 'Request Leave' buttons are also visible at the bottom.

Paid Time Off: Allows you to request a full day, or multiple days off consecutively. The system assumes 1 day = 8 hours. This cannot be changed, if your schedule is different from an 8-hour shift for a workday, please use the *Paid Time Off (Hourly)* request option.

Paid Time Off (Hourly): Allows you to enter PTO request in hourly increments. Time section of your request will show military time 00-23, per policy PTO must be used in hour increments.

**We recommend all request for PTO to be requested in hourly increments*



Enter all the relevant information for your leave, and finalize by clicking “Request Leave”

REQUEST LEAVE Home / Request Leave

* Request:

* Date:

* Time:
(GMT-05:00) Eastern Time

Reason:

Once you submit, you will be taken back to your Dashboard and receive immediate notification of your request:

Vacation Tracker

 Maggie Nieves
Oberlin College

- [Request Leave](#)
- [Dashboard](#)
- [Calendar](#)
- [Holidays](#)
- [My Profile](#)
- [Helpdesk](#)

< Previous Month
May 2023

May 17, 2023 today

Leave requested ✕

Leave Type: **Paid Time Off**

Date: **May 18th 2023 - from 8:00 to 16:00**



Requested for current year: **1 day(s)**






Remaining for current year: **49 day(s) 5 hour(s)**

Approver: **Jose Garcia**



Once approved by your supervisor, you will receive the following email confirmation:

Your Leave Request For Friday, May 19, 2023 from 8:00 - 12:00 Has Been Approved External Inbox x  


 **Vacation Tracker** <no-reply@vacationtrackerbot.com> to me  9:23 AM (12 minutes ago)   

Vacation Tracker

Your leave request has been approved by Jose Garcia.

Leave Type: Paid Time Off
Dates Requested: Friday, May 19, 2023 from 8:00 - 12:00
Number of Leave Days: 4 hour(s)
Requester's Reason: Had to come in this afternoon

Remaining Leave Balance: 49 day(s) 5 hour(s)


Approver: Jose Garcia
Status: Approved 

[Add to Google Calendar](#)

[My Profile](#) [Open Dashboard](#) [View Calendar](#)


Vacation Tracker needs to be able to notify you once a request has been approved or denied. So this is a system generated email that you cannot unsubscribe from.

Your Approved Leaves will also be available via your Dashboard:

 ? Maggie Nieves Oberlin College


Request Leave | **Dashboard** | Calendar | Holidays | My Profile | Helpdesk

< Previous Month **May 2023** Next Month >





● Hidden Leave Type ● Holiday ● Today ● Non working day

May 17, 2023 Today



No scheduled leaves or holidays

Scheduled Leaves (2)

	Maggie Nieves Is taking a leave on May 18th 2023 from 8:00h to 16:00h. That's 1 day(s) out of the office.	Approved By: Jose Garcia
	Maggie Nieves Is taking a leave on May 19th 2023 from 8:00h to 12:00h. That's 4 hour(s) out of the office.	Approved By: Jose Garcia

ChangeLog