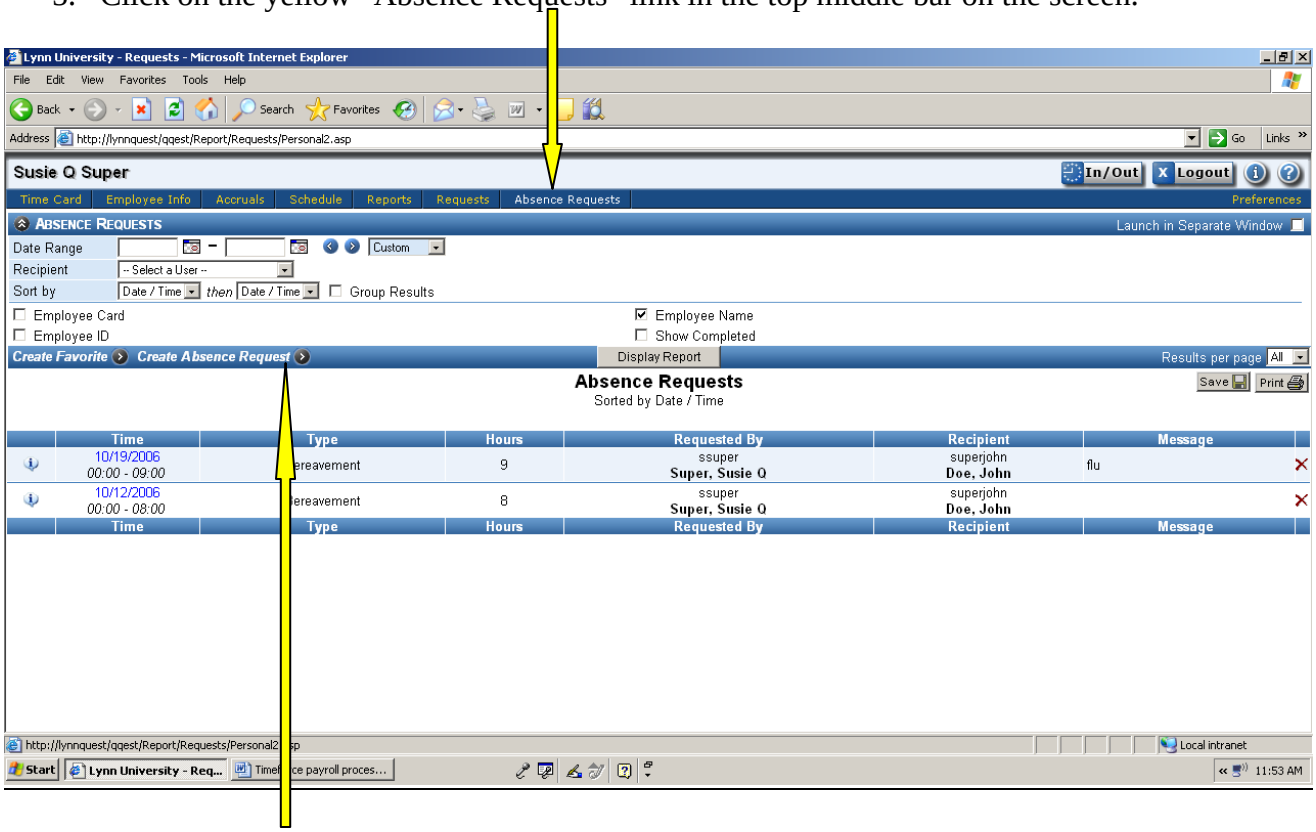
TIMEFORCE INSTRUCTIONS
TIME OFF REQUEST

To request a day off as an employee

1. Double click on the Timeforce icon on your desktop.
2. Enter your username, password and company code. If this is your first time logging in at this workstation, check the Remember me box.
3. Click the Login button.
4. Your timecard for the current pay period will automatically display.
5. Click on the yellow “Absence Requests” link in the top middle bar on the screen.



6. Click on “Create Absence Request” link.
7. If you will be absent for more than 1 day: Enter the date span. If the absence spans the weekend (or any other day that you are normally scheduled to be off including a University holiday), only include the dates that you are scheduled to work but will be absent. Make sure the start date is the first day that you will be absent. The end date should not be the day you return to work, it should be the previous day (or last day you will be absent from work). Enter the hours normally scheduled on a per day basis (i.e. 7), select the absence type, enter comments if desired.
8. If you will be absent for 1 day: Enter the date in the first available field. Enter the hours normally scheduled on a per day basis (i.e. 7), select the absence type, enter comments if desired.

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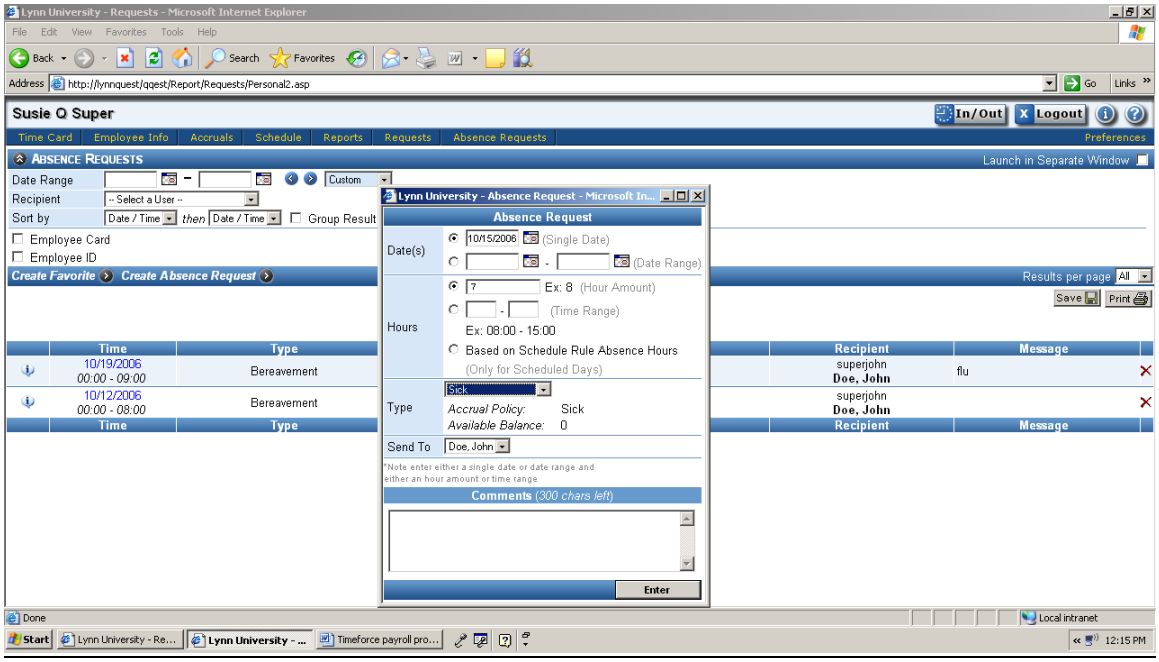
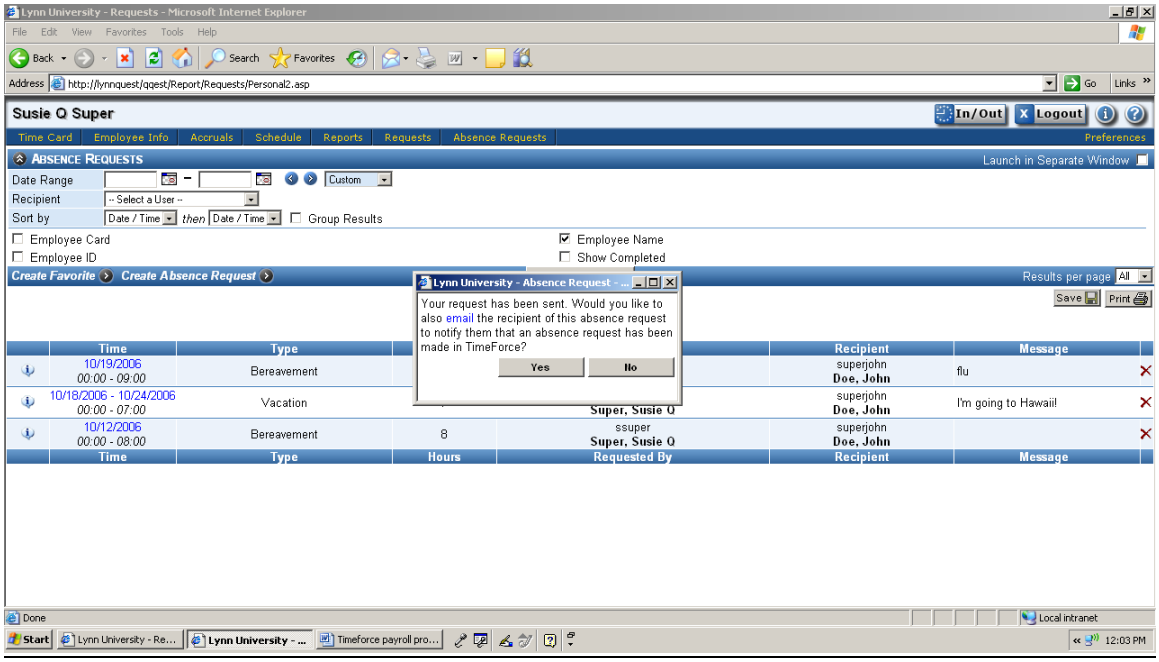
9. If you will be absent for a partial day (non-exempt employees only): Enter the date in the first available field. Enter the hours normally scheduled on a per day basis (i.e. 4), select the absence type, enter comments if desired.



10. Click the Submit button. A window will appear asking if you want the request to be emailed to your supervisor. Click Yes. Click the X in the top right corner to close the window.



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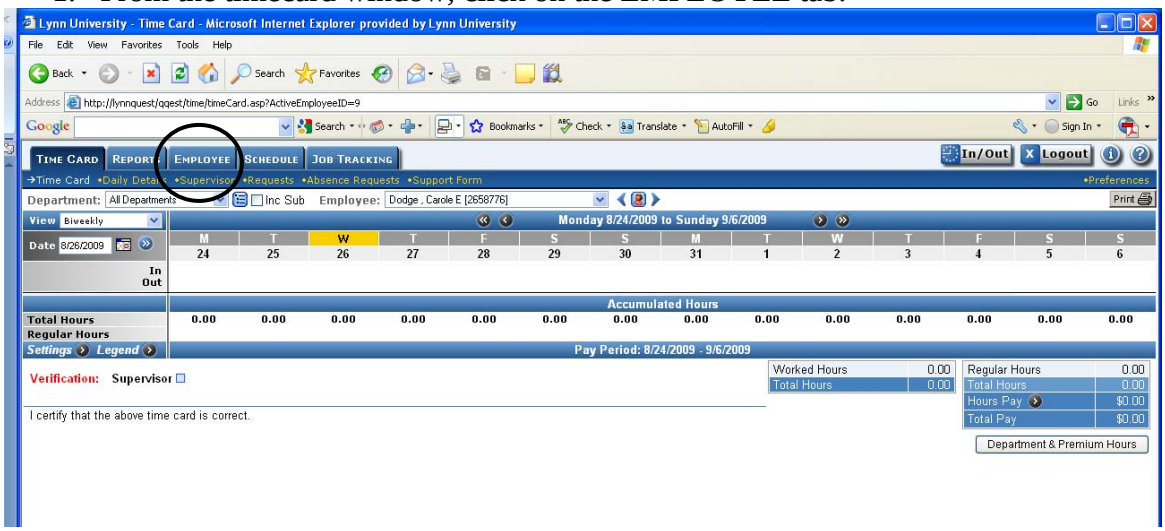
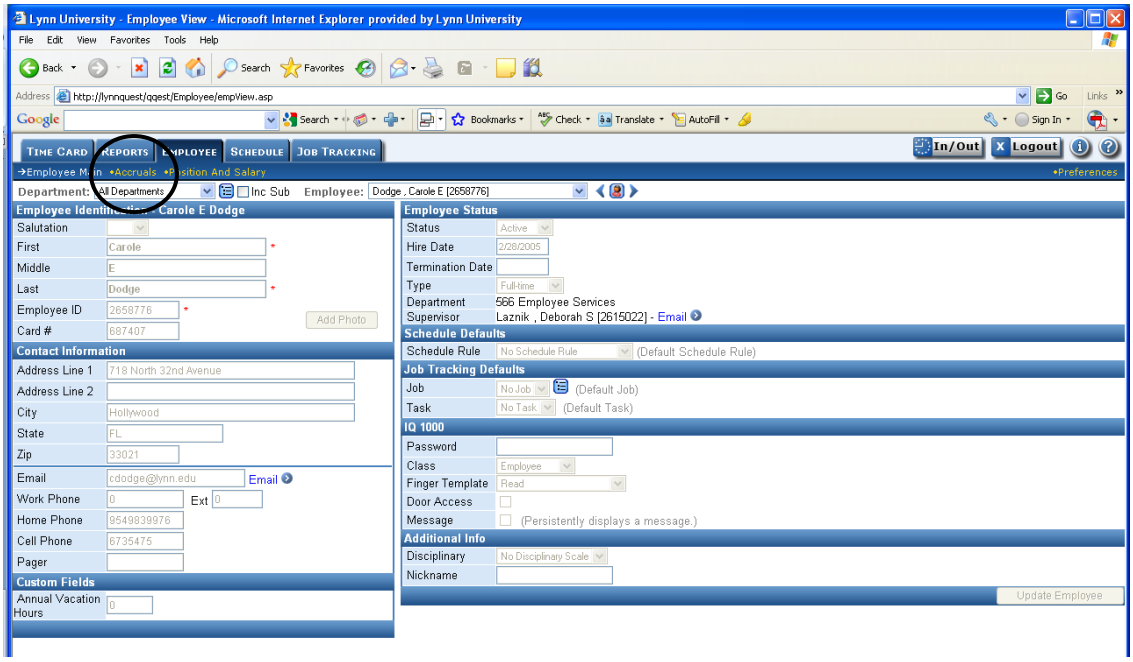
To view the amount of time off accrued and available in timeforce:

1. From the timecard window, click on the EMPLOYEE tab.



2. Click on the Accruals link.



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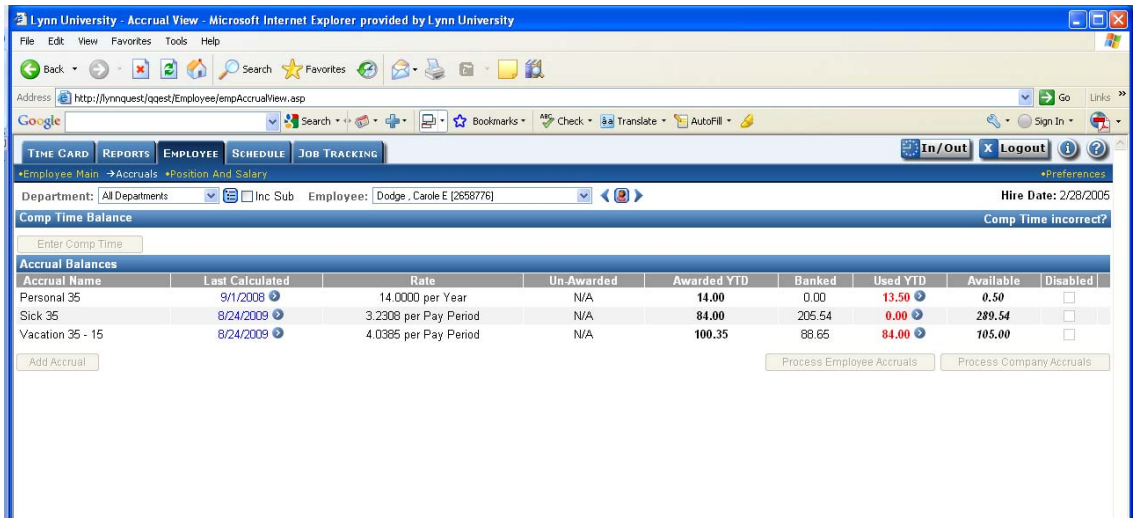
3. The following screen displays the accrual information and available balances.



The Rate column displays the amount of time accrued per pay period (in hours).

The Used YTD column displays the amount of time used in the current accrual year (in hours). The Used YTD is a clickable link that allows the user to display each instance of an absence by date.

The Available column shows the accrued, unused time available for use (in hours).