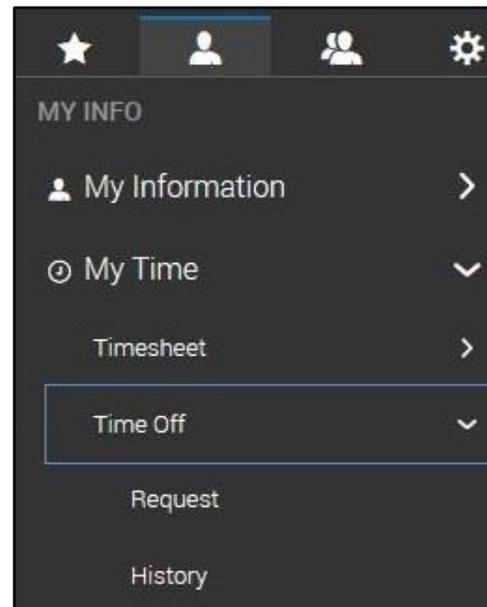# PaycoHCM Tips and Tricks: Requesting Time Off

One of the many benefits of using PaycoHCM is the ability to quickly and easily request time off. It works like this:

1. From the *My Info* navigation menu ![person icon], select:
My Time > Time Off > Request.

2. Choose the type of Time Off that you would like to request from the menu. (Available options vary by company).

3. Click on the **START REQUEST** button.

![paycoHCM logo]

Request Time Off

Time Off * — Vacation

Request Type *

- Full Day
- Multiple Days
- Partial Day (Bulk)
- Partial Day (Start/Stop)

Comment

CANCEL   SUBMIT REQUEST

4. The next step depends on the Request Type that you choose. An example of each type follows:

---

a. To request multiple consecutive days, choose **Multiple Days**. Enter the first date you are requesting in the From field and the last date in the To field. (If there is a break in the workdays, such as a weekend, multiple requests must be submitted.) Enter the number of hours per day (if it is not automatically filled in), and a comment, and click **SUBMIT REQUEST.**

Request Time Off

Time Off * — Vacation

Request Type * — Multiple Days

From * — 03/09/2020

To * — 03/13/2020

Hours Per Day * — 8.00

Comment — Going to Disney World!!!!

CANCEL   SUBMIT REQUEST

---

b. To request a single, full workday, choose **Full Day**. Enter the date you are requesting, the number of hours (if it is not automatically filled in), and a comment and click **SUBMIT REQUEST.**

Request Time Off

Time Off * — Vacation

Request Type * — Full Day

Date * — 03/13/2020

Total — 8.00

Comment — Going to the lake!!

CANCEL   SUBMIT REQUEST

payco**HCM**

Request Time Off   ✕

Time Off *   Request Type *

Vacation   ▼   Partial Day (Start/Stop)   ▼

Date *

03/13/2020   📅

From *   To *

09:00   am   🕐   11:00   am   🕐

Total

2.00   🕐

Comment

Going to the dentist...|

                            CANCEL   SUBMIT REQUEST

c. To request a partial day with a defined start/stop time, choose *Partial Day (Start/Stop)*. Enter the date and the *From* and *To* times. The system will calculate the total hours based on the entries. Enter a comment and click **SUBMIT REQUEST.**

Request Time Off   ✕

Time Off *   Request Type *

Vacation   ▼   Partial Day (Bulk)   ▼

Date *

03/16/2020   📅

Duration *   Total Hours *

Total Hours   ▼   3.25   🕐

Comment

I was late on Monday because...Monday....|

                            CANCEL   SUBMIT REQUEST

d. To request a partial day without specifying the exact time, choose *Partial Day (Bulk)*. Enter the date, the number of hours you need, and a comment and click **SUBMIT REQUEST.**

5. Click **OK** on the success message. Your request is complete and will be forwarded to your manager for approval.

✓   **Done!**
    Request submitted successfully
                            OK