Requesting Time Off Via Desktop

Document 1-3

October 24, 2022

Purpose of Activity

To learn how to request time off through Paylocity via Desktop device.

Background

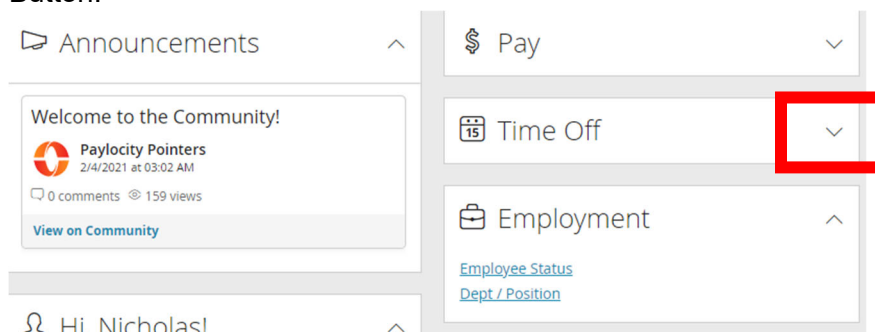This process is necessary in case you need to request time off.

Prerequisites

You must have downloaded the Paylocity app onto your device and logged into your user account.
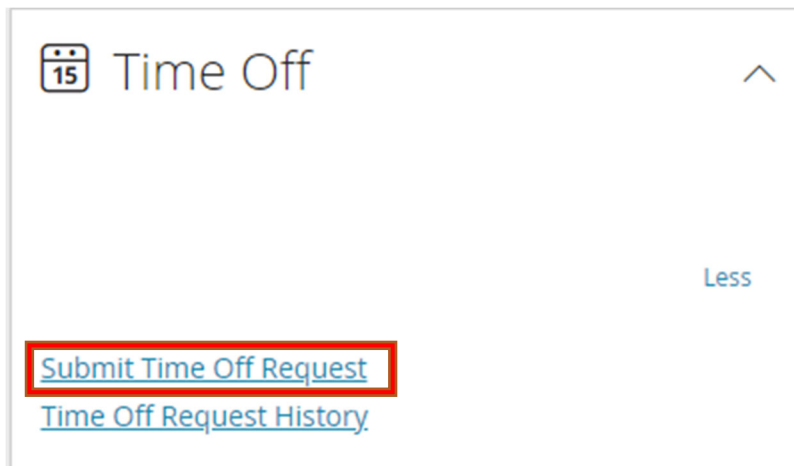
Calendar
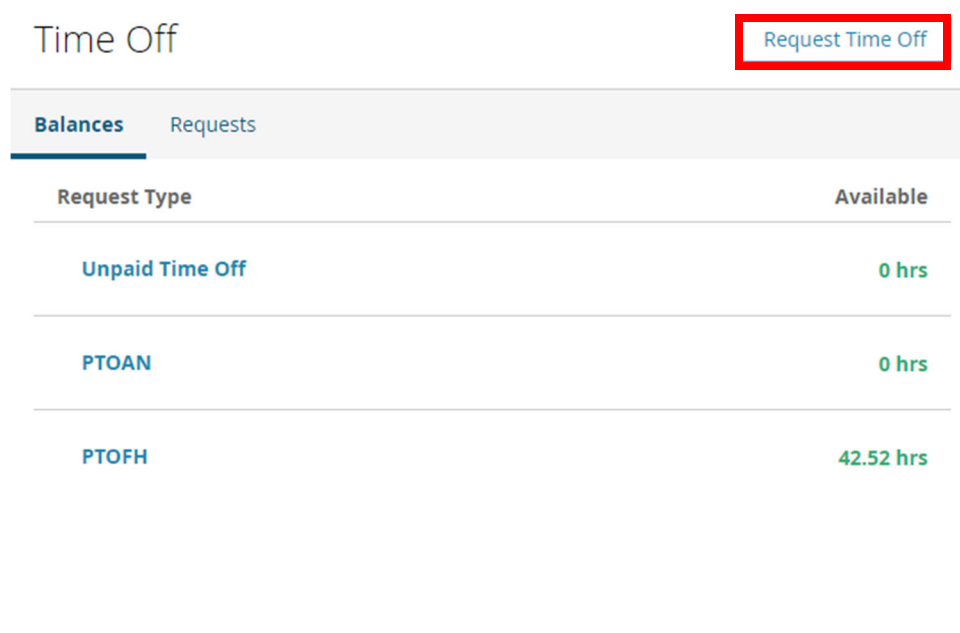
This process should be completed as needed.

Process:

1. From the Self Service Portal Click on the Arrow in Time Off. Then hit the "More" Button.

2. Hit Submit Time off request.

3. Hit Request Time Off in the time off section.

4. Select the type of time off you are taking
   a. Vacation
   b. PTOFH
   c. Anniversary
   d. Unpaid Time Off

5. Fill out the start date and end date.

6. The system will default to taking full days, if that is not the case hit no and then select how many hours per day and what the start time will be.
7. Click Submit.

Request Time Off

Cancel   Submit

Request Type

PTOFH ⌄

Available	Request Total
42.52h	16.00h

Request Dates

10/20/2022 – 10/21/2022   ✕   ⊞

Include Weekends

No   Yes

Request Full Days

No   Yes

8 Hours Per Day, starting at 8:00 AM

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17	18	19	20	21	22

● Your Request

Add Comments

255/255 Characters Remaining