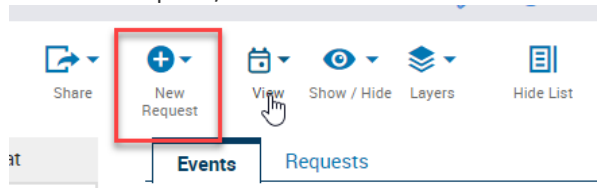# Dimensions / Employee / Time-Off (via web)

This job aide demonstrates how to request time-off, view time-off requests as well as view time-off balances in Dimensions utilizing a computer.
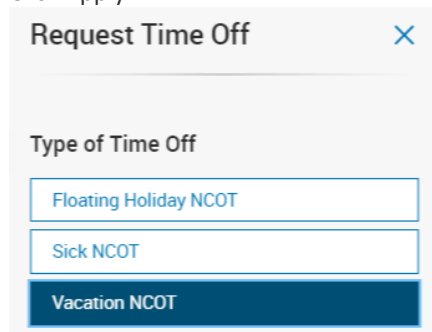
Notes

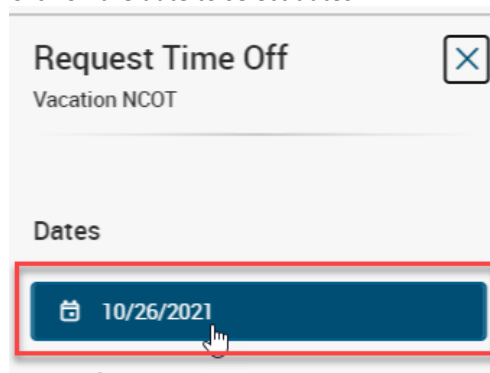- Hourly employees can request time-off via the computer (web) or timeclock.

Request Time-Off

1. From the home screen, click My Schedule tile
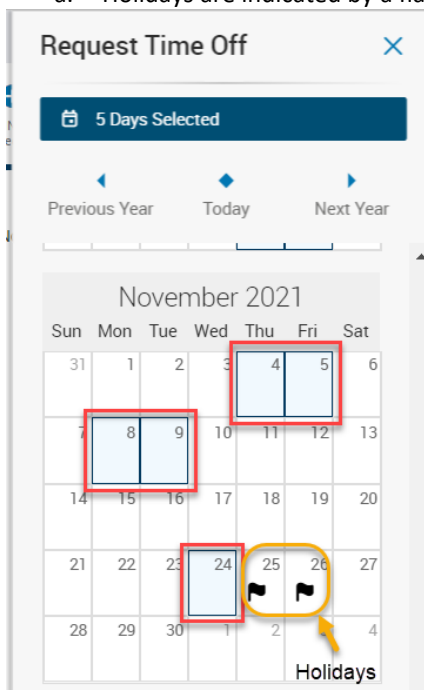2. Click New Request / Time Off

3. Select Time Off Request Type
4. Click Apply

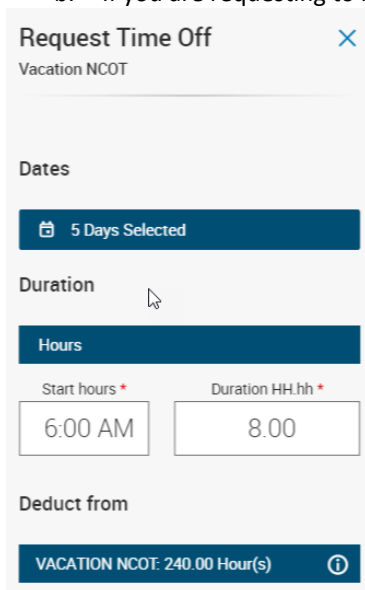5. Click on the date to select dates.

6. Select dates you would like to request time off for.
   a. Holidays are indicated by a flag.

7. Start Hours: Enter scheduled start time.
8. Duration
    a. If you are requesting 8 hours for a total of 3 days, enter 8 in the Length box
    b. If you are requesting to leave early, enter the number of hours you are requesting; example 4

9. Click Apply
10. The request will be routed to your manager for review and approval.

View Time-Off Requests

1. From the Home Screen, click on My Requests
   a. By default Dimensions will show submitted, pending, cancel submitted requests.
   b. Click on the Filter arrow to view approved, refused, etc. requets
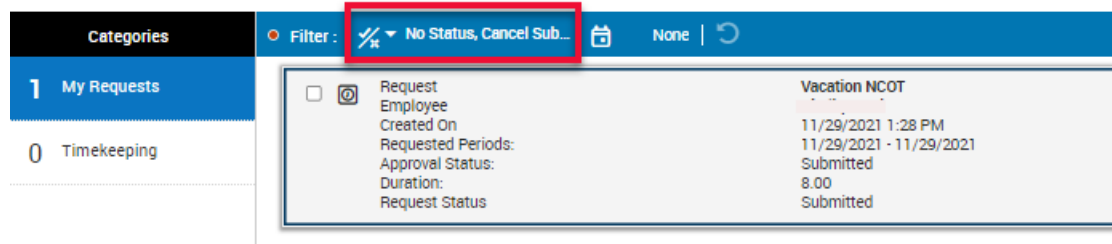
View Time-Off Balances

1. From the Home Screen, click on My Timecard
2. Click on the Accruals tab at the bottom of the timecard
   a. Note
      i. Current Vested Balance: balance as of the date you click on in the timecard
      ii. Available Balance: includes future time-off takings