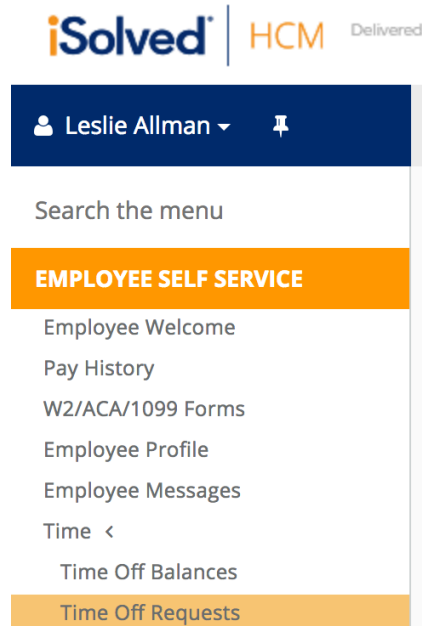




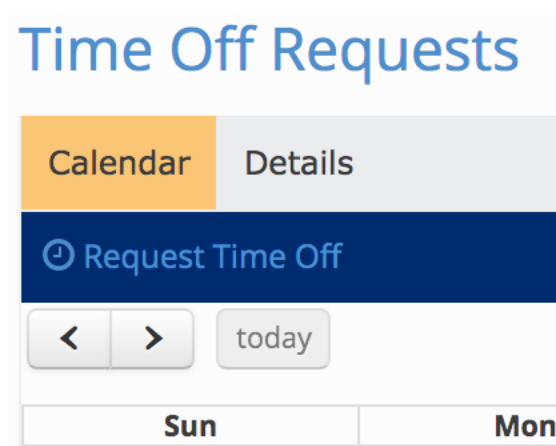
Time Off Requests

Submitting a Time Off Request

1. Log in to the payroll system at <https://connect.threadhcm.com/UserLogin.aspx>.
2. Select **Time** and then **Time Off Requests** from the left hand menu.



3. Select **Request Time Off** to submit a new request.



Save
Cancel

Request Time Off

* Absence Policy:

* From Date:

* To Date:

Days: **S** **M** **T** **W** **T** **F** **S**

Check All

* Hours Per Day:

Hours Requested:

Projected Hour Balance:

Start Time:

Comments

4. Select the absence type from the **Absence Policy** field.
5. Enter the date range for the request using the **From Date** and **To Date** fields.
6. If necessary, uncheck any days of the week that you do not wish the request to be created.
7. Enter the number of hours in the **Hours Per Day** field. The **Hours Requested** and **Projected Hour Balance** fields will auto-populate based on the dates and hours you enter.
8. Enter any notes in the **Comments** field – if requesting a Personal day, denote that in the comments.
9. Select the **Save** button at the top to submit the request.