How to Request Time Off:

This training document is intended to provide instruction on how to submit a request for time off to your manager for review and approval.

When you would like to request time off (e.g., Vacation, Sick etc.) login into UKG Ready by going to the Pace Portal and clicking on the UKG Ready button under the staff tab.

1. On your home dashboard, located in the lower left, you will find the Accruals widget. This will present your accrual balances. To request Time off, click on the Request Vacation button (IMPORTANT: this button will allow you to submit requests for all time off in addition to vacation).

2. In the popup box, click into the Time Off Type field to select the type of days you are requesting to take off:

3. Search for the “Time Off Type” and then click on the radio button to select.
4. Select the Request Type. Choose Multiple Days if you are requesting more than one day or Partial/Single if you are taking a half day or single day.

5. Specify the From date and the To date. Then enter the hours taken per day. PLEASE NOTE: Per Pace policy, time off can only be taken in increments of 7 hours (full day) or 3.5 hours (half day):

   From *
   12/18/2023

   To *
   12/21/2023

   Hours Per Day *
   7.00

6. Provide a reason as to why you are requesting this time off in the Comment box and then click on Submit Request:

   I would like to take this time off for my family vacation.

7. Your manager will receive an email with your request for review and approval. Once they approve, your timecard will automatically update with the requested time off.