

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 (ie. 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:

My accrual balances

Request Vacation

Vacation
 94.75 hours available
 Jul 1, 2023 - Jun 30, 2024

Vacation Carryover
 0.00 hours available

Request Time Off [X]

TUE DEC 5

Time Off Type*
 [Choose...]

Request Type*
 [Dropdown]

[Cancel] [Submit Request]

3. Search for the "Time Off Type" and then click on the radio button to select.

Browse and Select [X]

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Name	Full Path
<input type="radio"/> STD FMLA	STD FMLA
<input type="radio"/> Short Term Disability	Short Term Disability
<input type="radio"/> Sick	Sick
<input type="radio"/> Summer Flex Day	Summer Flex Day
<input type="radio"/> Unpaid Time Off	Unpaid Time Off
<input checked="" type="radio"/> Vacation	Vacation
<input type="radio"/> Vacation Carryover	Vacation Carryover

[Close]

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.

The screenshot shows a 'Request Time Off' window. At the top, it says 'TUE DEC 5'. Below that is a calendar grid with a blue bar indicating a 7.00hr schedule from 9 am to 6 pm. The 'Time Off Type' is set to 'Vacation'. The 'Request Type' dropdown menu is open, showing three options: 'Multiple Days', 'Partial Day/Single', and 'End Balance'. The 'Projected balance' section shows 'Start Balance'.

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):

The screenshot shows three input fields. The 'From' field contains '12/18/2023'. The 'To' field contains '12/21/2023'. The 'Hours Per Day' field contains '7.00'. Each field has a calendar icon to its right.

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

The screenshot shows a 'Comment' text area with the text 'I would like to take this time off for my family vacation.' Below the text area are two buttons: 'Cancel' and 'Submit Request'. The 'Submit Request' button is highlighted with a red box and a red arrow points to it from the right.

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.