

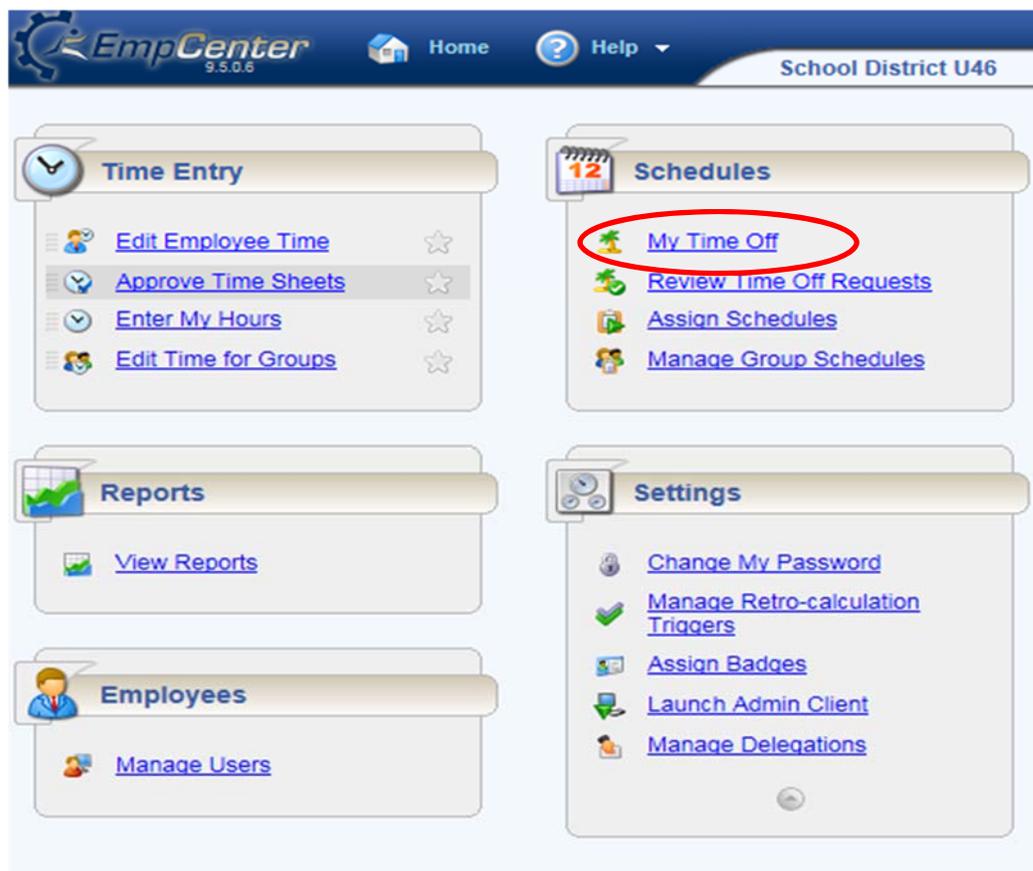
# WorkForce SOFTWARE

## How to Request Time Off in Workforce

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Aesop.

ETA & DUEA request time off thru Aesop, our sub-calling system.

**\*\*\*Only accessible from U-46 district grounds\*\*\***



Once in the program select:

**My Time Off** - to be able to record paid absence.

**Request List**



**Current** Past

Type	Start Date ▲	End Date	Status
Time off - Vacation	08/19/2015	08/19/2015	Approved
Time off - Vacation	08/28/2015	08/28/2015	Approved
Time off - Vacation	10/07/2015	10/09/2015	Approved
Time off - Vacation	01/04/2016	01/08/2016	Approved

Select "Create New Request"

I need to request time off for...

**Absences for Family Medical Leave Act (FMLA)**

May also complete "Absences for Sick, Vacation, and Other" section to indicate leave usage while absent

Examples include leave for:

- Serious Health Condition (Employee or Family Member) 
- Parental (Newborn, Adoption, or Foster Care Placement)
- Military 

[Continue](#)

**Time Off for Sick, Vacation, and Other**

**Time off Request:**

- Vacation
- Sick Time
- Personal Days
- Floating Holiday

*If requesting time off for a serious health condition, family or military leave, must also complete the "Absences for FMLA, and Military Leave" section to the left*

[Continue](#)

Once selected, two options will appear, one for FMLA and one for Time Off for Sick, Vacation, and Other. Unless you are requesting a medical leave, you will select option two "Time Off for Sick, Vacation, and Other".

### Create Time Off Request

Pay Code: Sick

Dates: 07/27/2015 To 07/27/2015

Comments:

Next

Select the reason code, the dates you will be out, and put in a comment if you wish, then select next.

View Request List

### Request Details

Action	Date	Pay Code	Hours
 	Mon 03/29/2021	Sick	8.0

Comments

Back Submit

If you are taking a half day, this is where you would edit the hours by changing them from 8 hours to 4 hours. The system will display your bank usage on the left. Once correct, submit your absence.

\*\*\*Salaried and Contract employees are only allowed to take time off in full-day or half-day increments. (8 hours or 4 hours)