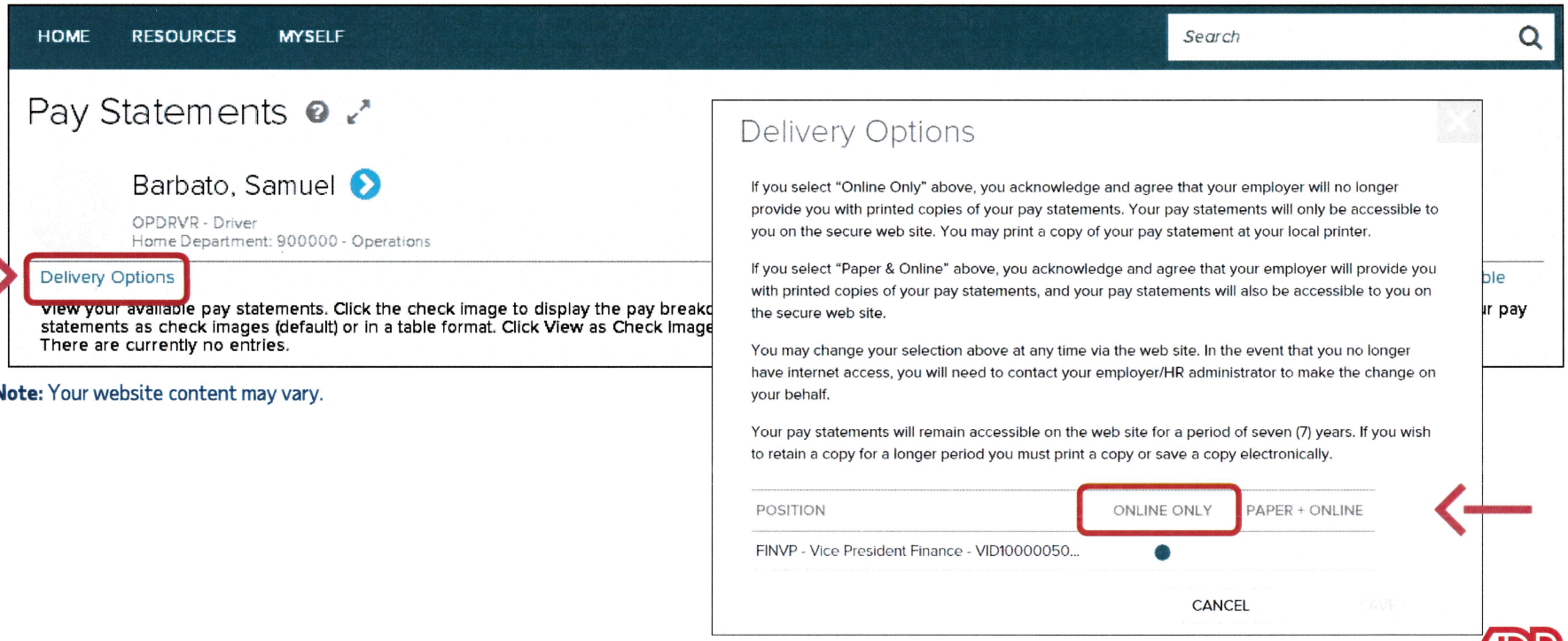
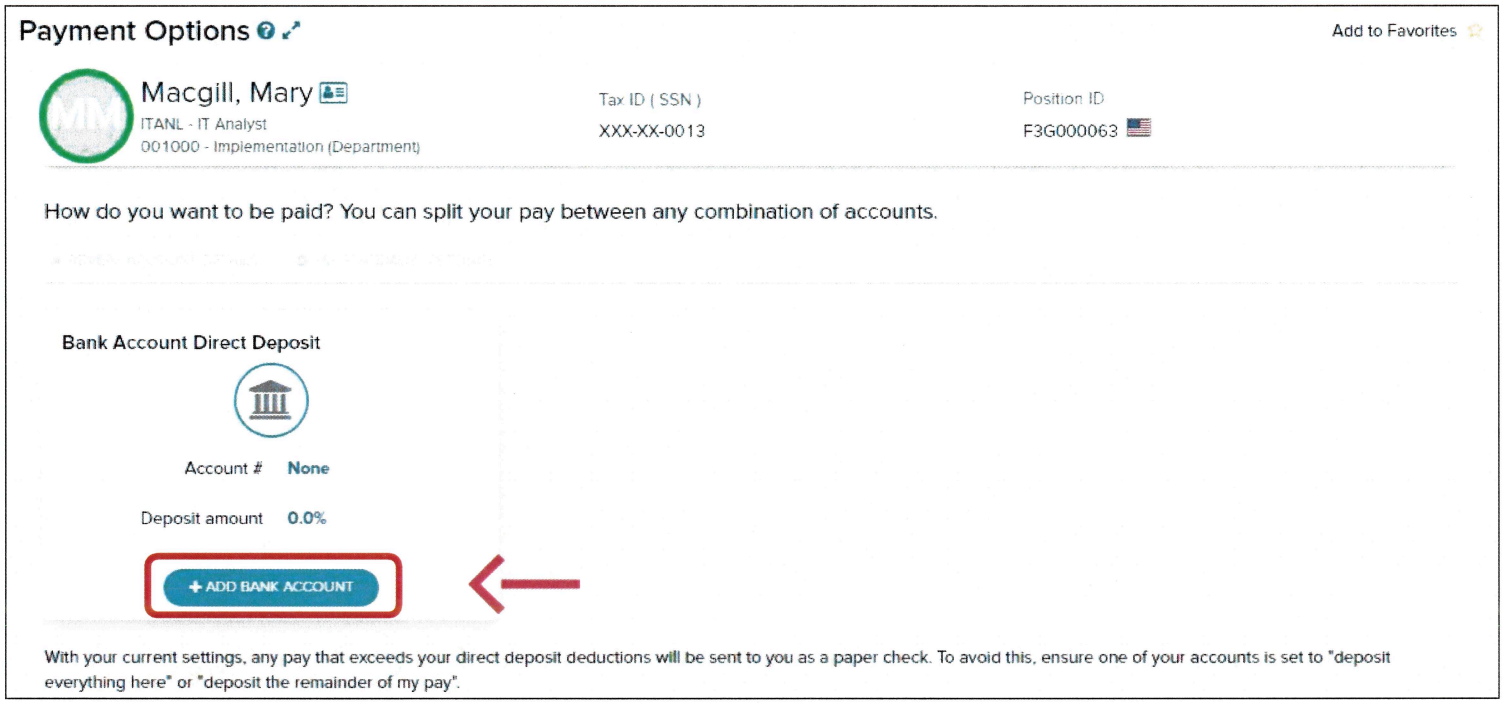
Accessing your pay information:
Selecting your delivery options



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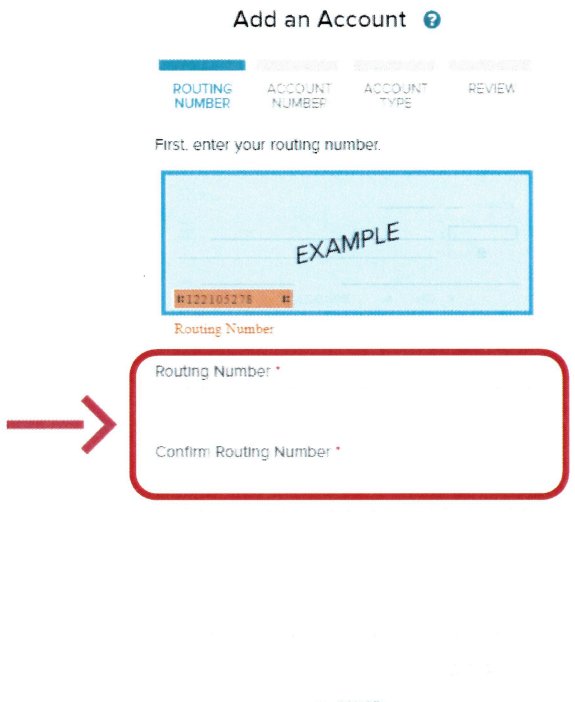
Accessing your pay information:
Viewing your direct deposit information



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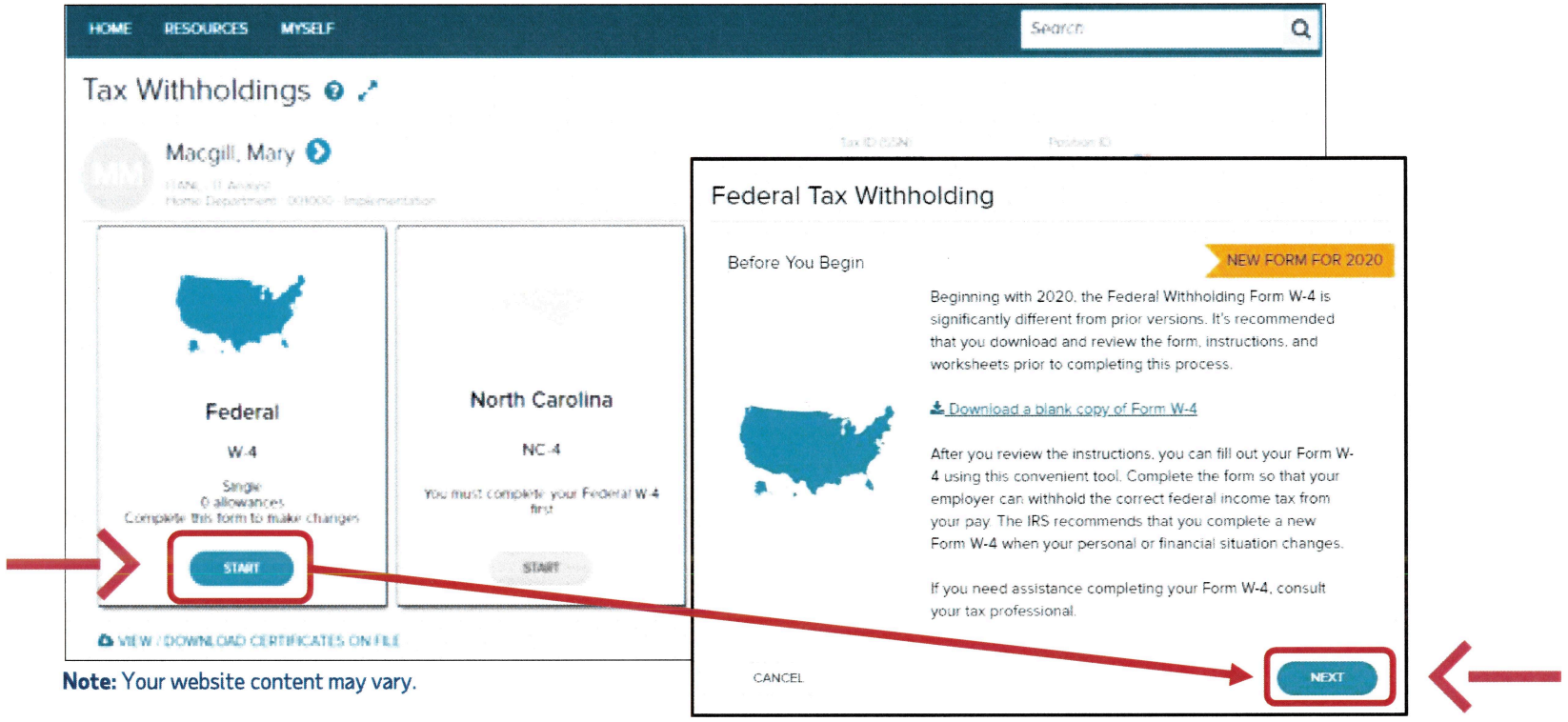
Accessing your pay information:
Updating your direct deposit information



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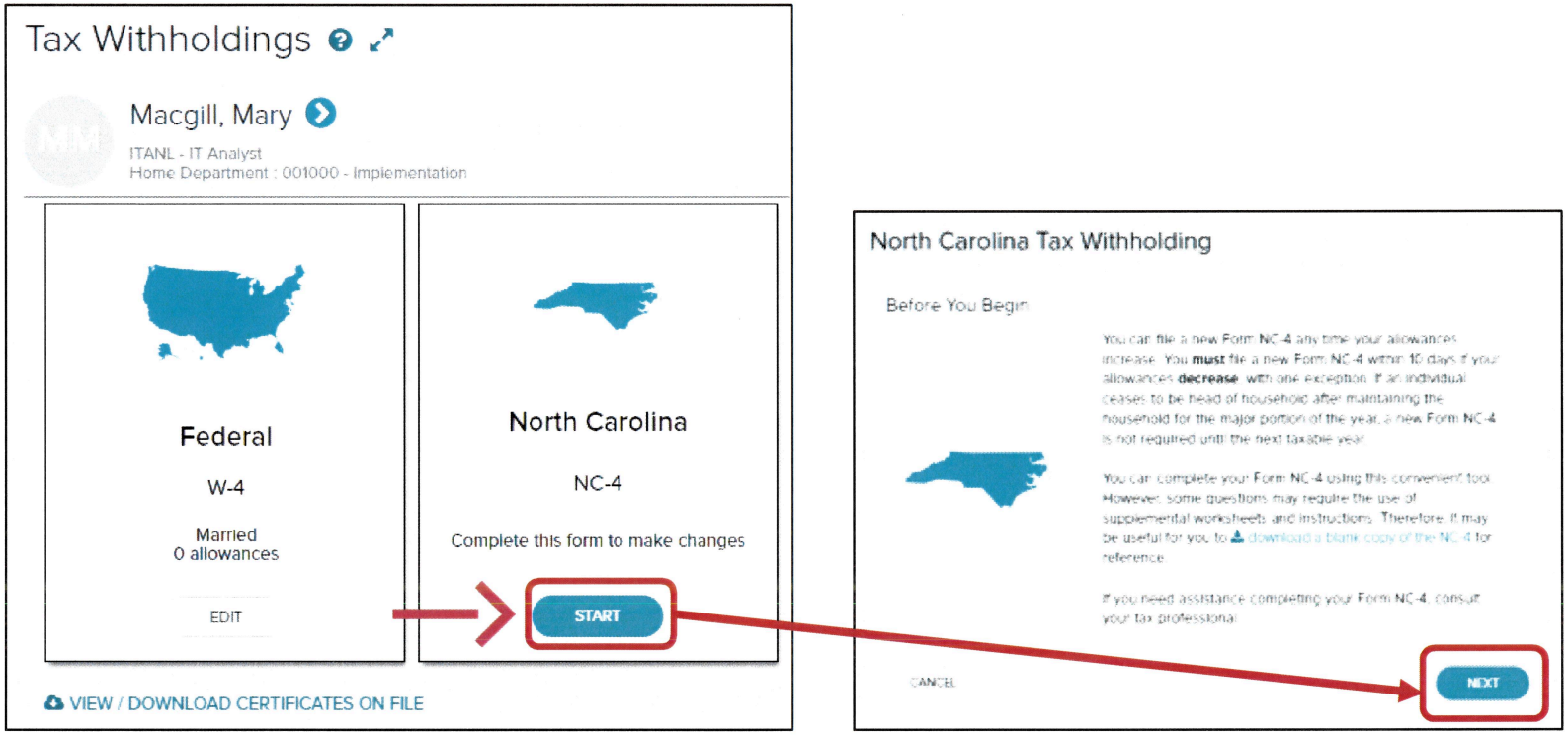
Accessing your pay information:
Updating your tax withholdings



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Accessing your pay information:
Updating your tax withholdings

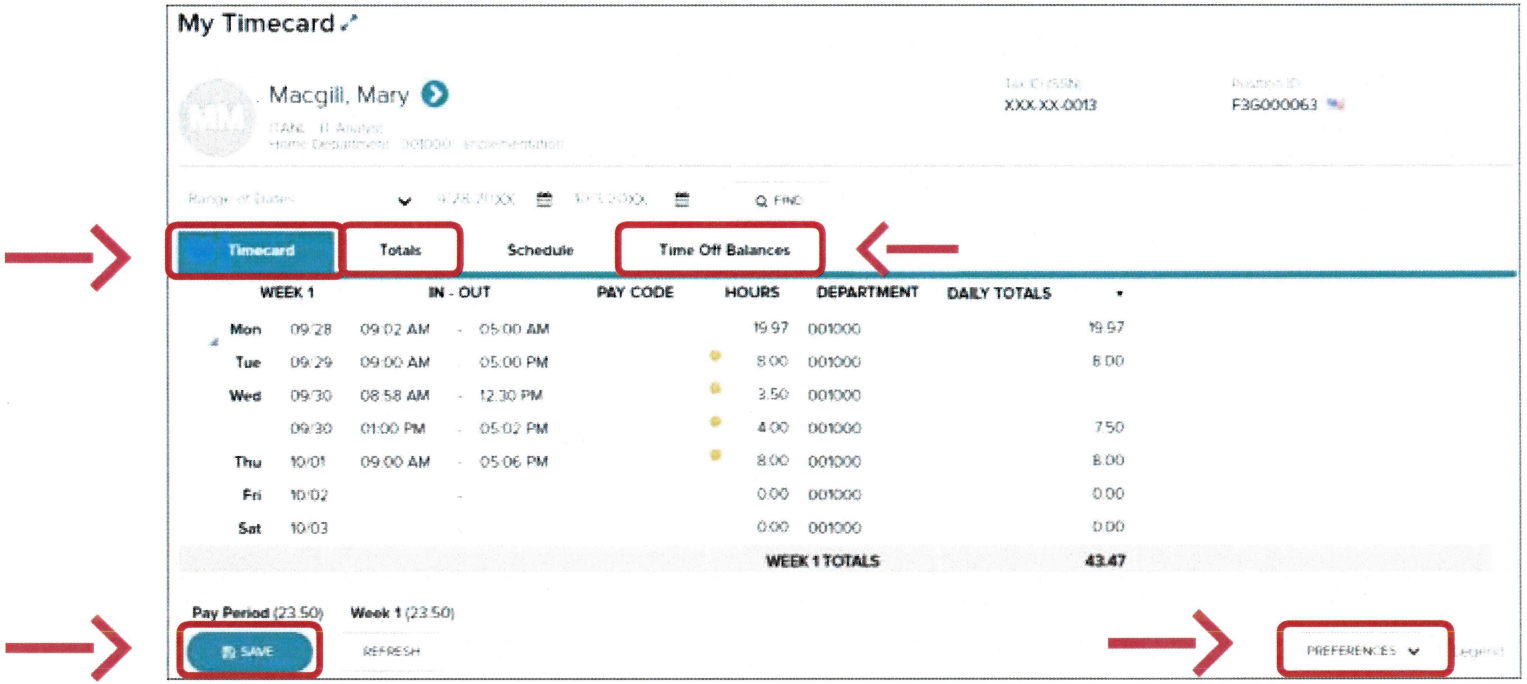


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Your time and attendance tasks:

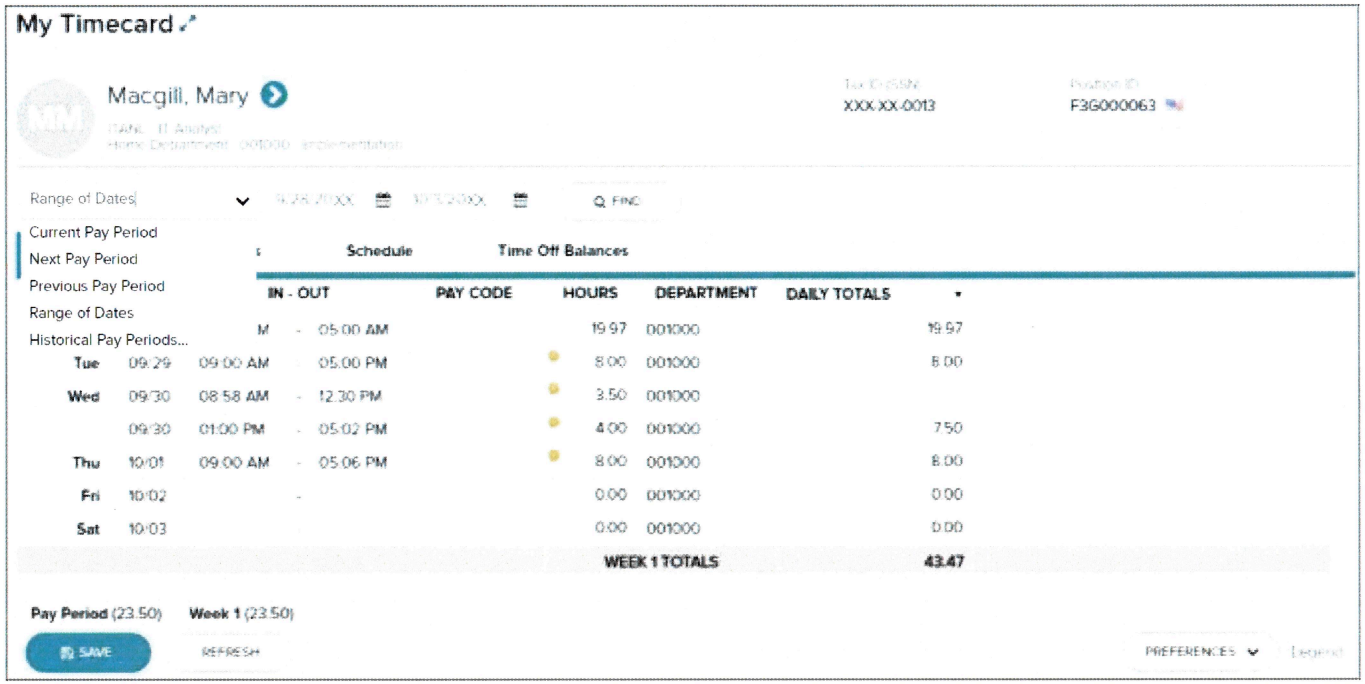
Viewing your time card



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Your time and attendance tasks:
My time entry

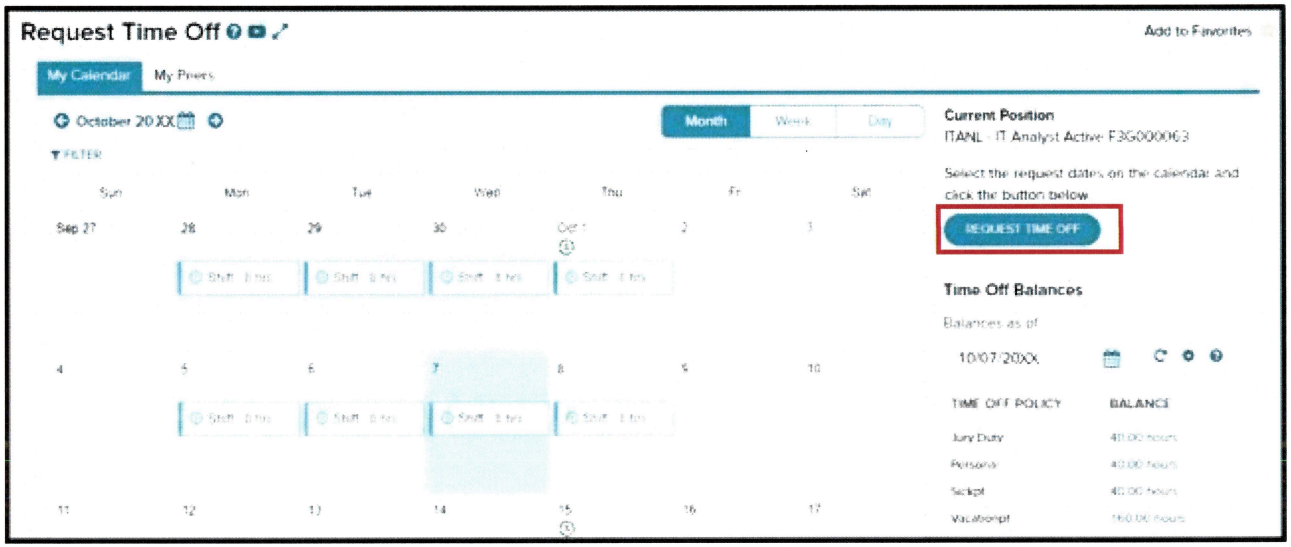


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Your time off tasks:
Requesting time off

1. Select **Myself** > **Time Off** > **Request Time Off**.
2. Click **Request Time Off**.

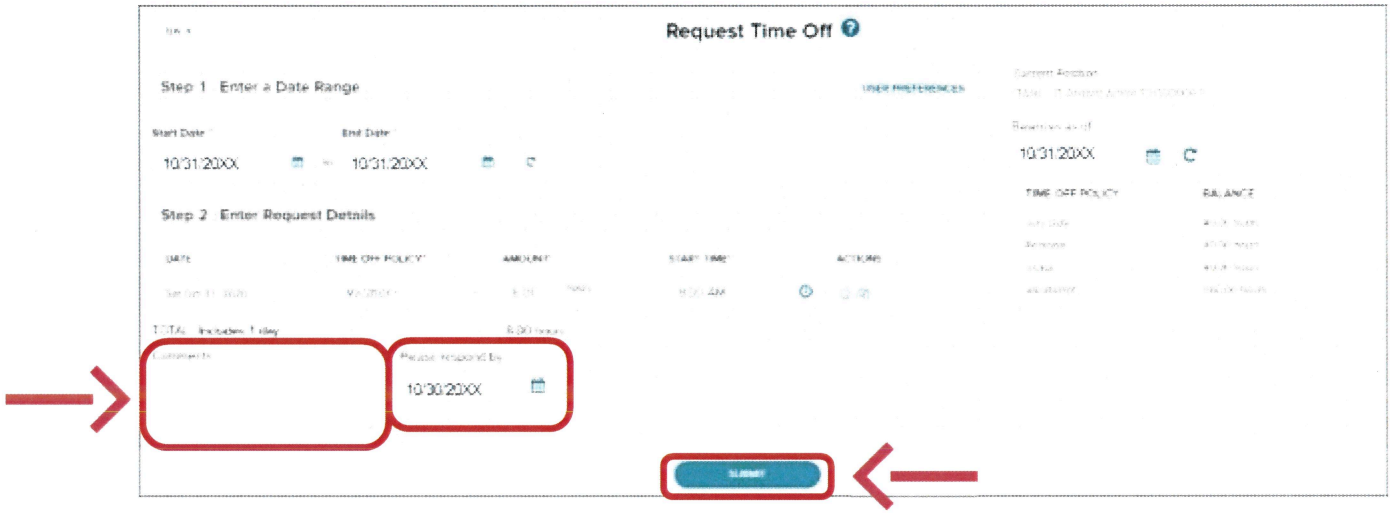


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Your time off tasks:
Requesting time off

3. Enter a date range.
4. Select the time-off policy, amount, and start time.
5. Enter comments and the response date, if desired.
6. Click **Submit**.



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Your time off tasks:
Viewing your time off balance



TIME OFF POLICY	CARRYOVER	+ EARNED/ADJUST...	+ FUTURE EARNED	- TAKEN	- SCHEDULED	= BALANCE
Jury Duty	0	40.00 hours	-	-	-	40.00 hours
Personal	0	40.00 hours	-	-	-	40.00 hours
Sickpt	40.00 hours	0	-	-	-	40.00 hours
Vacationpt	8.00 hours	152.00 hours	-	-	-	160.00 hours

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Your time off tasks:
Viewing and forecasting balances

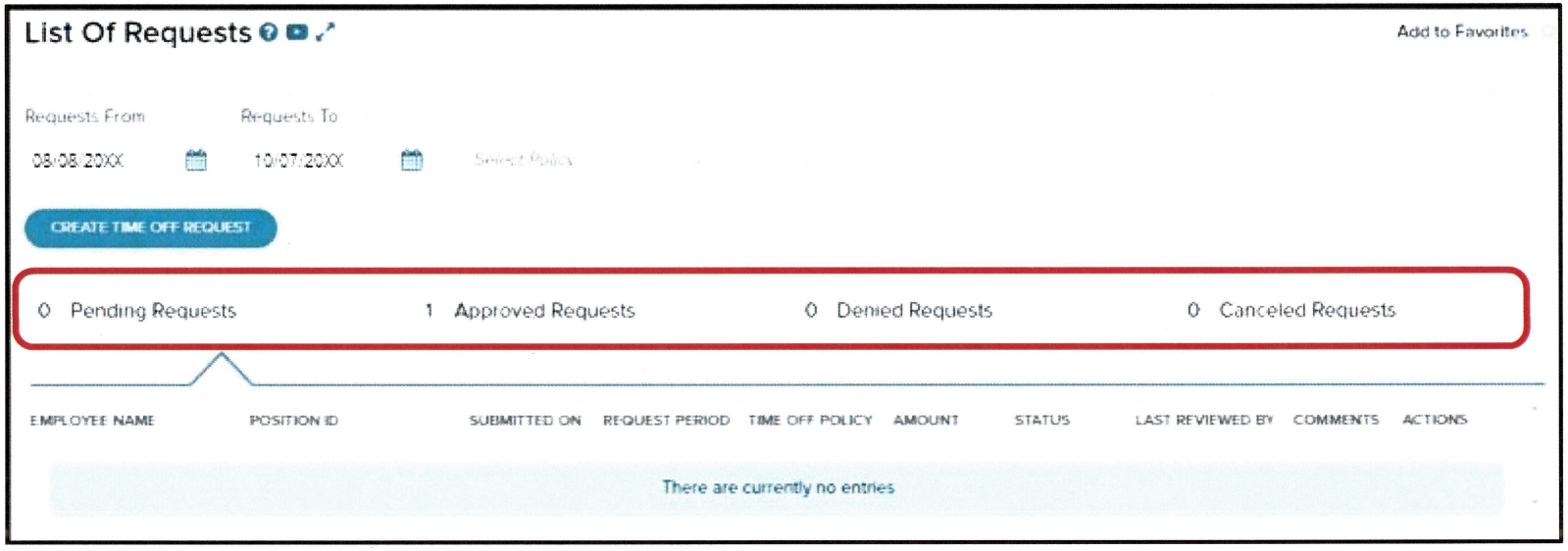


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Your time off tasks:

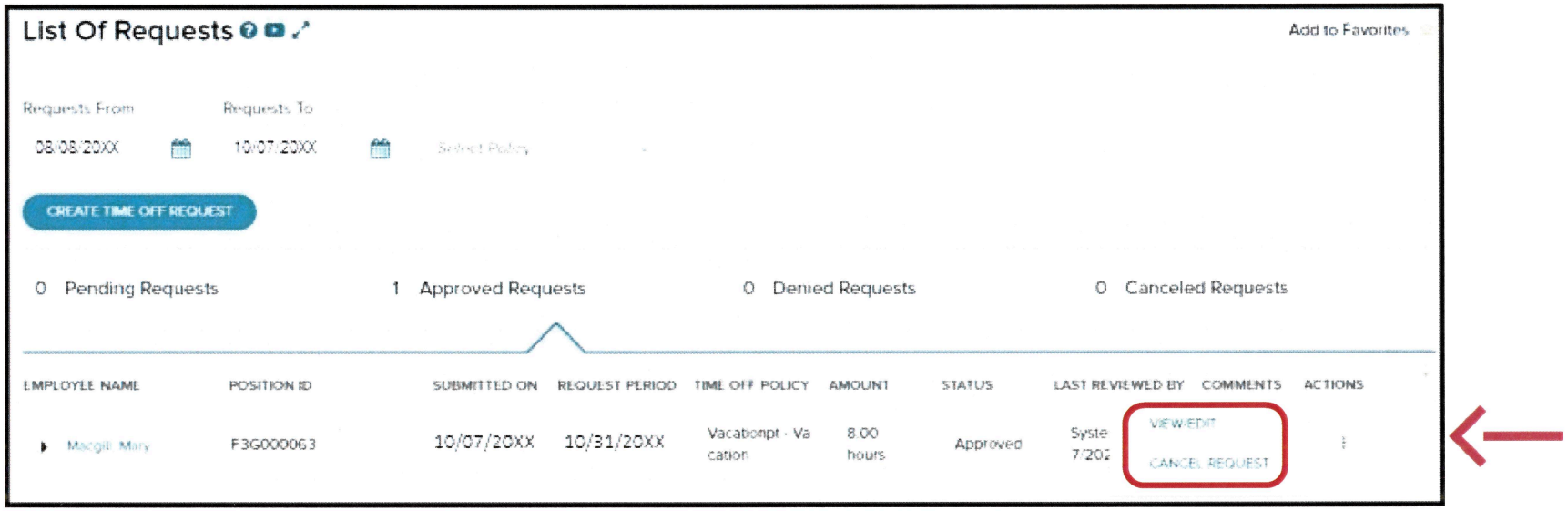
Viewing a pending request as an employee



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Your time off tasks:
Cancelling time off

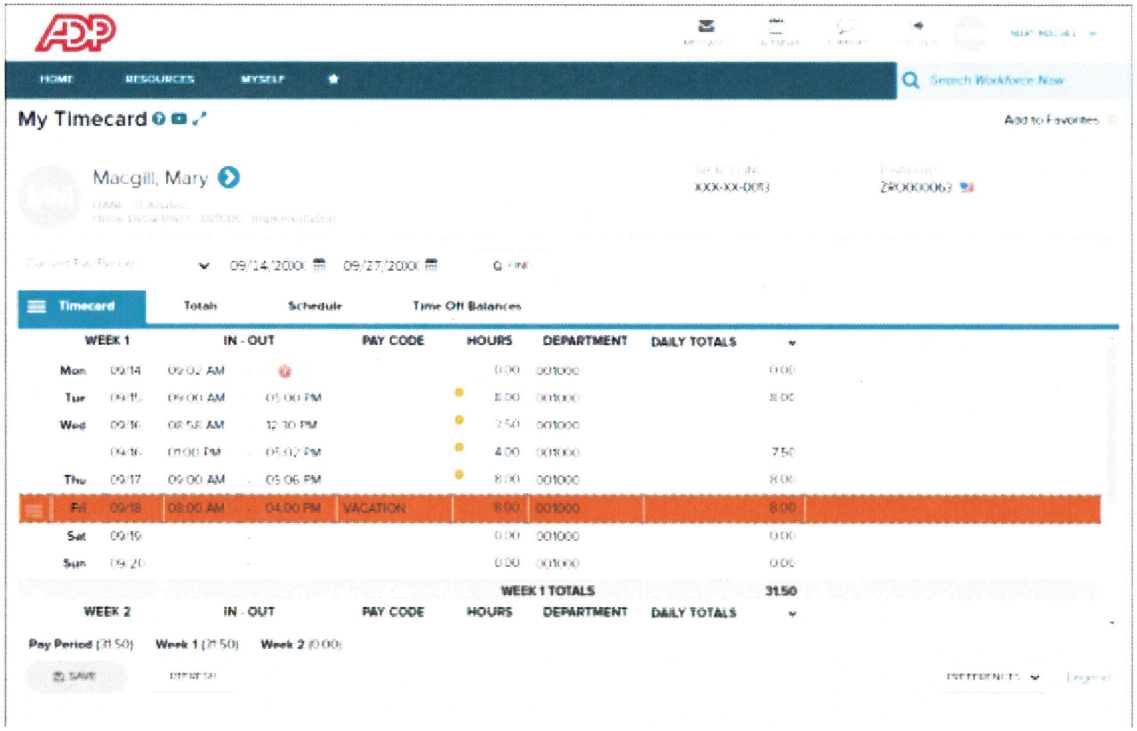


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Your time off tasks:

Viewing a pending request on a timecard



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