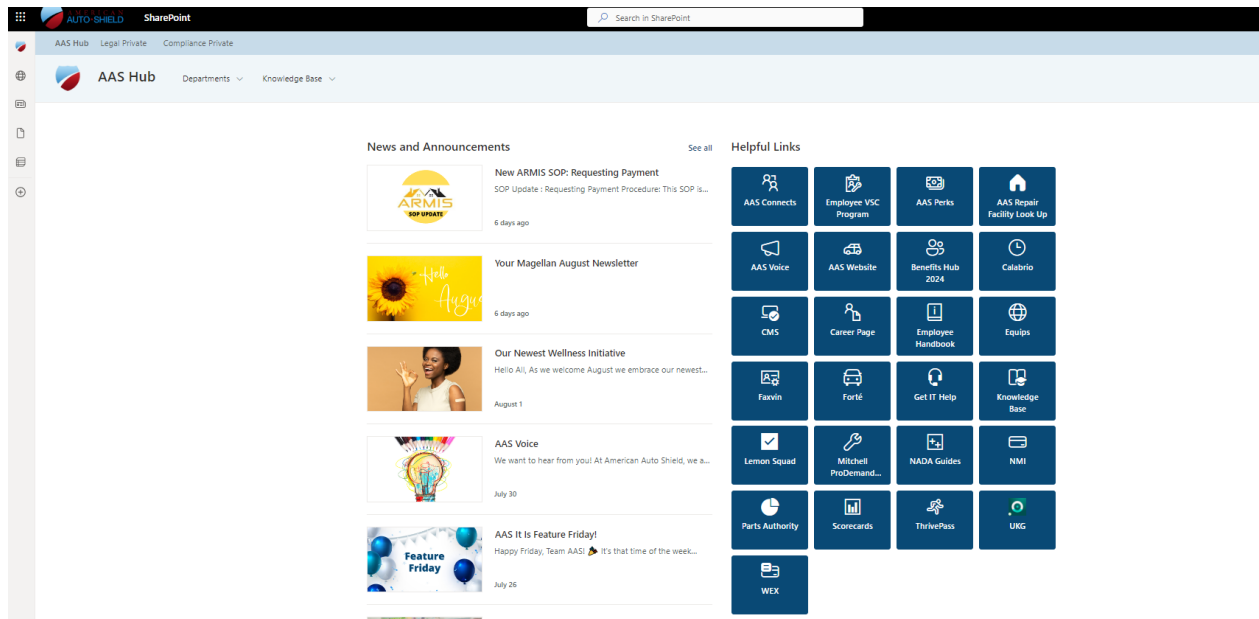## Purpose
This SOP is intended to outline the process for checking available PTO or wellbeing time.

Teams Impacted
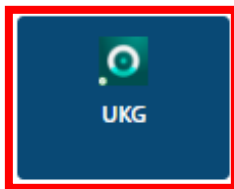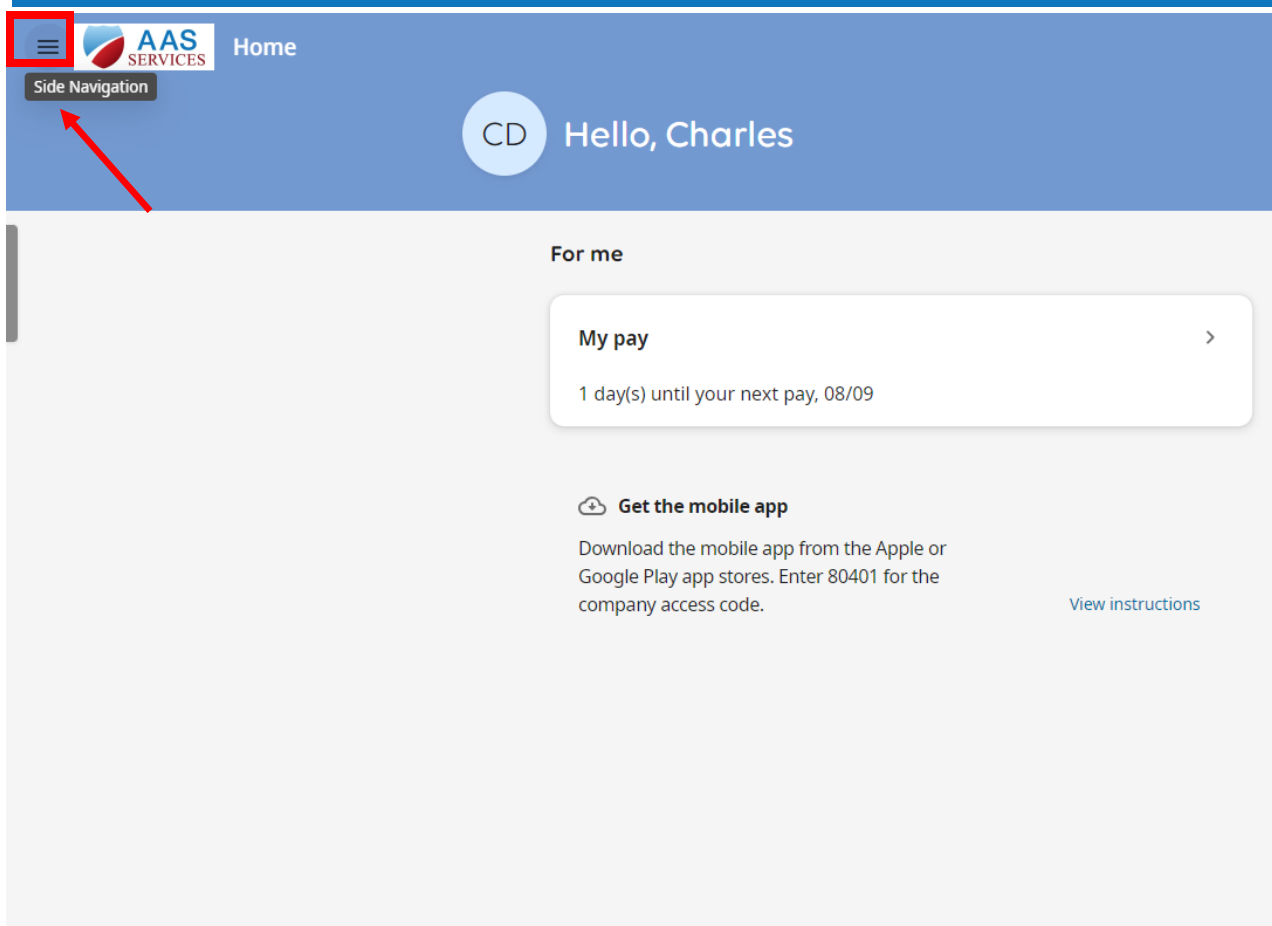- All Departments

Procedure
1. Go to AAS HUB main page.
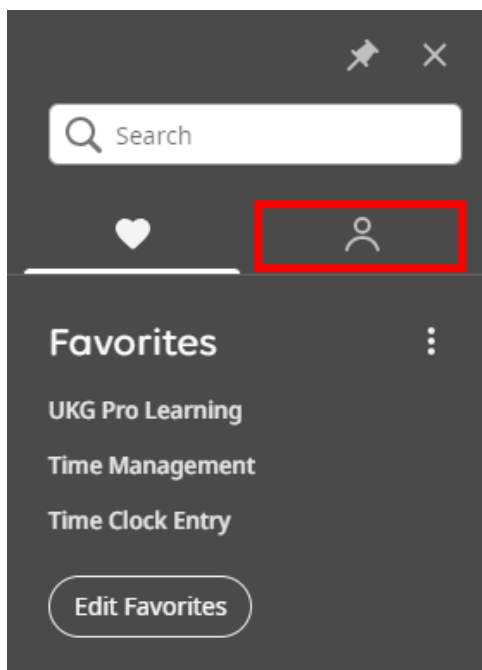

   a. Click on the **[UKG]** Link.

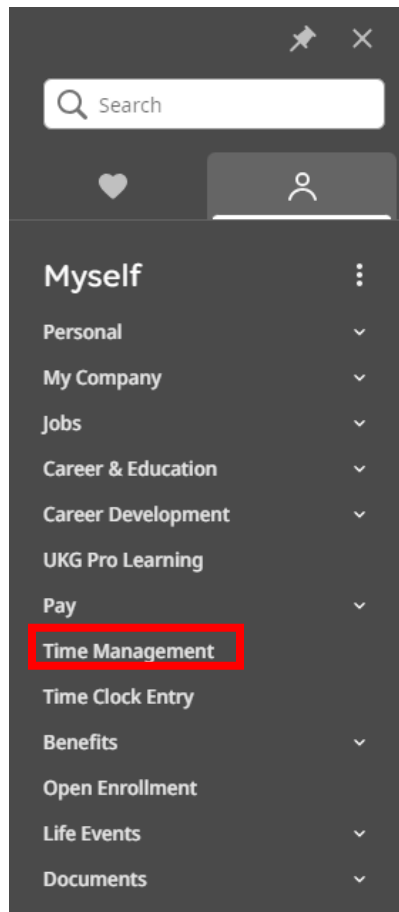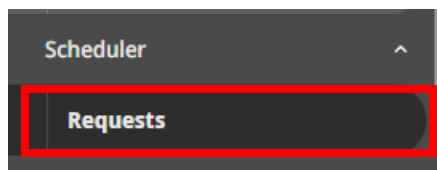2. UKG will open in a new tab, Click on [**Side Navigation**].

a. You will then see a menu option, Click on the **[Myself Icon]**.

b. Locate and click, **[Time Management]**.

i. Other options will appear, under Scheduler Click **[Requests]**.

3. You will then see the available Balances, and all previous requests.

Important! This is the accurate time that you have available at any given time.

← **Requests**

Time-Off Requests

Available Balances

STANDARD PTO	100.10
SICK WELLBEING	11.00

Find by:

Request Status	Is	All ⌄
Work Date	From 01/01/2024 📅	To 12/31/2024 📅	Search

Action | Edit | Remind | Cancel

	Type	Description	Date Submitted ▼	Hours	Request Status
○	STANDARD PTO	09/11/2024 to 09/11/2024: Test	08/08/2024 01:21 PM	8.00	Pending
○	STANDARD PTO	06/05/2024 to 06/05/2024: PTO Request	05/30/2024 06:31 PM	8.00	Taken
○	STANDARD PTO	04/26/2024 to 04/26/2024:	04/03/2024 11:07 AM	8.00	Taken
○	STANDARD PTO	04/17/2024 to 04/17/2024:	04/02/2024 06:46 PM	8.00	Taken
○	SICK WELLBEING	03/14/2024 to 03/15/2024:	03/07/2024 10:47 AM	16.00	Taken
○	SICK WELLBEING	02/23/2024 to 02/23/2024:	02/14/2024 01:46 PM	1.00	Taken
○	SICK WELLBEING	02/07/2024 to 02/07/2024:	02/01/2024 04:30 PM	4.00 ✱	Taken
○	SICK WELLBEING	01/22/2024 to 01/22/2024:	01/11/2024 12:10 PM	8.00	Taken
○	SICK WELLBEING	01/17/2024 to 01/17/2024:	01/11/2024 12:00 PM	8.00	Taken

|◄ ◄ 1 / 1 ► ►|

Note: PTO Plans page will not reflect the correct time available until payroll is processed for the pay period that the time off request falls under.

← **AAS** SERVICES **PTO Plans**

PTO Plans

🖨 print ? help ›

Length of service as of 08/10/2024
2 Years 2 months

Plan	Available	Earned	Processed ⓘ	Earned through ⓘ	Earning rate ⓘ	Pending ⓘ	Carried over ⓘ	Not carried over ⓘ	⊞
Sick/Wellbeing	11.0000	48.0000	37.0000	03/02/2024	8.0000	0.0000	0.0000	0.0000	
Standard PTO	108.1000	132.1000	24.0000	08/10/2024	5.0800	0.0000	0.0000	66.9000	

Approval & Revision

Date Created 08/08/24	Created By Charles (Chuck) Dunn		Date Approved 08/08/24	Approved By Jason Dolan
Date Revised [Date]	Revised by [Revisor Name]	Revision Description [Enter what has changed from the previous version]	Date Approved [Date]	Approved By [Approver's Name]
Date Revised [Date]	Revised by [Revisor Name]	Revision Description [Enter what has changed from the previous version]	Date Approved [Date]	Approved By [Approver's Name]
Date Revised [Date]	Revised by [Revisor Name]	Revision Description [Enter what has changed from the previous version]	Date Approved [Date]	Approved By [Approver's Name]
Date Revised [Date]	Revised by [Revisor Name]	Revision Description [Enter what has changed from the previous version]	Date Approved [Date]	Approved By [Approver's Name]