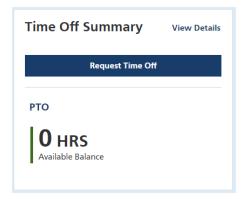
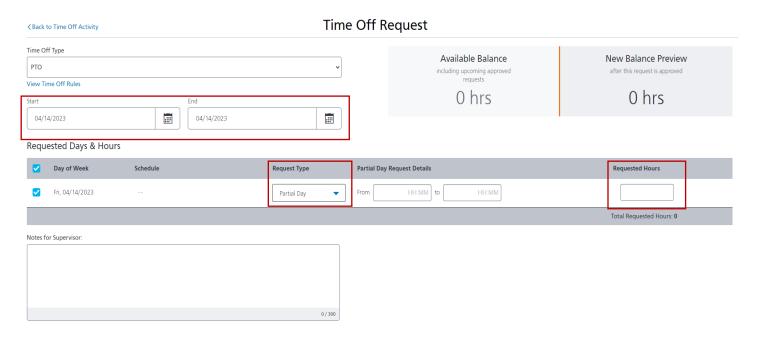
Requesting PTO in Paycor

- Log in to your Paycor account
- On the right-hand side of the home screen, you will see a Time Off Summary widget



- Click the Request Time Off button
- On the Time Off Request screen, enter in the relevant data
 - o Start and end date of time off
 - o Request Type (full day or partial day)
 - o Requested hours (will auto-populate for full-day requests)
 - o You can enter an optional note for your supervisor, if desired



• Click the Submit button

Pending, approved, and past PTO requests can be viewed either by clicking on View Details in the Time Off
Summary widget, or by navigating to Time Off Requests in your employee profile.

