

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

Time Off Summary

[View Details](#)

[Request Time Off](#)

PTO

0 HRS

Available Balance

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

[Back to Time Off Activity](#)

Time Off Request

Time Off Type

PTO

[View Time Off Rules](#)

Start

04/14/2023

End

04/14/2023

Day of Week	Schedule	Request Type	Partial Day Request Details	Requested Hours
<input checked="" type="checkbox"/>	Fri, 04/14/2023	--	<div>Partial Day</div>	<div>From <input type="text" value="HH:MM"/> to <input type="text" value="HH:MM"/></div>

Total Requested Hours: 0

Notes for Supervisor:

0 / 300

Available Balance

including upcoming approved requests

0 hrs

New Balance Preview

after this request is approved

0 hrs

Cancel

Submit

- 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.

Paycor

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Search Navigation

Favorites

You don't have any Favorites yet. Use the star icon ☆ next to the menu items to add them here.

Summary

Pay & Taxes

Time

Time Card

Time Policies

Time Off Requests

Employee Security

Work Hour Settings

Labor Allocation

Labor Codes

Position

Time Off Activity

Time Off Requests

Upcoming and Past 30 Days

Dates Requested

No upcoming time off requests

PTO

Show Activity for

Current Year: 01/01/23 - 12/31/23

AVAILABLE BALANCE

0

including upcoming approved requests

Date	Type
03/24/23	Starting Balance