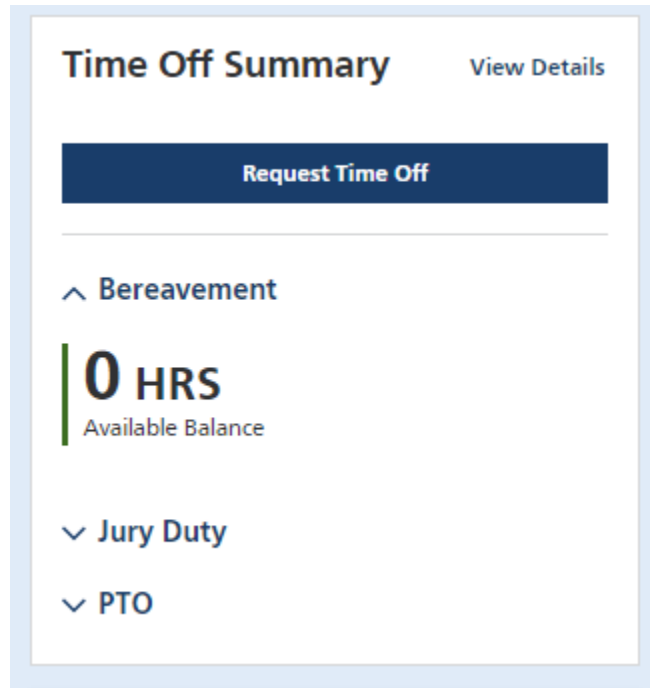


Requesting Bereavement and Jury Duty time in Paycor

- 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

^ **Bereavement**

0 HRS
Available Balance

∨ **Jury Duty**

∨ **PTO**

- Click the Request Time Off button
- On the Time Off Request screen, enter in the relevant data
 - Select your type of Time Off from the drop down menu
 - 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

Time Off Type
Bereavemt

Start: 05/09/2023 End: 05/10/2023

Available Balance
including upcoming approved requests
0 hrs

New Balance Preview
after this request is approved
-16 hrs

Requested Days & Hours


<input checked="" type="checkbox"/>	Day of Week	Schedule	Request Type	Partial Day Request Details	Requested Hours
<input checked="" type="checkbox"/>	Tue, 05/09/2023	--	Full Day		8
<input checked="" type="checkbox"/>	Wed, 05/10/2023	--	Full Day		8

Total Requested Hours: 16

Notes for Supervisor:

- Click the Submit button

- Pending, approved, and past Time Off 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.
 - Notice that you now have three tabs for time off: Bereavement, Jury Duty, and PTO



Jami Laine

Farkas

#681 VP Human Resources

ACTIVE

153139 - Alliance

Physical Therapy Group LLC

Search Navigation

Q

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	Hours Requested	Type
07/31/23 - 08/04/23	40 hours	PT

Bereavement

Jury Duty

PTO

Show Activity for

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

AVAILABLE BALANCE

0

including upcoming approved requests

HOURS ADDED

0

Date	Type
04/01/23	Starting Balance