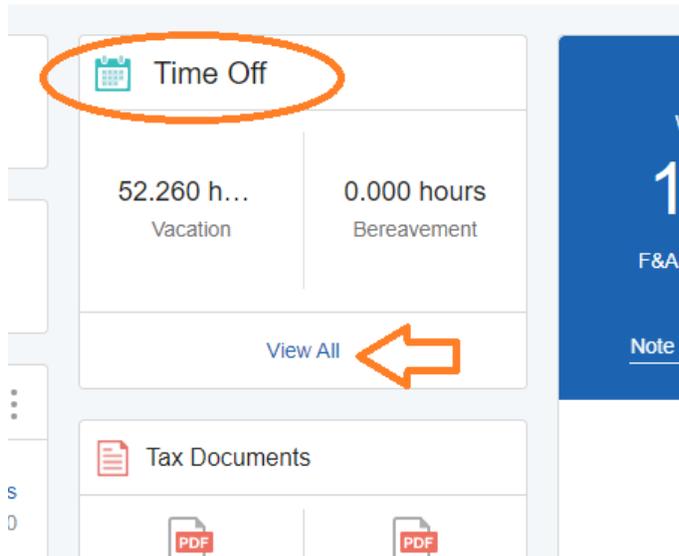


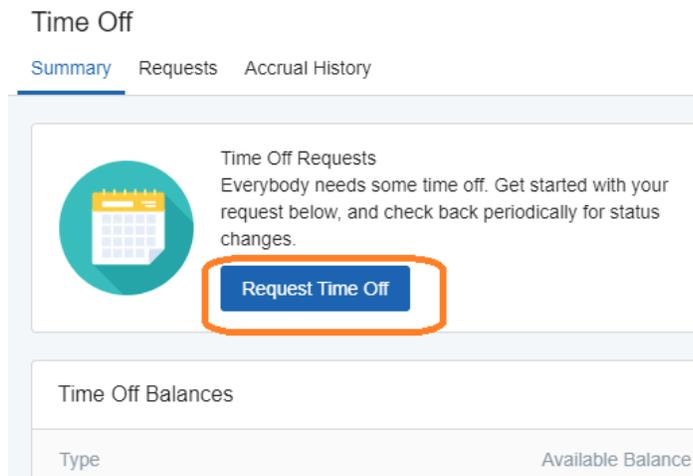
SOP PayChex - How to Submit Leave Request(s) (PC)

1/20/2021

From Dashboard, under Time Off section, select “View All”



Click on the blue button “Request Time Off”



Enter the leave type (such as “Sick” as shown below), From and To date, Start Time, # of Hours, and some (optional) Note.

Request

Type *
Sick (207.080 hours) 

From * 1/21/2021 To * 1/21/2021 

Thu, Jan 21 1 hours Start Time * 09:00 AM 

Total 1 hours 

Note (optional)
You can add a note to this request

Be sure to press the blue Submit button to send out your request for manager's approval.

Request Time Off Cancel Submit

Starting Balance	Ending Balance
207.080h	206.080h



[End of SOP]