

## Replicon Quick Start Guide Booking Time Off and Viewing your Time Off Balance

Before you can take time off, you may be required to pre-book your time off using Replicon. Use this guide to understand the steps involved in:

- creating a time off booking
- checking your time off balance remaining for each type of time off

If you use a timesheet, you may not need to pre-book certain types of time off, such as sick time – you may be allowed to enter this sort of time off directly in your timesheet after taking it. Refer to [Using a Timesheet](#) in Replicon's online help for information on entering time off into a timesheet.

### Booking Time Off

You can book time off from your **Time Off Calendar**, from your timesheet, or from your **List My Time Off Bookings** page.

To book time off from your **Time Off Calendar**:

1. **Select Time Off from the top menu.**



The **Time Off Calendar** displays.

2. **Click the day you would like to book off. The day will turn yellow when selected.**

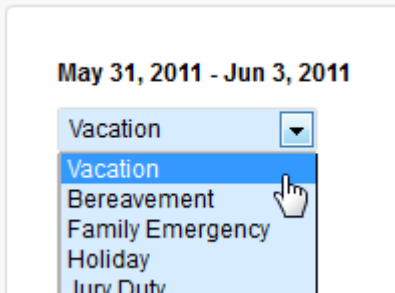
If you would like to book more than one day off, click the first day, hold the mouse button down, and move the mouse pointer to the last day.

| Jun, 2011 |     |     |     |     |     |  |
|-----------|-----|-----|-----|-----|-----|--|
|           | Mon | Tue | Wed | Thu | Fri |  |
| 29        | 30  | 31  | 1   | 2   | 3   |  |
| 5         | 6   | 7   | 8   | 9   | 10  |  |

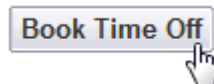
Weekly days off included in a booking are not included as time off. For example, if your weekly days off are Saturday and Sunday, and you book full days off from Friday to Tuesday, your booked days off will be Friday, Monday, and Tuesday, for a total of three days off.

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- From the Time Off Type drop-down list to the right of the calendar, select the type of time (for example, vacation, sick, jury duty) you want to book off.

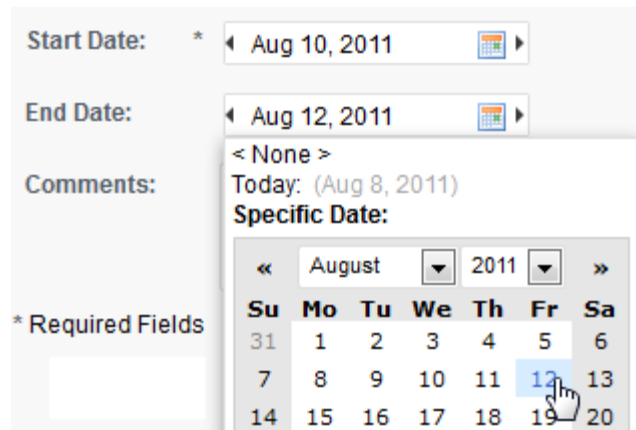


- Click the **Book Time Off** button.



A **Time Off Booking** page displays.

- Select the time off **Start Date** and **End Date** using the  icons, if you have not already done so.



Start Date: \* Aug 10, 2011

End Date: Aug 12, 2011

Comments: < None >  
Today: (Aug 8, 2011)  
Specific Date:

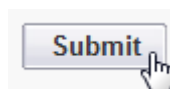
| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |

\* Required Fields

## **Booking Partial Days Off**


Depending on how your system is set up, fields for booking off partial days may display beside the start and end date field. If no partial day fields display when you choose days off, you do not have permission to book off partial days.

- If desired, enter more information about the booking in the **Comments** field.
- Select **Submit**.



The booking will be sent to your time off approver for approval. Generally, you will receive notification via e-mail when your booking is approved or rejected. If it is rejected, you can change the booking and then re-submit it.

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 You can also access the **Time off Booking** page from your **List My Time Off Booking** page (click the link in your time off calendar's side menu to open this page) and you may be able to access it from your timesheet by clicking the **Book Time Off** button.




## Viewing your Time Off Balance

The sections below describe the three methods of checking how much time off you have available, for each time off type. Some of these options may not be available to you, depending on how Replicon TimeOff is set up.

You may be allowed to book off days not yet available in your balance, depending on your company's policies.

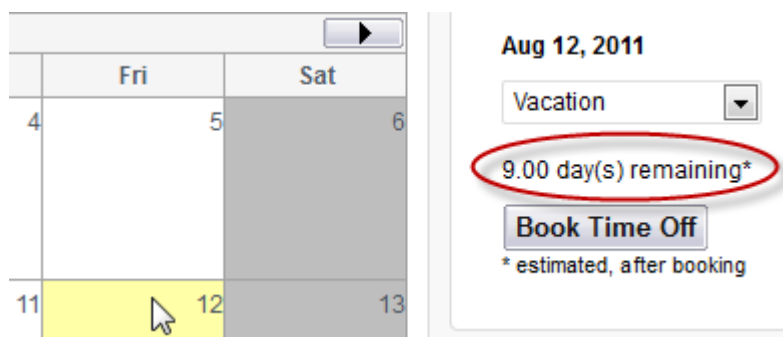
### In the *Time Off Balance* report:

Use the **As Of Date** filter at the top of the report to view your balance as of different dates.

| Time Off Reports  |   |
|---|---|
|   | Report Title                                |
|    | <a href="#">Time Off Balance</a> How much   |
|    | <a href="#">Time Off Details</a> What are t |
|  | <a href="#">Time Off History</a> What char  |

### In your the Time Off Calendar:

Click a day to view your time off remaining.



The balance that displays is for the selected time off type, as of the last day selected, with the selected days subtracted from your remaining balance.

### On the *Time Off Booking* page:

|                       |          |
|-----------------------|----------|
| Time Off for Vacation |          |
| Requested Off:        | 1 day(s) |
| Total Remaining:      | 9 day(s) |



## Additional Resources

For further information on this topic, refer to the Replicon online help, or contact Replicon Customer Support using one of the following methods:

|                         |  |
|-------------------------|--|
| <b>Direct Phone:</b>    | 403-262-6519 ext 2   |
| <b>Toll-Free Phone:</b> |  |
| North America:          | 1-877-862-2519 ext 2   |
| Europe/New Zealand:     | 00-800-8622-5192 ext 2   |
| Australia:              | 0011-800-8622-5192 ext 2   |
| <b>E-mail:</b>          | <a href="mailto:support@replicon.com">support@replicon.com</a>   |
| <b>Web-Based Form:</b>  | <a href="http://www.replicon.com/Support/RequestHelp.aspx">www.replicon.com/Support/RequestHelp.aspx</a> |
| <b>Fax:</b>             | 403-233-8046   |