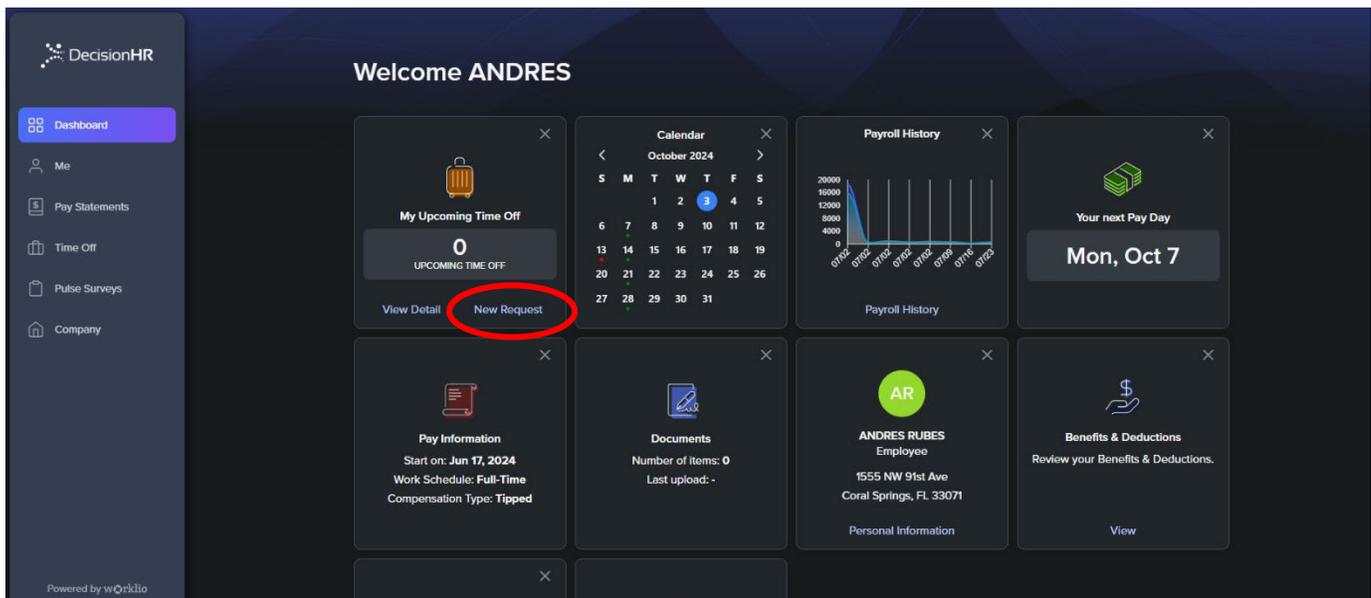


Time Off Requests – WorkLio

Log into the employee portal at

<https://employee.dhrlive.com/Account/Login>

1. Select “NEW REQUEST” in the Time Off Widget.

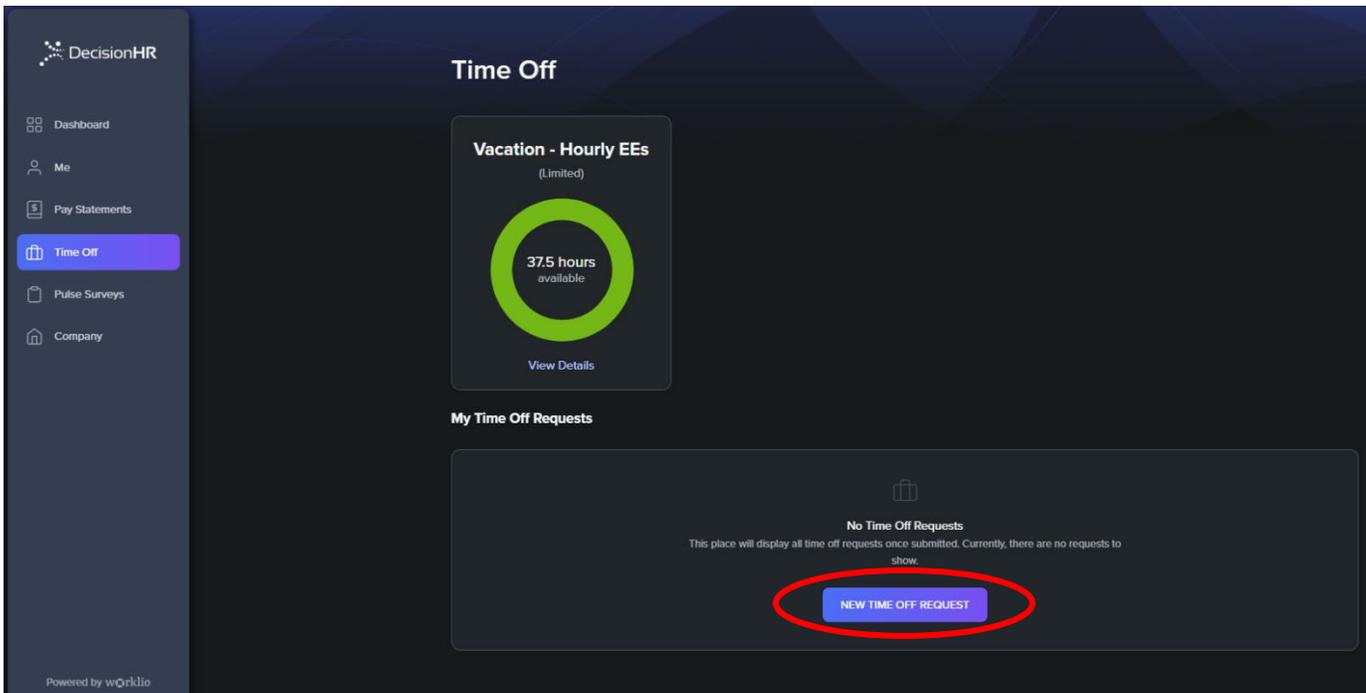


The screenshot shows the DecisionHR employee portal dashboard for ANDRES. The dashboard is titled "Welcome ANDRES" and features a sidebar with navigation options: Dashboard, Me, Pay Statements, Time Off, Pulse Surveys, and Company. The main content area is divided into several widgets:

- My Upcoming Time Off:** Shows 0 upcoming time off. A "New Request" button is circled in red.
- Calendar:** Displays the calendar for October 2024.
- Payroll History:** Shows a bar chart of payroll history.
- Your next Pay Day:** Displays "Mon, Oct 7".
- Pay Information:** Shows start date (Jun 17, 2024), work schedule (Full-Time), and compensation type (Tipped).
- Documents:** Shows the number of items (0) and last upload date (-).
- Personal Information:** Displays the employee's name (ANDRES RUBES), address (1555 NW 91st Ave, Coral Springs, FL 33071), and a "View" button.
- Benefits & Deductions:** Shows a "View" button to review benefits and deductions.

Powered by WorkLio

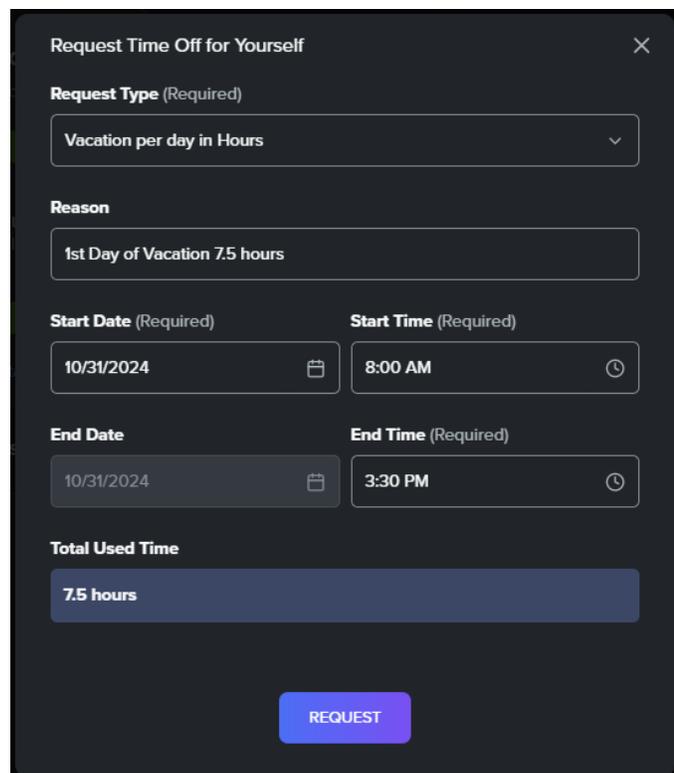
- On the Time Off screen, you can view your available hours in the upper widget. To Add a New Request, click on **NEW TIME OFF REQUEST**.



- If your request day is defined as 7.5 hours or 10 hours, you can select “Vacation per day in Hours” and select the appropriate time needed. Multiple day requests are required if requesting 37.5 or 50 hours.

Example: 5-day 37.5 Hour Time Off Request

Repeat for all 5 days



Request Time Off for Yourself

Request Type (Required)
Vacation per day in Hours

Reason
1st Day of Vacation 7.5 hours

Start Date (Required) 10/31/2024 **Start Time** (Required) 8:00 AM

End Date 10/31/2024 **End Time** (Required) 3:30 PM

Total Used Time
7.5 hours

REQUEST

Time Off Requests Management

✓ Successfully Saved

YEAR: 2024 | STATUS: All | PERIOD: All

Actions	Status	Resolved By	Request Type	Start Date	End Date	Duration	Reason
Detail Remove Edit	Waiting		Vacation per day in Hours	08/23/2024 08:00 AM	08/23/2024 03:30 PM	7 hours 30 minutes (7.5 hours)	5th Day of
Detail Remove Edit	Waiting		Vacation per day in Hours	08/22/2024 08:00 AM	08/22/2024 03:30 PM	7 hours 30 minutes (7.5 hours)	4th Day of
Detail Remove Edit	Waiting		Vacation per day in Hours	08/21/2024 08:00 AM	08/21/2024 03:30 PM	7 hours 30 minutes (7.5 hours)	3rd Day of
Detail Remove Edit	Waiting		Vacation per day in Hours	08/20/2024 08:00 AM	08/20/2024 03:30 PM	7 hours 30 minutes (7.5 hours)	2nd Day of
Detail Remove Edit	Waiting		Vacation per day in Hours	08/19/2024 08:00 AM	08/19/2024 03:30 PM	7 hours 30 minutes (7.5 hours)	1st Day of

Example: 5-day 50 Hour Time Off Request

Request Time Off for Yourself

Request Type (Required)
Vacation per day in Hours

Reason
1st Day of Vacation 10 hours

Start Date (Required): 10/31/2024 | **Start Time** (Required): 8:00 AM

End Date: 10/31/2024 | **End Time** (Required): 6:00 PM

Total Used Time
10 hours

REQUEST

Repeat for all 5 days

< | Time Off Requests Management

✓ Successfully Saved

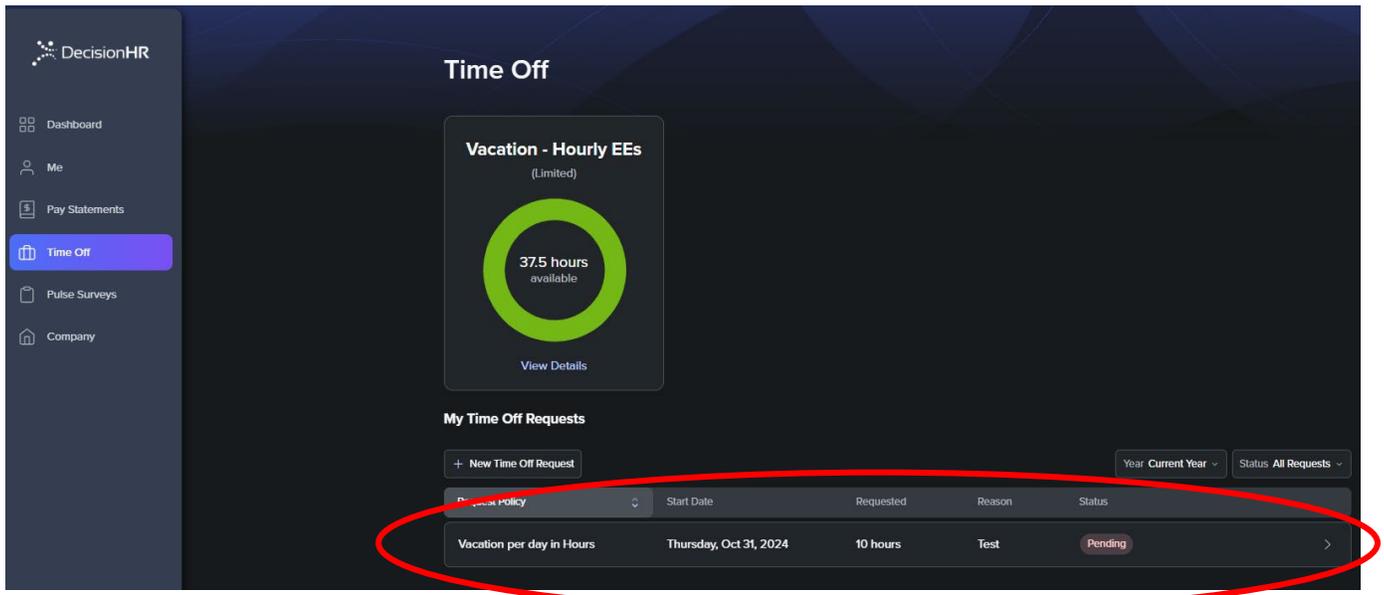
YEAR: 2024 | STATUS: All | PERIOD: All

Actions	Status	Resolved By	Request Type	Start Date	End Date	Duration	Reason
Detail Remove Edit	Waiting		Vacation per day in Hours	08/23/2024 08:00 AM	08/23/2024 06:00 PM	10 hours	5th Day of Vacation 10 hours
Detail Remove Edit	Waiting		Vacation per day in Hours	08/22/2024 08:00 AM	08/22/2024 06:00 PM	10 hours	4th Day of Vacation 10 hours
Detail Remove Edit	Waiting		Vacation per day in Hours	08/21/2024 08:00 AM	08/21/2024 06:00 PM	10 hours	3rd Day of Vacation 10 hours
Detail Remove Edit	Waiting		Vacation per day in Hours	08/20/2024 08:00 AM	08/20/2024 06:00 PM	10 hours	2nd Day of Vacation 10 hours
Detail Remove Edit	Waiting		Vacation per day in Hours	08/19/2024 08:00 AM	08/19/2024 06:00 PM	10 hours	1st Day of Vacation 10 Hours

4. To view Time Off Request History, click on the Time Off in the navigation bar on the left.



5. Approved employee requests will show **Approved** in green while Pending requests will show an Orange **Pending**. Employees can review their requests on this screen.



Time Off

Vacation - Hourly EEs
(Limited)

37.5 hours available

[View Details](#)

My Time Off Requests

[+ New Time Off Request](#) Year: Current Year Status: All Requests

Request Policy	Start Date	Requested	Reason	Status
Vacation per day in Hours	Thursday, Oct 31, 2024	10 hours	Test	Pending