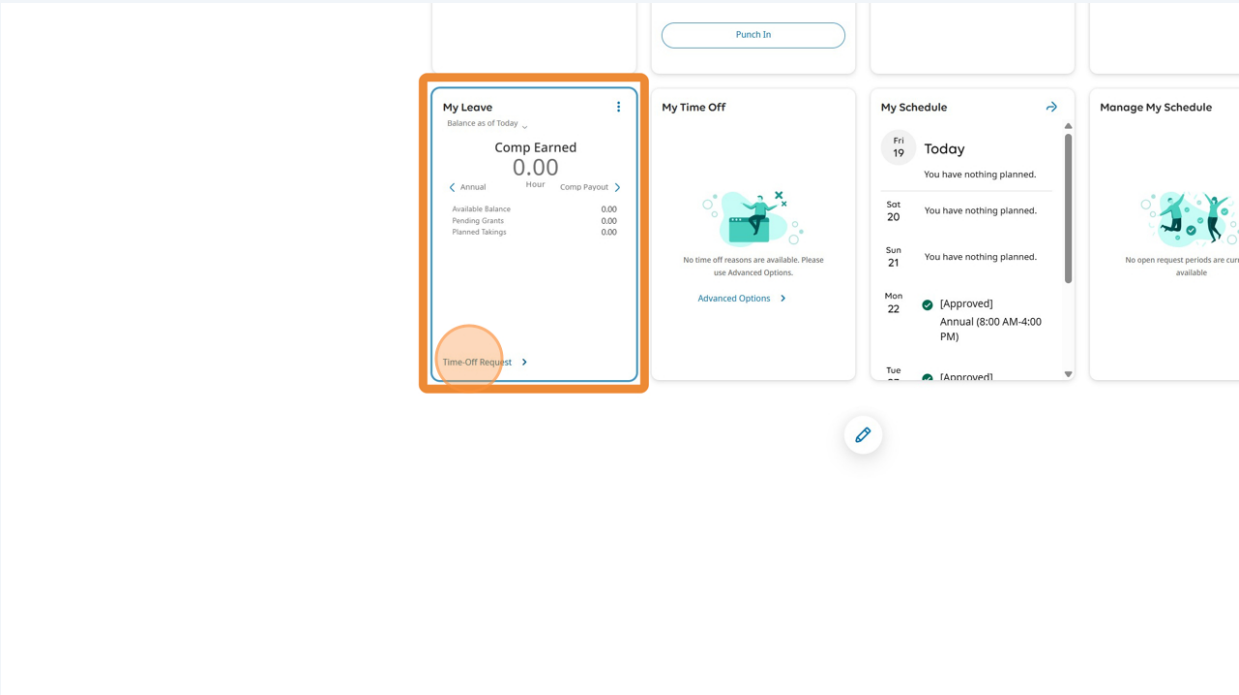


2.5. Non-Exempt Employee Job Aid: How to Submit a Time-Off Request

1

Login to LoboTime. Navigate to the 'My Leave' tile. Click on 'Time Off Request' at the bottom of the tile.

Note: For instructions on logging into LoboTime, refer to the *Non-exempt Employee Job Aid: General Access & Dashboard*.



2

Select the type of paid leave to use. In this example, Annual Leave, Comp Time, Paid Parental Leave, and Sick leave all show. The types of leave available may be different for individual employees.

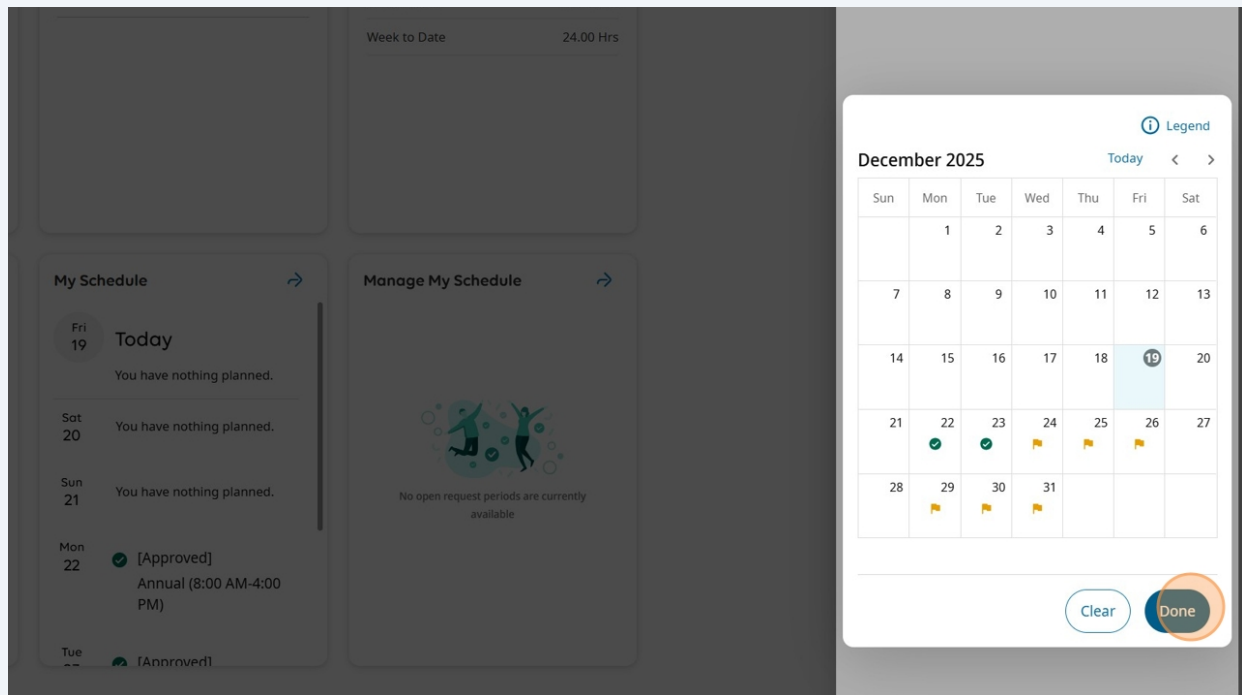
The screenshot shows a 'Request time off' modal on a user interface. The modal has a title bar with a close button and the text 'Request time off'. Below the title bar, it says 'Enter the dates and details for your time-off request.' There is a list of leave types: 'Annual' (checked), 'Comp Time', 'Paid Parental Leave', and 'Sick'. The 'Sick' option is highlighted with an orange circle. The background of the application is dimmed, showing sections like 'My Notifications', 'My Timecard', and 'My Schedule'.

3

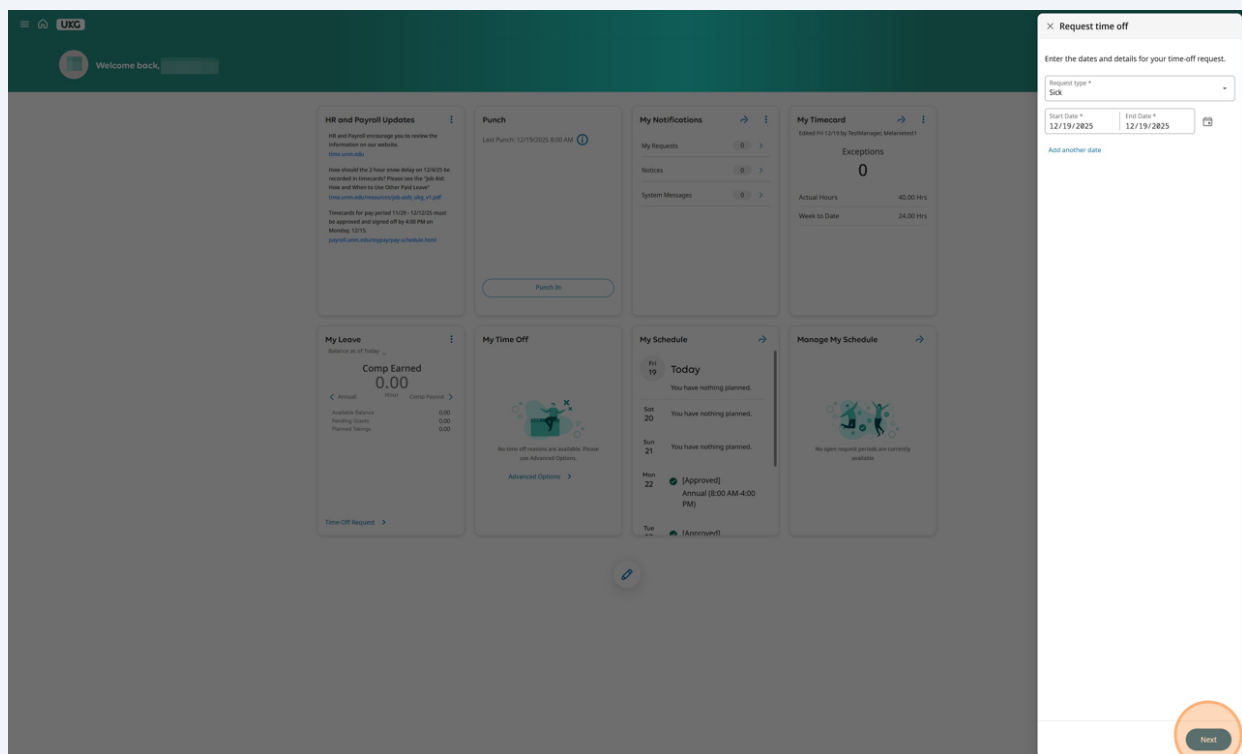
Once the type of leave is selected, enter the start and end date for the request. The date(s) can be typed in or the small calendar can be clicked on to select the date(s).

This screenshot shows the 'Request time off' modal after the 'Sick' leave type has been selected. The 'Request type' dropdown now displays 'Sick'. Below this, the 'Start Date' and 'End Date' input fields are highlighted with an orange rectangle. The 'Start Date' field has a red error message below it that says 'Start date is required'. To the right of the 'End Date' field is a small calendar icon. Below the date fields, there is a link that says 'Add another date'. The background application view remains the same as in the previous screenshot.

- 4 If using the small calendar, select the date(s) for time off and then click on 'Done'.



- 5 Once the type of leave and date(s) have been entered, click on 'Next' at the bottom of the screen.



6

Select 'Hours' for Duration. Then enter the start time for the leave. In this example, an employee has a doctor's appointment that starts at 1:00 PM. Under 'Duration' enter how much paid time off is needed. In this example, the employee needs 4 hours of sick leave, so entered '4' for duration.

Once the request is complete, click on 'Submit' at the bottom of the screen.

The screenshot displays the Uxg HR and Payroll system interface. A 'Request time off' modal is open on the right side of the screen. The modal is titled 'Request time off' and 'Sick'. It shows the user's request details, including the duration and start time. The 'Duration' is set to 'Hours' and the 'Start time' is set to '1:00 PM'. The 'Duration' field is highlighted with an orange box, and the 'Submit' button at the bottom right is also highlighted with an orange box.

Request time off
Sick

Your Request
Sick
12/19/2025

Request Details

Duration *
Hours

Start time *
1:00 PM

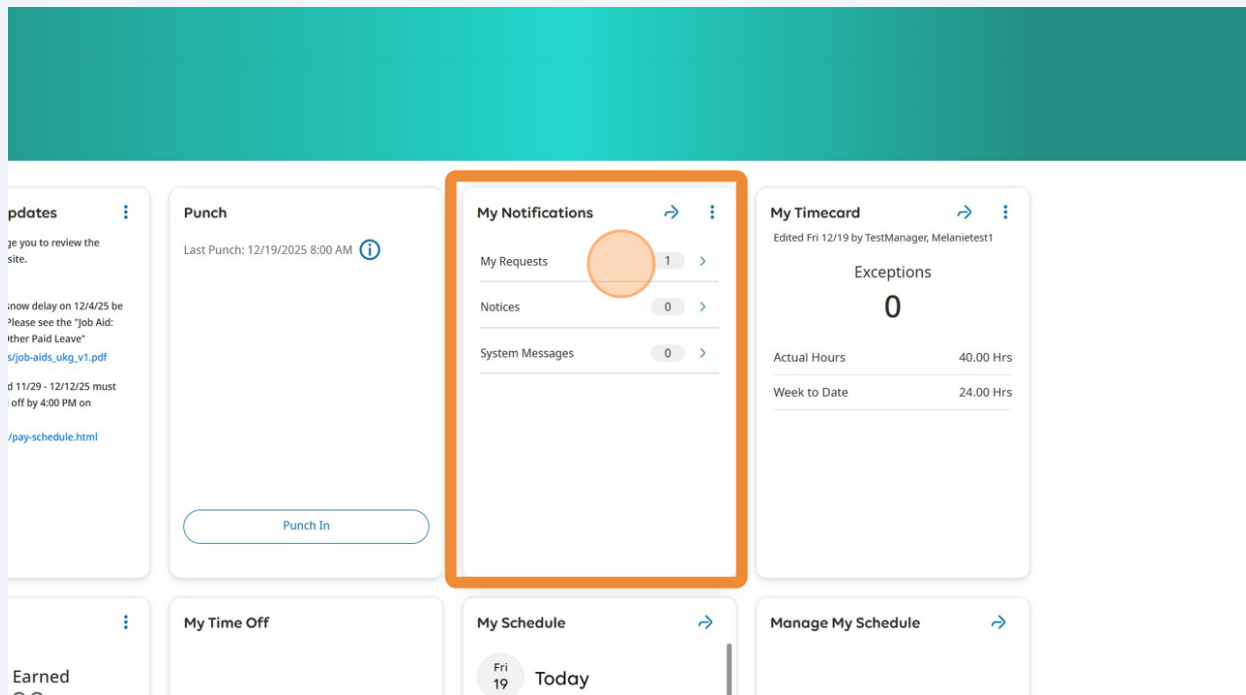
Duration *
4.4

Default from *
Sick Leave (0.00 Hours)

Back Submit

7

To verify that a leave request has been made, go to the home page of LoboTime. Find the 'My Notifications' tile and click on 'My Requests'.



8

A list will show for all submitted requests. The filter function can be used to narrow down the types of requests shown.

--End--

