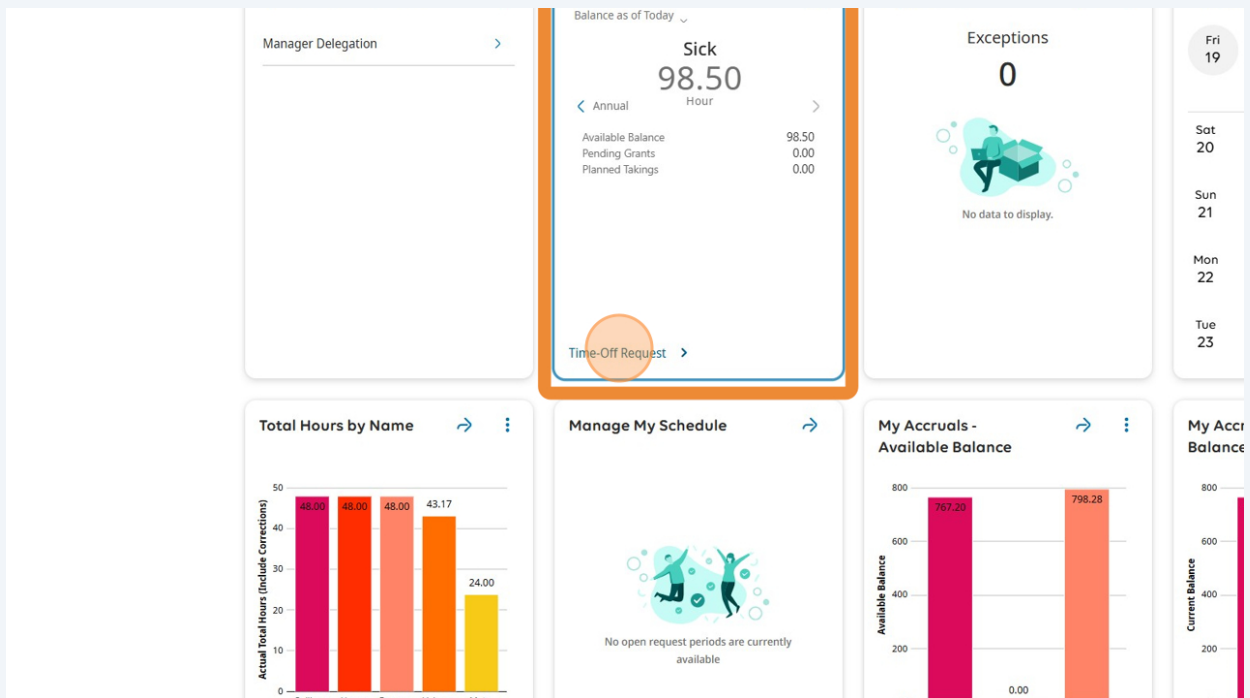


3.3. Exempt Employee Job Aid: How to Submit a Time-Off Request

1

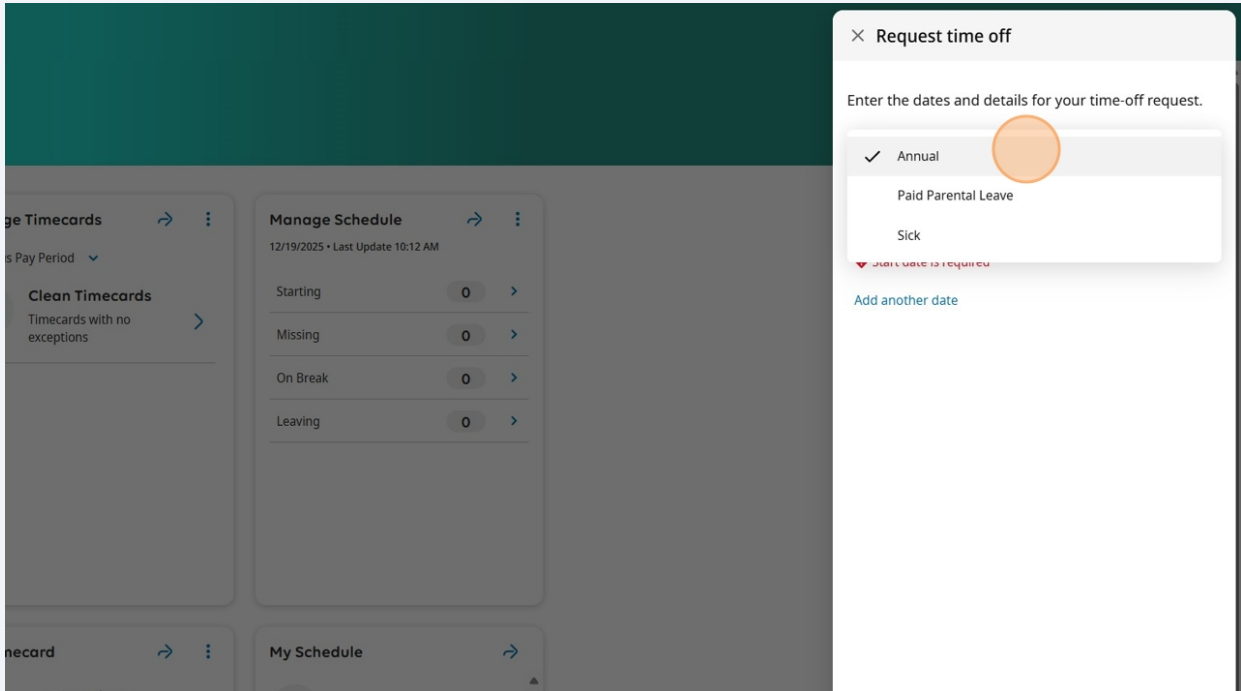
Login to LoboTime. Navigate to the 'My Leave' tile. Click on 'Time Off Request' at the bottom of the tile.

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



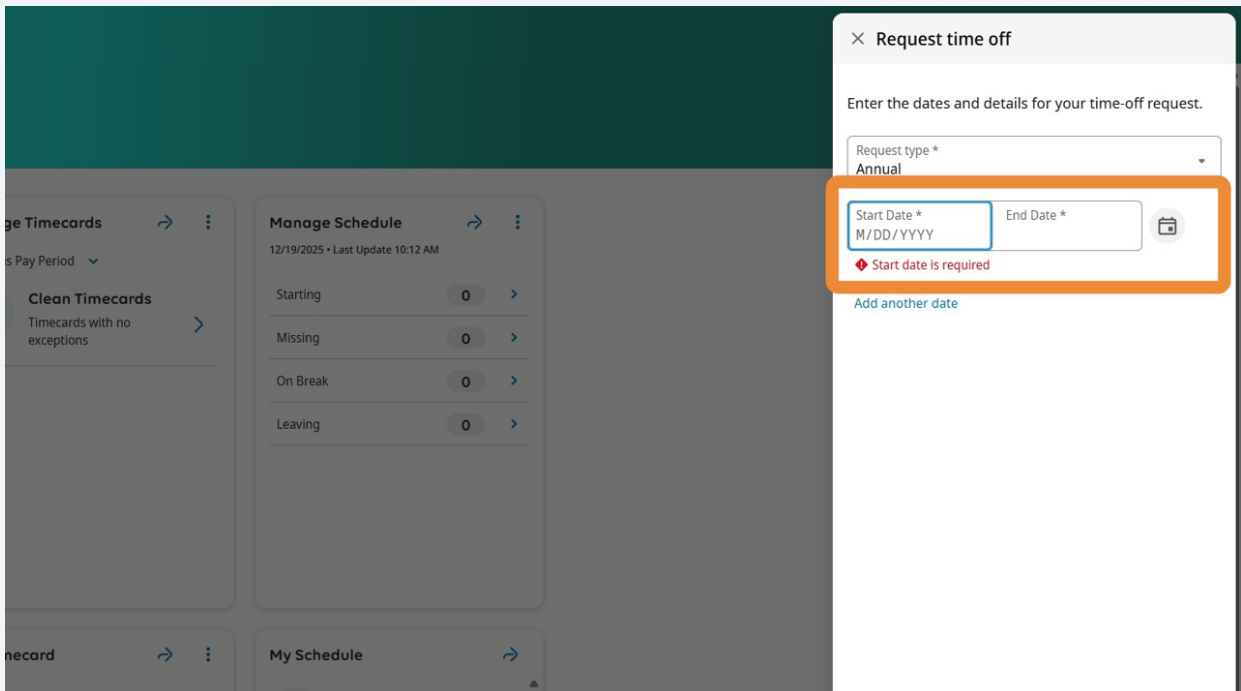
2

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

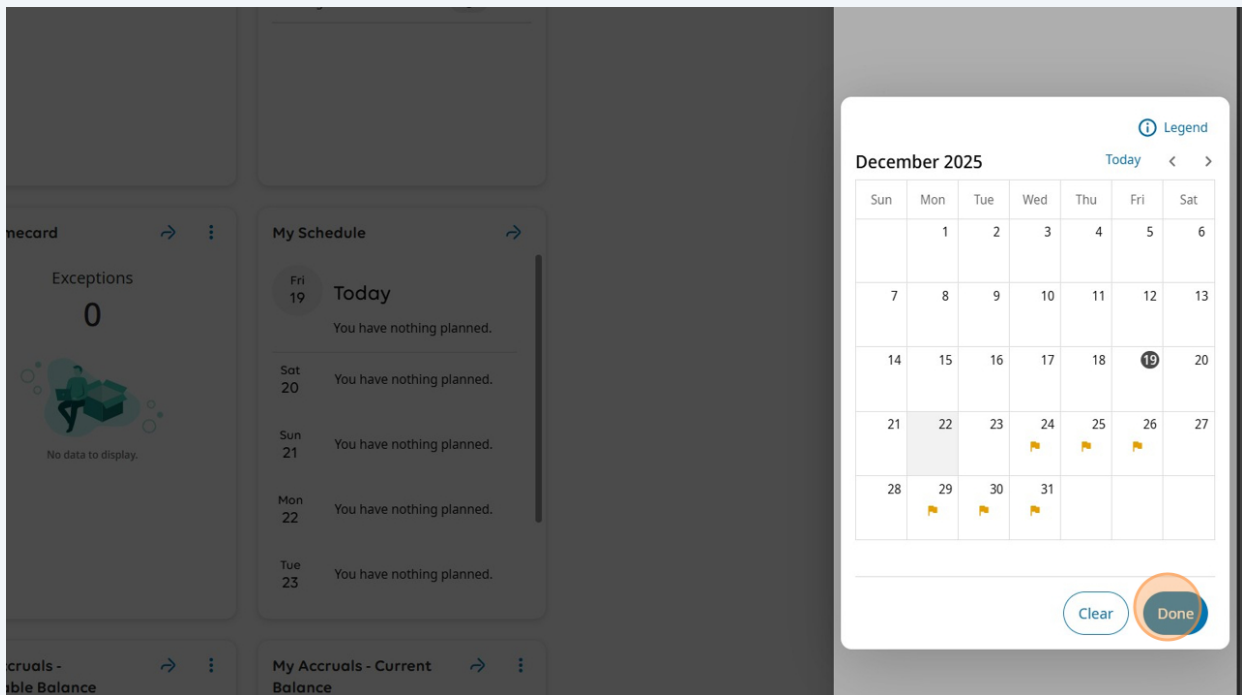


3

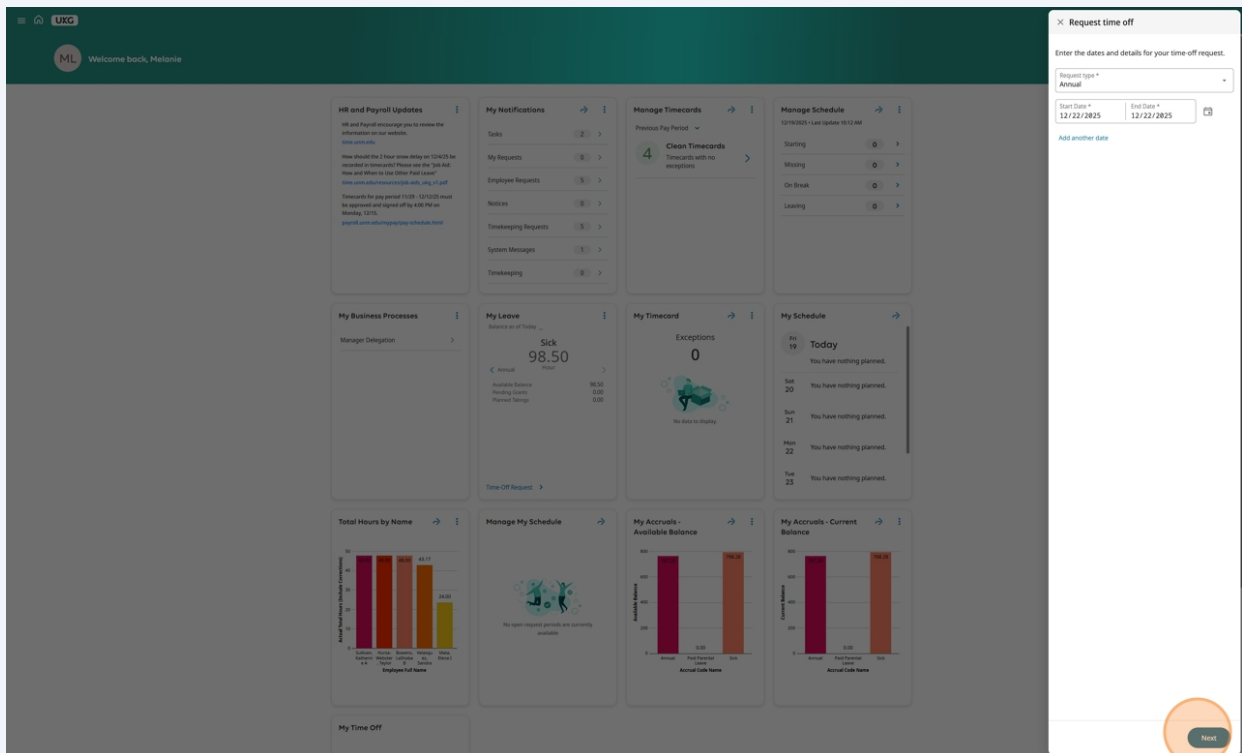
Once the type of leave is selected, enter the start and end date for the request. The date(s) can be typed in or the small calendar can be clicked on to select the date(s).



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

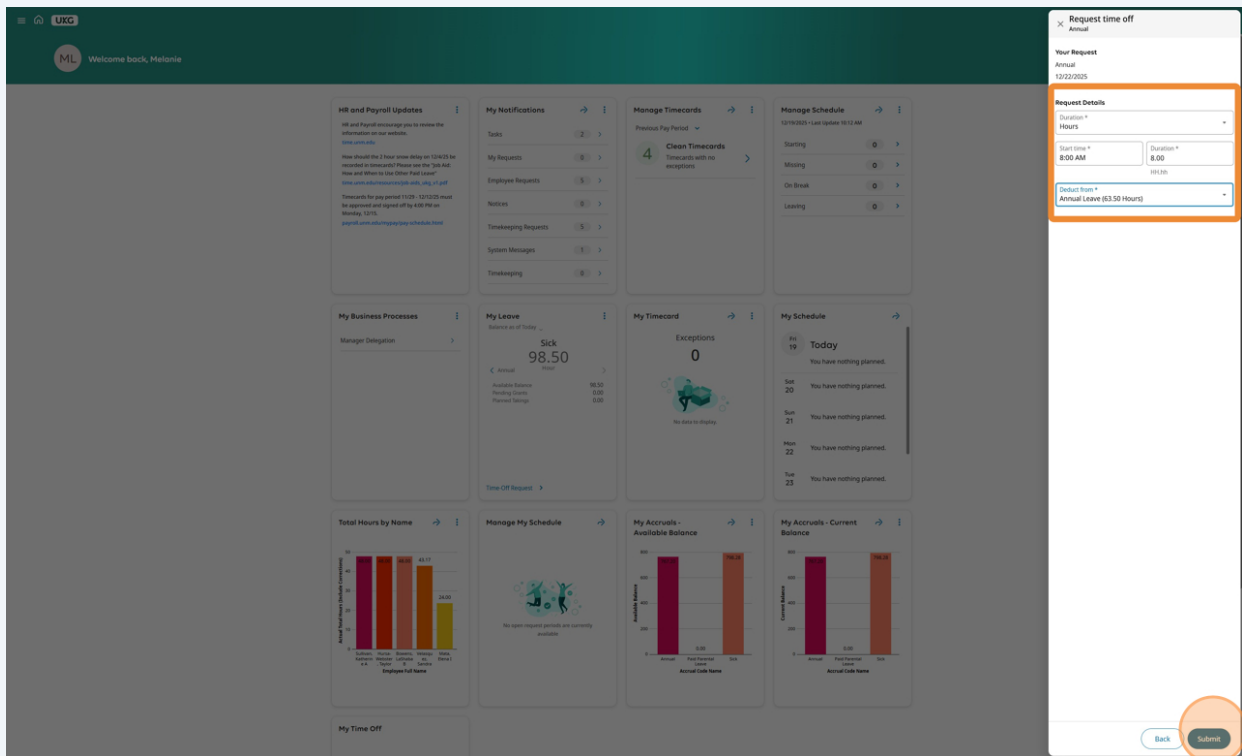


5 Once the type of leave and date(s) have been entered, click on 'Next' at the bottom of the screen.



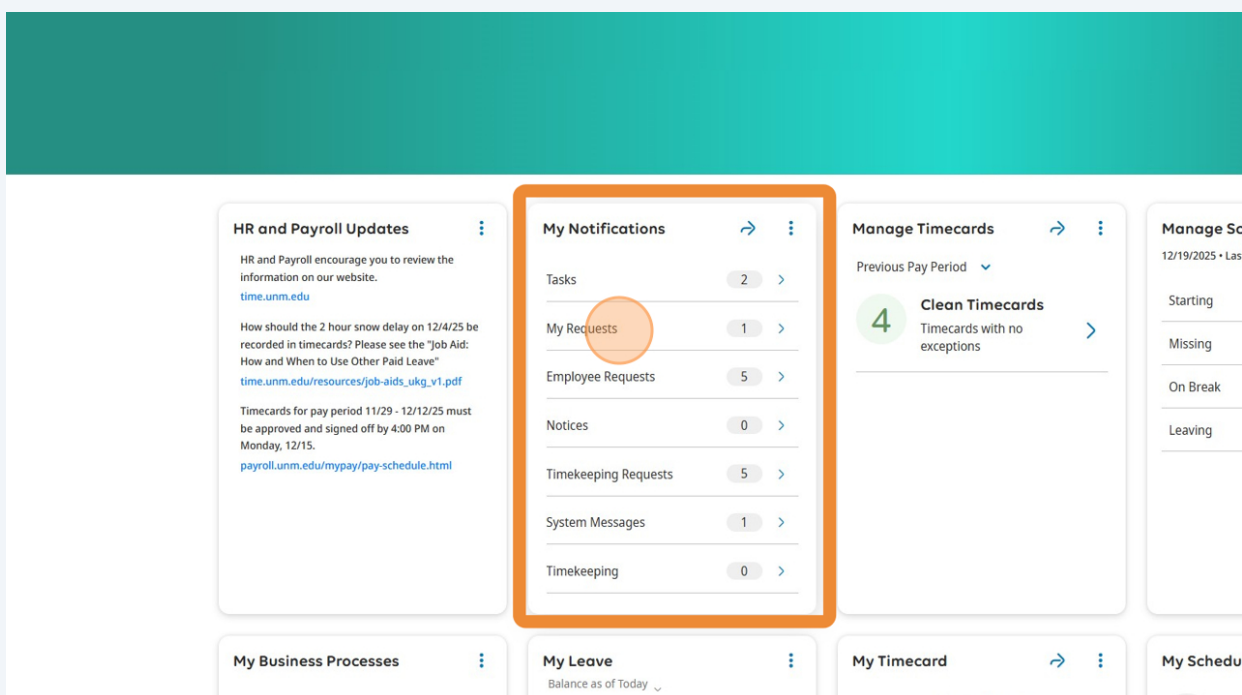
6

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 time is needed. In this example, the employee needs 4 hours of sick leave, so enter '4' for duration. Once the request is complete, click on 'Submit' at the bottom of the screen.



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 all submitted requests. The filter function can be used to narrow down the types of requests shown.

--End--

The screenshot displays the UKG Control Center interface. At the top, there is a teal header with the UKG logo and the text "Control Center". Below the header, there are navigation icons for "Select All", "Refine", and a checkmark icon. A filter bar is visible, showing "Filter : No Status, Cancel Su..." and "None | Refresh". A list of requests is shown, with one request card highlighted in orange. The request card contains the following information:

<input type="checkbox"/>		Request	Annual
		Employee	
		Created On	12/19/2025 10:13 AM
		Requested Periods:	12/22/2025 - 12/22/2025
		Approval Status:	Submitted
		Duration:	8.00
		Request Status	Submitted