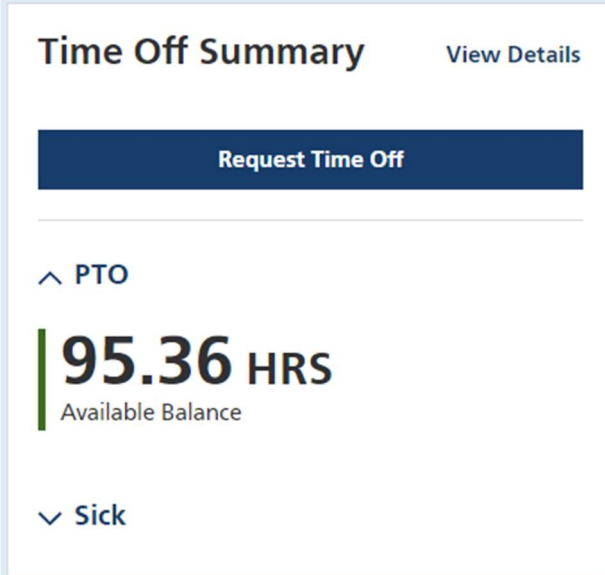


How to Request PTO in Paycor:

- 1) Log into your Paycor account.
- 2) On the main homepage, locate the Time Off Summary box- you may have to scroll down to locate this box. Click the "Request Time Off" button.



Time Off Summary [View Details](#)

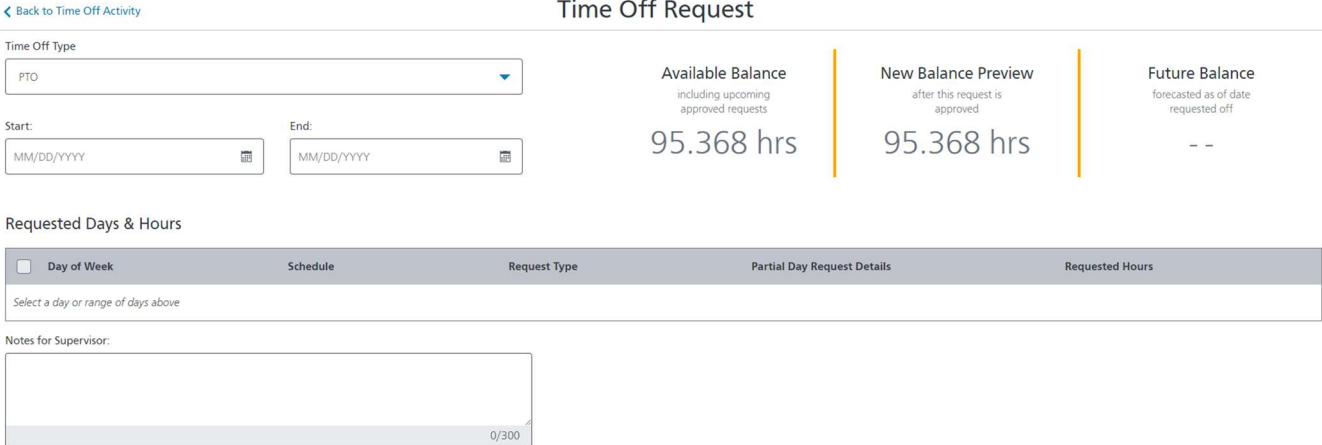
Request Time Off

^ PTO

95.36 HRS
Available Balance

∨ Sick

- 3) The Time Off Request screen will open. Under Time Off Type, ensure that PTO is selected.



[Back to Time Off Activity](#) **Time Off Request**

Time Off Type: PTO

Start: MM/DD/YYYY End: MM/DD/YYYY

Available Balance: 95.368 hrs (including upcoming approved requests)

New Balance Preview: 95.368 hrs (after this request is approved)

Future Balance: -- (forecasted as of date requested off)

Requested Days & Hours

| <input type="checkbox"/> Day of Week | Schedule | Request Type | Partial Day Request Details | Requested Hours |
|--|----------|--------------|-----------------------------|-----------------|
| <i>Select a day or range of days above</i> | | | | |

Notes for Supervisor:

0/300

- 4) Enter the start and end date of the PTO request. You can select between a full day or a partial day request. For a partial day request, enter the hours you are requesting off. If you need to adjust the requested hours, just manually change that number. You will see your available PTO balance as well as a New Balance Preview which will show you your PTO balance after the request is approved. You can leave a note with your request in the Notes for Supervisor box. Once complete, click the blue “Submit” button in the bottom right corner.

[Back to Time Off Activity](#) Time Off Request

Time Off Type:

Start: End:

| | | |
|--|--|--|
| Available Balance <small>including upcoming approved requests</small> | New Balance Preview <small>after this request is approved</small> | Future Balance <small>forecasted as of date requested off</small> |
| 95.368 hrs | 82.868 hrs | 82.868 hrs |

Requested Days & Hours

| <input checked="" type="checkbox"/> Day of Week | Schedule | Request Type | Partial Day Request Details | Requested Hours |
|---|--|--------------|---|----------------------------------|
| <input checked="" type="checkbox"/> Thu, 11/07/2024 | ▲ 8:00 AM - 4:30 PM, 8 hours | Partial Day | From <input type="text" value="12:00..."/> to <input type="text" value="04:30 PM"/> | <input type="text" value="4.5"/> |
| <input checked="" type="checkbox"/> Fri, 11/08/2024 | ▲ 8:00 AM - 4:30 PM, 8 hours | Full Day | | <input type="text" value="8"/> |
| Total Requested Hours: 12.5 | | | | |

Notes for Supervisor:

0/300

[Cancel](#) [Submit](#)

- 5) You can request PTO via the Paycor mobile app as well. To do this, you simply navigate to the “Time Off” section by scrolling down on the home page. The same process outlined above applies in the app as well. Be sure to click the “Submit” button after filling out the request so that it gets sent to your supervisor for approval.