How to Request Time-Off

Log onto the system via: autime.auburn.edu
**Exempt Employees:** Landing Page: *My Timecard and My Calendar* options

**Non-Exempt Employees:** Landing Page: *My Timestamp, My Timecard and My Calendar* Options
**Managers:** Landing Page: *Manage My Department etc. -> Workspaces -> My Information*
Open the *My Calendar* widget by clicking on the Gear icon and select Pop-Out.

*My Calendar* widget has been activated in primary view
Click on Request Time Off
Start Date: Start Date of Leave

End Date: End Date of Leave

Pay Code: Vacation (VAC), Sick (SCK), Comp Time Taken (CTT), Military (MIL), Funeral (FNL), and Jury Duty (JRY) – select the type of leave being requested.

Duration: Pre-selected for Hours

Start Time: Start Time of Leave (required)

Length: Number of hours requested *per day*
Scenario 1:

Requesting Vacation for 1 full day

![Request Time Off screenshot](image1)

Scenario 2:

Requesting Vacation for 2 or more sequential days

Tip: If you try to enter a cumulative total hours (16 hours), then the system assumes you wish to take 16 hours PER DAY

![Request Time Off screenshot](image2)
Scenario 3:

Requesting Vacation for 2 non-sequential days (i.e. Friday and Monday)

Tip: use the + Add another time-off period

Scenario 4:

Requesting different leave types for 2 or more sequential days
Scenario 5:

Requesting partial leave on a single day

Tip: Make sure that your start time on any partial leave request does not conflict with any of your punches. (i.e. if your punch times are 8am and 1pm; then this leave would not populate onto the timecard since it CONFLICTS with the punch time)
Submit – sends the Request via an email and system alert to the immediate Manager.

Draft – saves your request for a future submission, but does not send to the immediate Manager.

Click for more options: Details, Submit, Delete

After submitting the request, navigate to the requested date to view the request. The immediate Manager must approve the request before the leave is entered onto the timesheet.

Hovering over the request provides more information.