

TIME OFF CODES

Depending on your employment type, there are multiple types of Time Off requests that can be submitted:

- **Paid Sick Time (PST)** is available to all staff. Requests can be submitted any time before the shift starts so long as the employee has enough PST accrued to cover the shift. The hours submitted using this code are paid.
- **Unpaid Time Off (UTO)** is available to all staff. Requests are submitted before schedules are published, and are approved on a first come, first serve basis depending on business demands. The hours submitted using this code are not paid.
- **Paid Time Off (PTO)** is available to all full-time, non-seasonal staff. Requests are submitted before schedules are published, and are approved on a first come, first serve basis depending on business demands. The hours submitted using this code are paid.

REQUESTING TIME OFF

1. Download and open the Quickbooks Time app from your phone's app store.

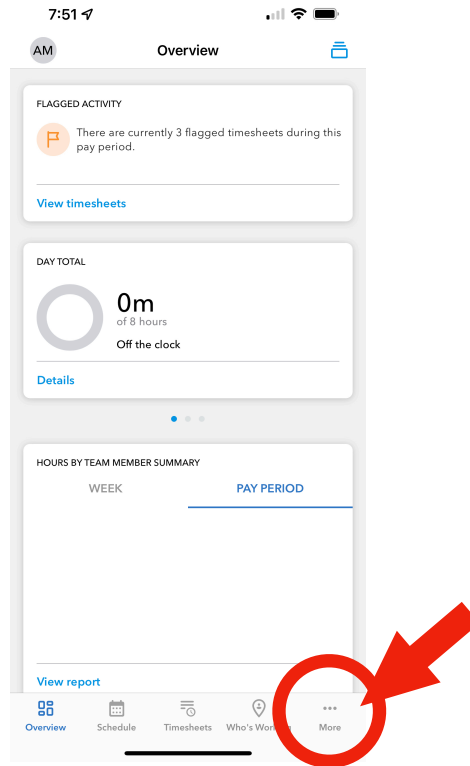


Quickbooks Time

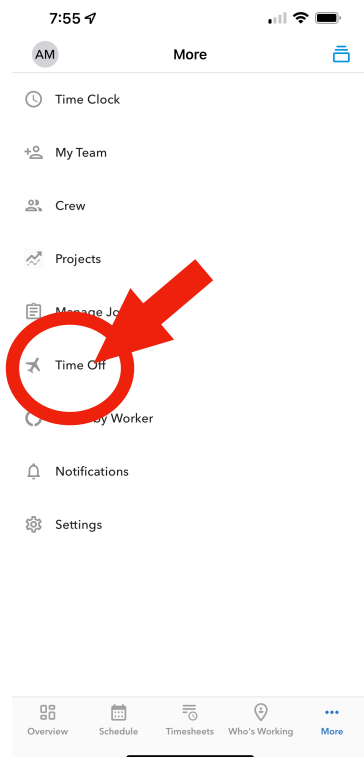
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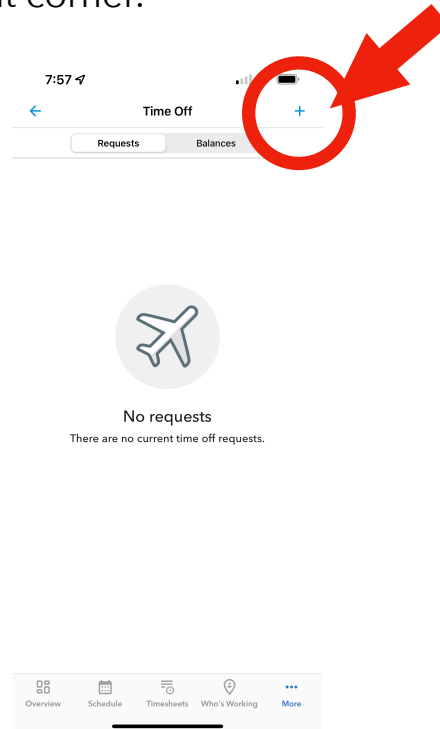
2. Tap the "More" button in the bottom right corner.



3. Tap "Time Off"



4. Tap the "+" in the top right corner.



5. Tap the time off code you would like to use.

6. Tap "Add Day". Use the slider to select the first day off.

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7. If needed, continue to tap "Add Day" until all the days you need off have been added.
- ➔ Make sure you list each day that you need off. You are submitting specific days and not a date range.

8:08 8:08 8:08

Time Off Request

40h 00m

✈ Unpaid Time Off (UTO)

Thu, Aug 18, 2022	8h	✕
Fri, Aug 19, 2022	8h	✕
Sat, Aug 20, 2022	8h	✕
Sun, Aug 21, 2022	8h	✕
Mon, Aug 22, 2022	8h	✕

+ ADD DAY

☰ Trip to Mexico 🇲🇽

Save

8. Tap "Save" at the bottom. You will receive notification once it has been approved or denied within 24 hours.