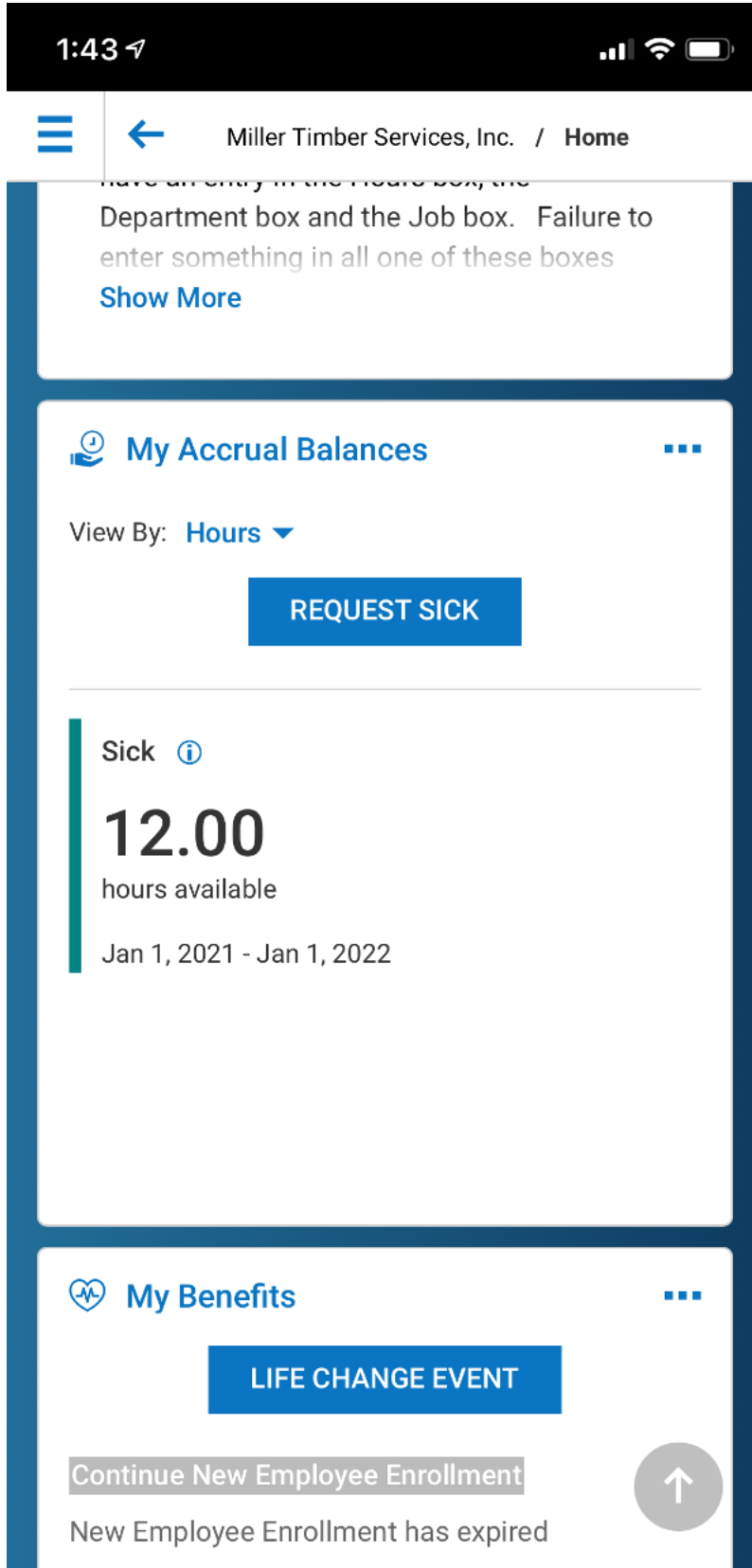


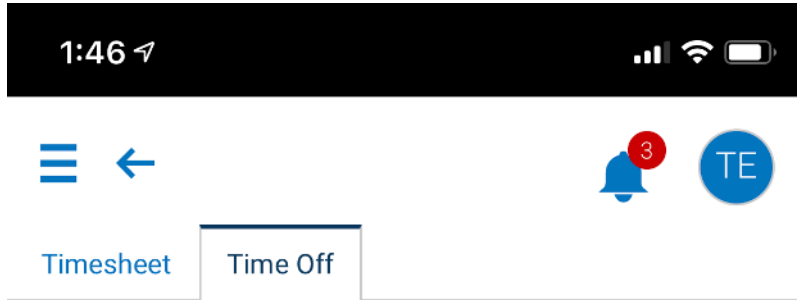
Time Off Request – HCMtoGo

Para realizar su solicitud de tiempo libre pagado, desplácese hacia abajo hasta que vea Mis saldos acumulados. Toque el boton Solicitar enfermedad para comenzar



To make your time-off request, scroll down on your dashboard until you see the My Accrual Balances widget. Tap the Request Sick button to begin.

Time Off Request – HCMtoGo



Si desea solicitar vacaciones, toque el icono de busqueda y seleccione Vacaciones

Request ▾

Time Off Type

Sick 

If you want to request a different time-off type than the one that appears, tap the lookup icon and select the correct type.

▾ **Accrued Balances Details** 

Feb 21, 2021 Sick ▾

1.50 days
Current Accrued

0.00 days
Taken

1.50 days
Current Balance

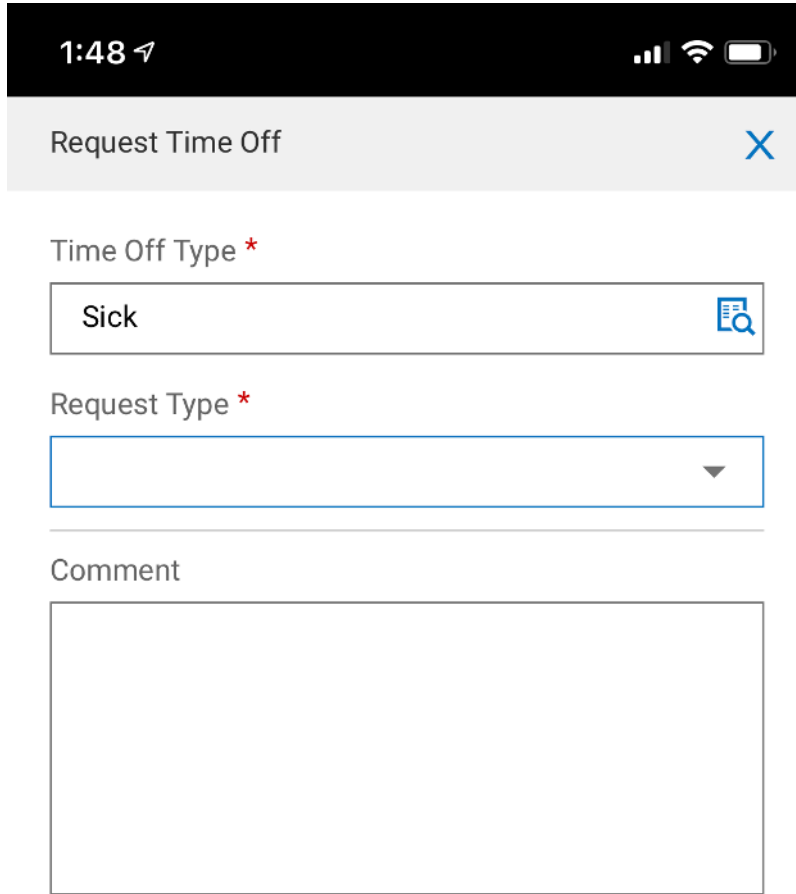
START REQUEST

Once you have selected the correct time-off type, tap the Start Request button.

◀ FEB 2021 ▶ TODAY

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 	16	17	18	19	20	21
22	23	24	25	26	27	28

Una vez que haya seleccionado el tipo de tiempo libre correcto, toque el boton Iniciar solicitud



1:48

Request Time Off

Time Off Type *

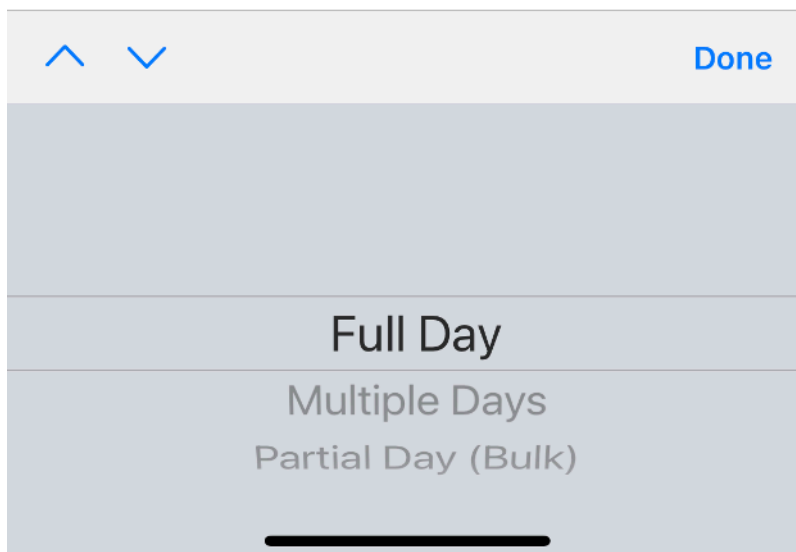
Sick

Request Type *

Comment

If you want to request a single day, tap the arrow in the 'Request Type' field.

si desea solicitar un solo dia, toque la flecha en el campo "Tipo de solicitud"



Done

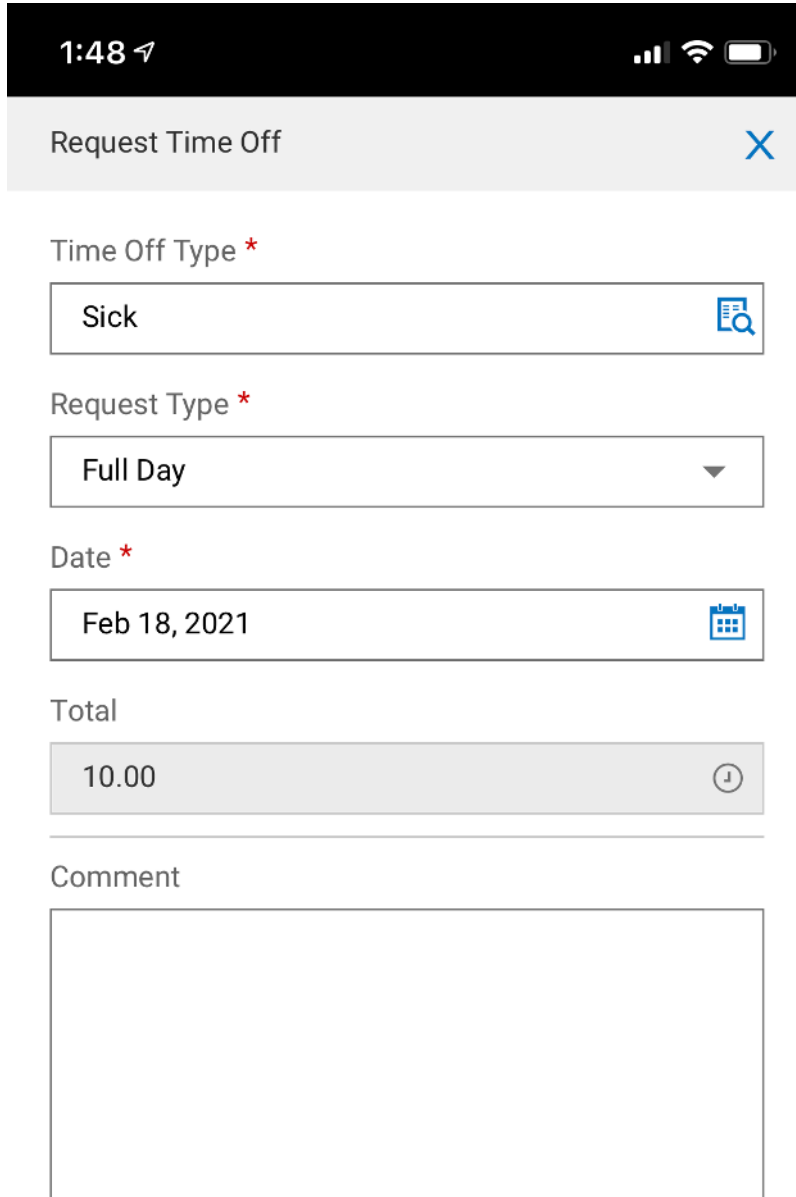
Full Day

Multiple Days

Partial Day (Bulk)

Seleccione "Dia completo" en el menu a continuacion, luego toque Listo

Select "Full Day" from the menu below, then tap Done.



Time Off Request – HCMtoGo

Seleccione el día que desea solicitar

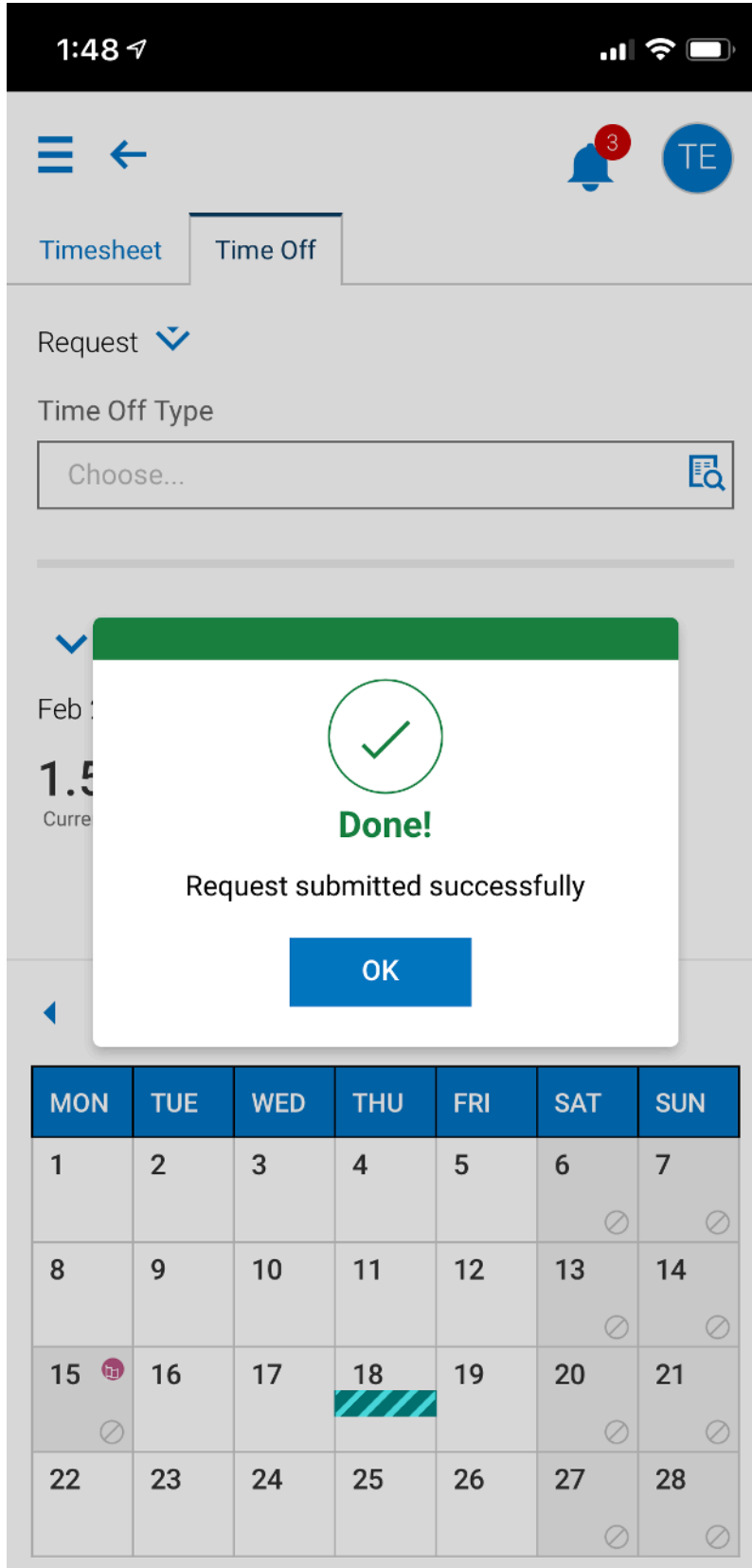
El sistema ingresara automaticamente el numero de horas para el dia completo

Select the day that you would like to request.

The system will automatically enter the number of hours for the full day.

Toque el boton Enviar solicitud para completar la solicitud

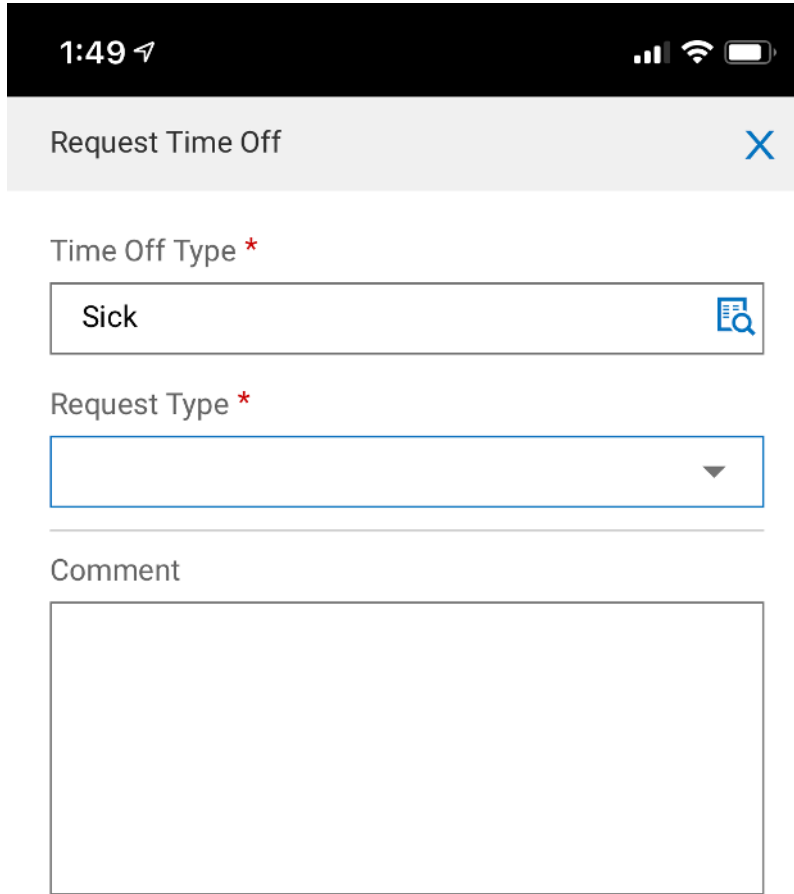
Tap the Submit Request button to complete the request.



Un mensaje de confirmacion aparecera. Su solicitud se enviara a su gerente y se le notificara una vez que se haya tomado una decision de aprobacion

A confirmation message will appear. Your request will be forwarded to your manager, and you will be notified once an approval decision has been made.

Time Off Request – HCMtoGo



1:49

Request Time Off

Time Off Type *

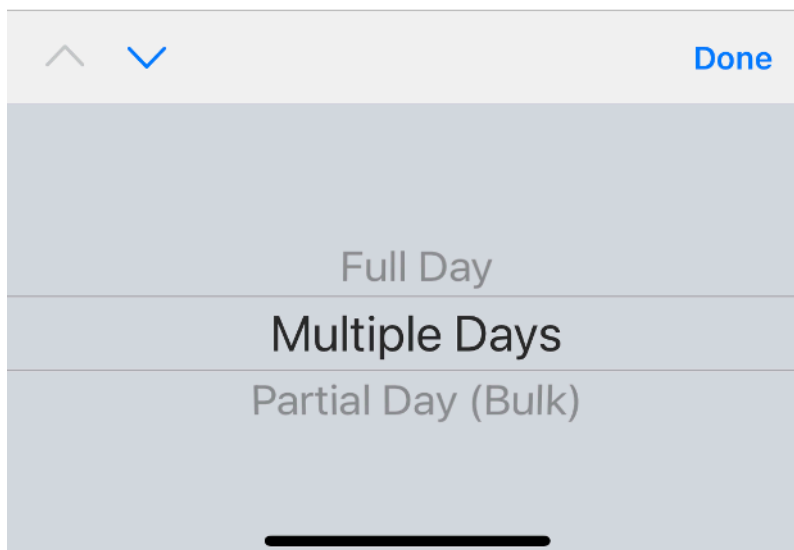
Sick

Request Type *

Comment

Si desea solicitar varios días seguidos, toque la flecha en el campo "Tipo de solicitud"

If you want to multiple days in a row, tap the arrow in the 'Request Type' field.



Done

Full Day




Multiple Days


Partial Day (Bulk)


Seleccione "Múltiples días" en el menú a continuación, luego toque Listo

Select "Multiple Days" from the menu below, then tap Done.


Time Off Request – HCMtoGo


1:49   


Request Time Off 

Time Off Type *
 

Request Type *

From *
 

To *
 

Hours Per Day *
 

Comment

Seleccione los dias de inicio y finalizacion que le gustaria solicitar

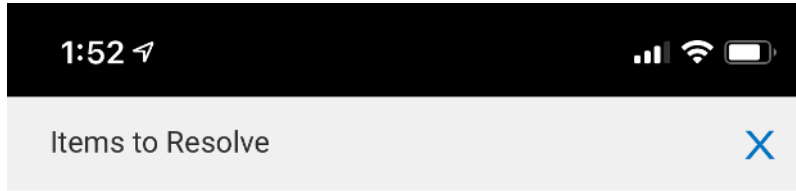
Introduzca el numero de horas por dia. Este debe ser el numero de horas en un dia completo

Select the starting and ending days that you would like to request.

Enter the number of hours per day. This must be the number of hours in a full day.

Toque el boton Enviar solicitud para completar la solicitud

Tap the Submit Request button to complete the request.




Test Employee

Date(s) Amount
Feb 16 - Feb 17, 2021 20.00 hrs

Time Off
Sick

Si esta solicitando mas horas de las que tiene disponibles, vera una advertencia que le informa que su saldo sera negativo

 The following item(s) need to be resolved before continuing with request.

 02/16/2021 - 02/17/2021

Remaining accrued balance for Sick would be negative: 18.00.

If you are requesting more hours than you have available, you will see a warning letting you know that your balance will be negative.

Comment

Puede tocar el boton Enviar de todos modos para continuar con la solicitud, pero su solicitud puede ser rechazada debido a que no tiene suficientes horas

CANCEL **SUBMIT ANYWAY**

You may tap the Submit Anyway button to proceed with the request, but your request may be declined due to not having enough hours.

1:52 ↗
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Timesheet | Time Off

Request ▾

Time Off Type

▾ Accrued Balances Details ⚙️

Feb 21, 2021 Sick ▾

1.50 days
Current Accrued

0.00 days
Taken

0.25 days
Current Balance

START REQUEST

◀ FEB 2021 ▶ TODAY

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Sus solicitudes apareceran en su calendario de tiempo libre mostrando el estado de aprobacion actual

Your requests will appear on your Time Off Calendar showing the current approval status.