

# How to Request VTO in UltiPro

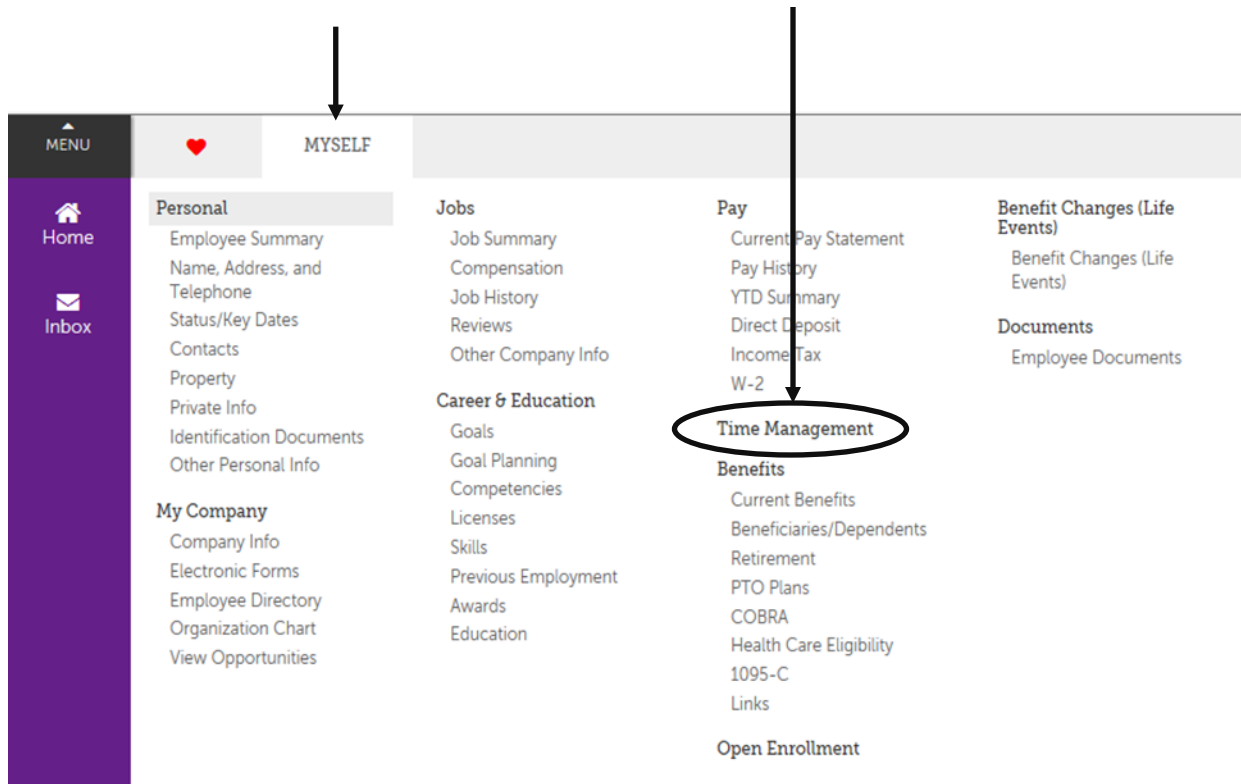


# How to Request VTO

Employee initiates a request for VTO through UltiPro

Log into UltiPro

Under the MYSELF tab, click on TIME MANAGEMENT



# How to Request VTO

Under the SCHEDULER tab, click REQUESTS

Under the THINGS I CAN DO section, click on ADD PTO REQUEST

Attendance Scheduler

Requests

### Time-Off Requests

add print

Things I Can Do

- Add PTO Request
- View Calendar

Quick Tours and Tips

- Requesting Time Off Quick Tour
- Requesting Time Off Quick Tip
- Requesting Time Off Quick Tip

Available Balances

PTO	91.16
FLOATING HOL	0.00
VOL TIME OFF	8.00

Find by: Request Status is All

Work Date From 05/26/2017 To 05/26/2017 Search

[Clear Filters] Displaying 0 to 0 of 0 record(s)

Action Edit Remind Cancel

Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
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Page Size: 10

# How to Request VTO

Using the drop down selection in the TYPE field, select VOL TIME OFF  
Enter the date you wish to volunteer in the FROM and TO fields  
The TOTAL field will automatically populate 8 hours

Attendance Scheduler Requests

### Time-Off Requests

Available Balances

PTO	91.16
FLOATING HOL	0.00
VOL TIME OFF	8.00

New Request

Description: Enter Optional Description

Type: Choose One

From: MM/DD/YYYY

To: MM/DD/YYYY

Total:

Notes:

Show Advanced Options

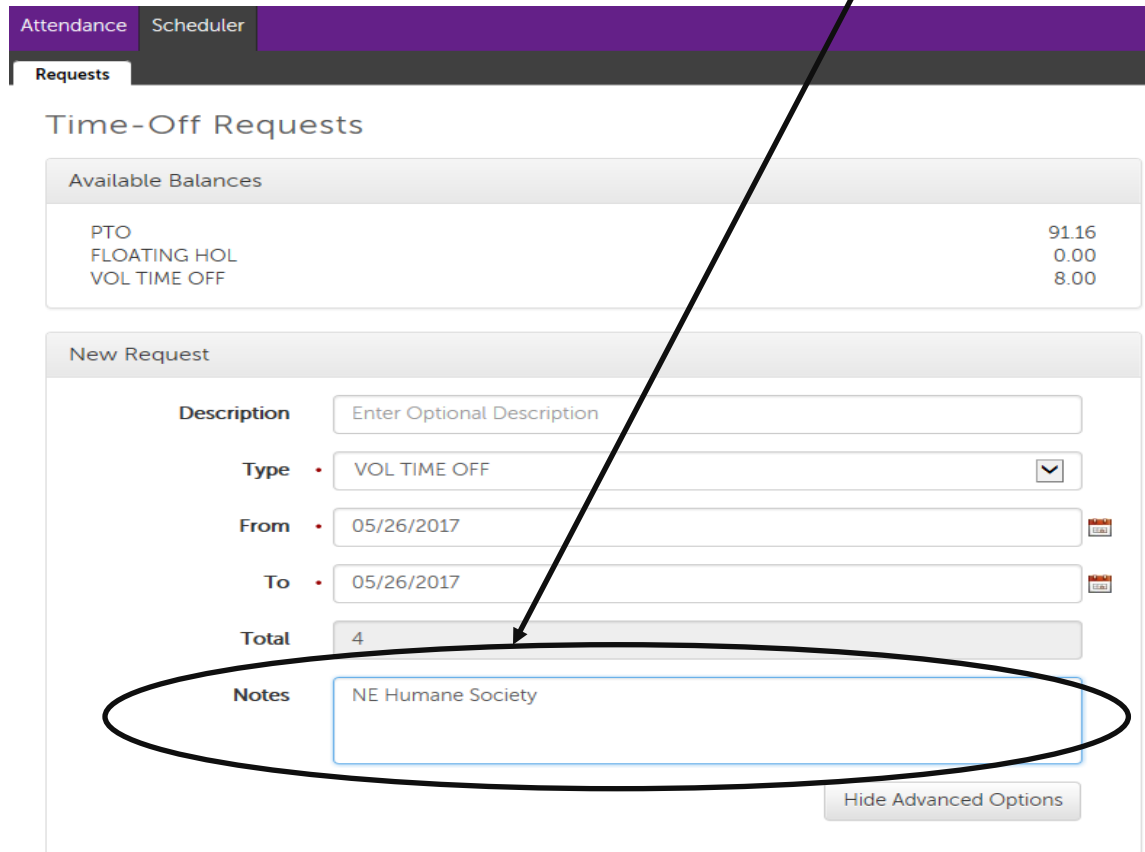
If the employee wishes to only take 4 hours, they must click SHOW ADVANCED OPTIONS, and enter 4 in the HOURS column (VTO MUST be taken in 4 or 8 hours)

### Advanced Options

	Date	Day	Type	Hours	Start	End	Available Hours	Remaining Hours
×	05/26/2017	FRI	VOL TIME OFF	4.00			8	4.00

# How to Request VTO

The employee MUST enter the location they would like to volunteer in the NOTES section. **If the NOTES section is blank, the supervisor will deny the request.**



The screenshot shows a web interface for 'Time-Off Requests'. At the top, there are navigation tabs for 'Attendance' and 'Scheduler', with 'Requests' selected. Below this is a section titled 'Time-Off Requests' containing two main panels: 'Available Balances' and 'New Request'.

**Available Balances**

PTO	91.16
FLOATING HOL	0.00
VOL TIME OFF	8.00

**New Request**

**Description**

**Type** • VOL TIME OFF

**From** • 05/26/2017

**To** • 05/26/2017

**Total** 4

**Notes**

A black arrow points from the text above to the 'Notes' field, which is also circled in black.

# How to Request VTO

Click SAVE

Attendance Scheduler

Requests

### Time-Off Requests

Available Balances	
PTO	91.16
FLOATING HOL	0.00
VOL TIME OFF	8.00

#### New Request

**Description**

**Type** • VOL TIME OFF

**From** • 05/26/2017

**To** • 05/26/2017

**Total** 4

**Notes**