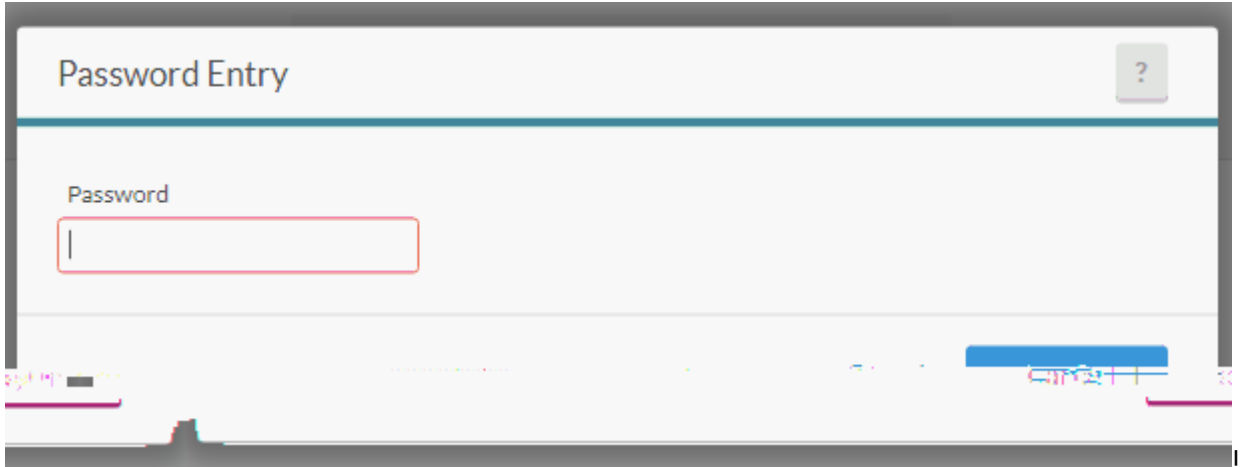


# E EM EM L EE

!

"##!\$%&' ()!&' (#\*+&&,-!). \*,&!/\*)!&/)0#&1!)\*!\*2&34)0' &!5\*' (&/,6)0\* /-!63&!/\*)!3&7803&1!)\*!  
3&5\*31!160#+!6))&/16/5&!). 3\*89. !: 0' &; #\*5<!=#8, !>: ; =?!0' &<&&(0/9!, +, )&' @!

A\*B&2&3-!). 0,!1\*&, !/\*)!3&' \*2&!). &!3&7803&' &/)!C\*3!6##!&' (#\*+&&,!)\*!, 8D' 0)!#&62&!\*3!6D, &/5&!  
3&78&,) !0/!: ; =@"/+0' &!6/!&%&' (!\*3!/\*/4&%&' (!,)6CC!' &' D&3!B0##!D&!6D, &/)!C3\*' !B\*3<-!

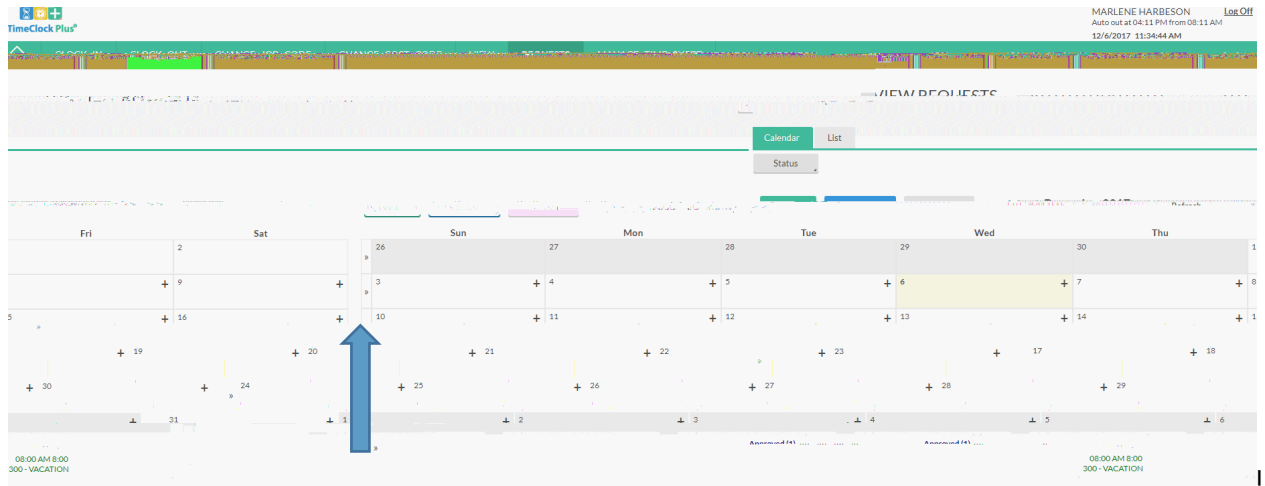


H@ \$V: \$QI=" TTWNQY!



^@ ; MX; \_IQ\$RS\$: T!XV!: A\$!: NNMIU" Q!NQ!; MX; \_INV! SZ =!: NIQ\$RS\$: T!XV!M\$" P\$IQ\$RS\$: T! WXY] \$: !NV!Y" TAUN" QY!

!  
!  
!  
!



a@ ; MX; \_!NV!b!" YY!US: : NV!NQ!; MX; \_!NV!b!T[ZUNM!NV!Y" [![NS!" Q\$!Q\$RS\$T: XV] !M\$" P\$!cNQ!!

### Add Employee Request

Templates

8 HOUR HALF DAY

Start time 08:00 AM

Hours 8:00

Days 1

300 - VACATION

Vacation Description

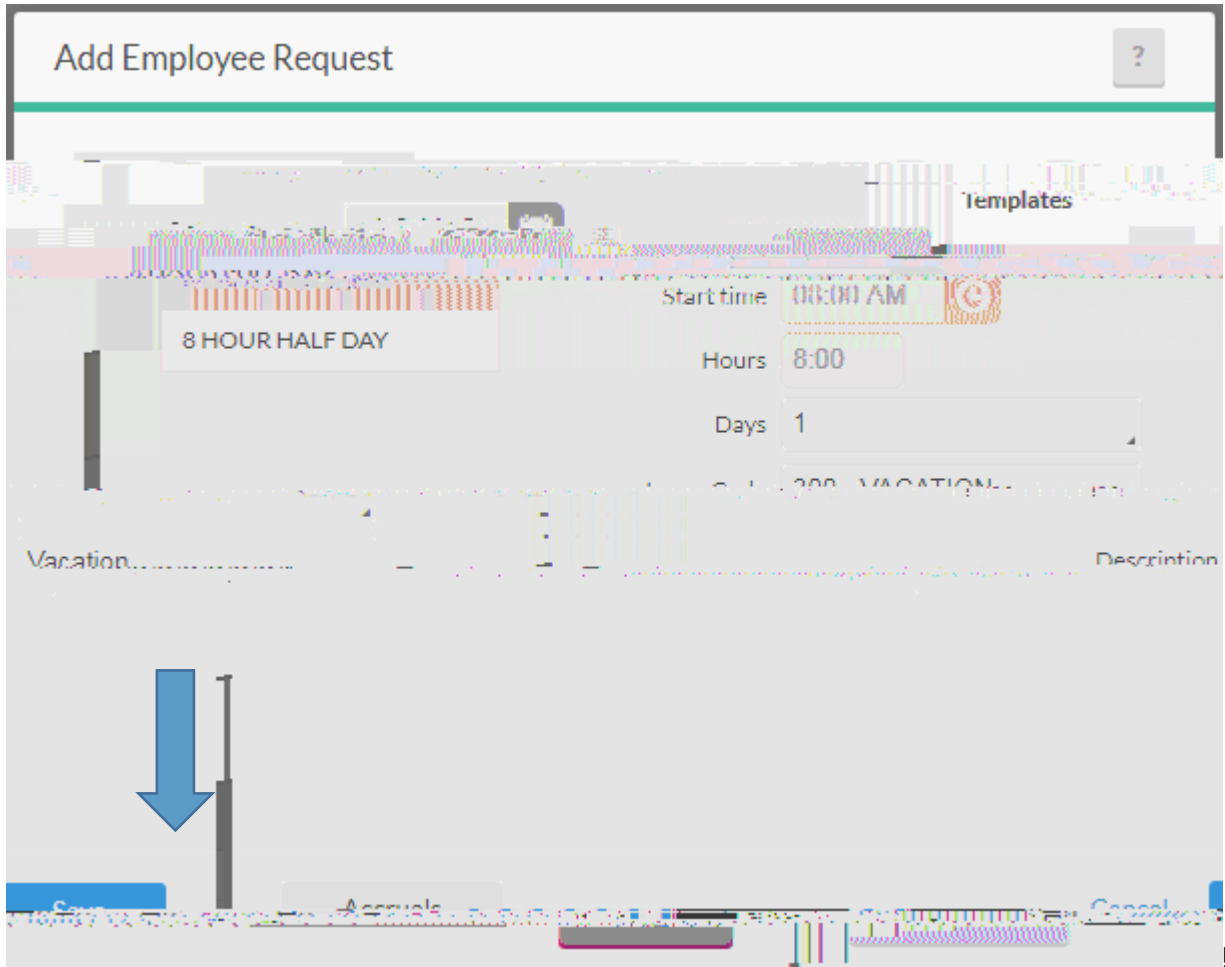
Save Accruals Cancel

G@ ; ANNT\$cSMM!Y" [!NQ!A" Mc!Y" [!

K@ ; ANNT\$!Y" : \$!

d@ ; ANNT\$!T: " Q: !: xZ \$!xc!A" Mc!Y" [!Q\$RS\$T: \$Y!>d!" Z!NQ!O\!=Z?!

J@ ; ANNT\$!Y" [T!>xc!: "\_XV"!cSMM!Y" [T!; NVT\$; S: XP\$M[!ZNVY" [4cQXY" [?!



0I@ ; ANNT\$!M\$ " P\$! ; NY\$!

00@ Y\$T ; O\ = : XNV!Z ST : !U\$!\$V : \$Q\$Y!e!Y\$ : " XM!XT!VN : !Q\$RSXQ\$Y!

0\@ ; ANNT\$!" ; ; QS"MT!US : : NV!xc![NS!W" V : ! : N! ; A\$ ; \_![NSQ!" ; ; QS"MIU" M" V ; \$T!

fff" ; ; QS"MIU" M" V ; \$T!" Q\$!XV!ANSQT!VN : !Y" [Tfff!

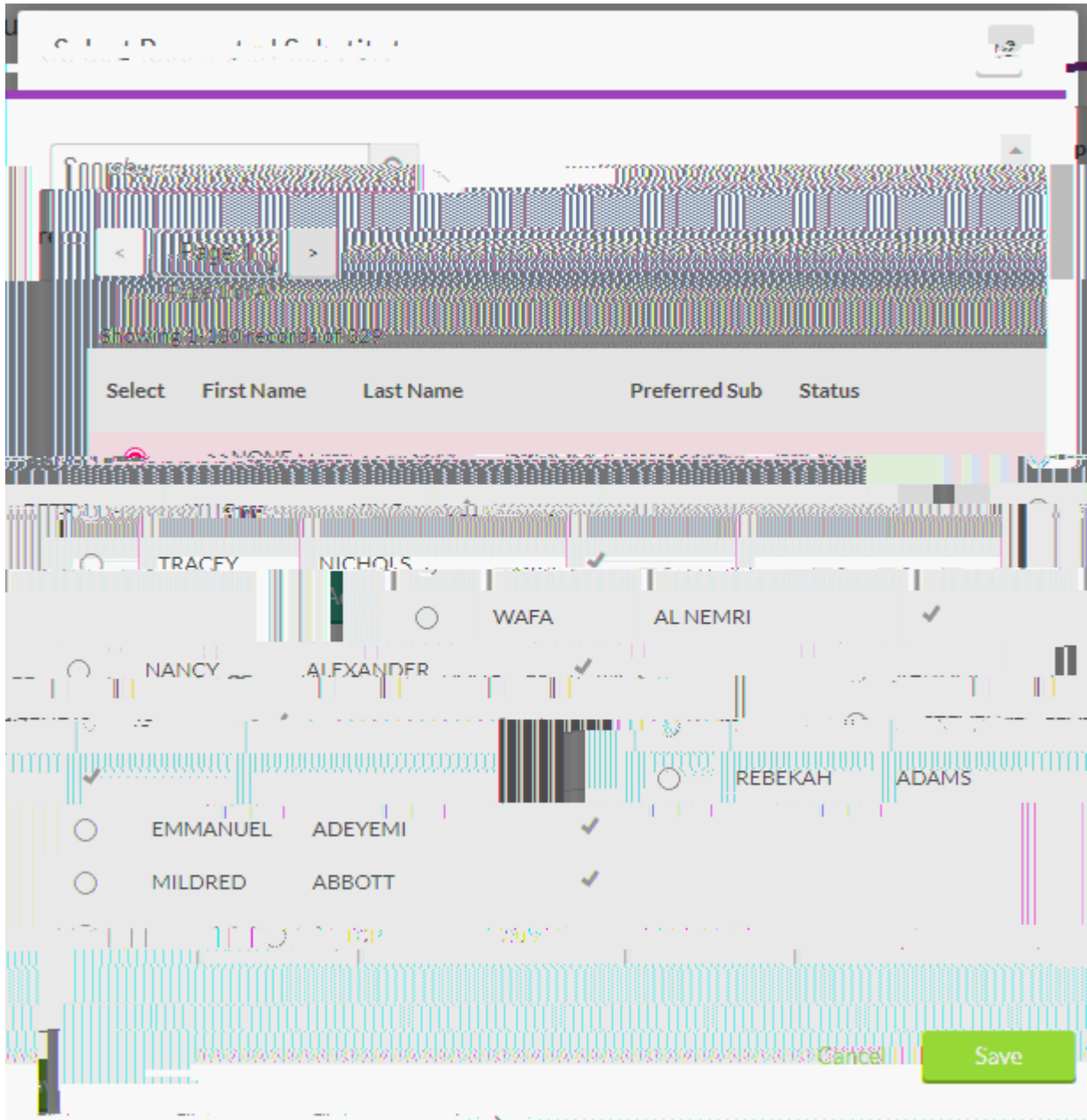
fff\$g\$Z = : !\$Z =MN[\$\$T!WNSIMY! : " \_\$! : A\$!VSZU\$Q!Nc!ANSQTFd! : N!Y\$ : \$QZ!V\$!VSZU\$Q!Nc!  
Y" [T!Q\$Z "XVXV] fff!

!  
!  
!  
!  
!  
!  
!  
!

xc!![NSQ!=NTX: XNV!VNOZ "MM[!Q\$RSXQ\$T!"!TSUT: X: S: \$!WA\$V![NSiQ\$



!



TSU!MXT: !WMMM!TANWI!Q\$C\$QQ\$Y!TSUT!cXQT: !: A\$V!" MM!N: A\$Q!TSUT@

T\$M\$; :!"!Q\$RS\$T: \$Y!TSUT: X: S: \$!" VY!" P\$@

: A": !TSUT: X: S: \$!WMMM!U\$!VN: XcX\$Y!: A": !: A\$! NU!XT!" P" XM" UM\$!cNQ!: A\$XQ!: ANNTXV] @!Xc!: A\$[!  
N=: !VN: !: N!: ANNT\$!: A": ! NU!N: A\$Q!TSUT: X: S: \$!WMMM!TSUT\$RS\$V: M[!U\$!VN: XcX\$Y@

!