KUPU ʻĀINA CORPS
STEPS FOR REQUESTING TIME OFF

1. Open up the "Payroll" tab,
2. Select "My Time Off Requests"

| Payroll | Benefits | Resources | Favorites |

Time & Attendance
My Timesheets
My Time Off Requests

Inquiries
Check History
Direct Deposit
Paycheck Calculator
Payroll Inquiry
W-2 Reprint

| Payroll | Benefits | Resources | Favorites |

My Time Off Requests

Status: [All Statuses] From: [ ] To: [ ] [Filter] [Reset] View: **Table** | Calendar

1 time off request found.

Control #	Type	Status	When	Attachment
796295	VACATION	Approved	07/03/2023 (8), 07/05/2023 (8), 07/06/2023 (8) 07/07/2023 (8)	

[New Request]

3. Select "New Request"

KUPU ʻĀINA CORPS

REQUESTING TIME OFF
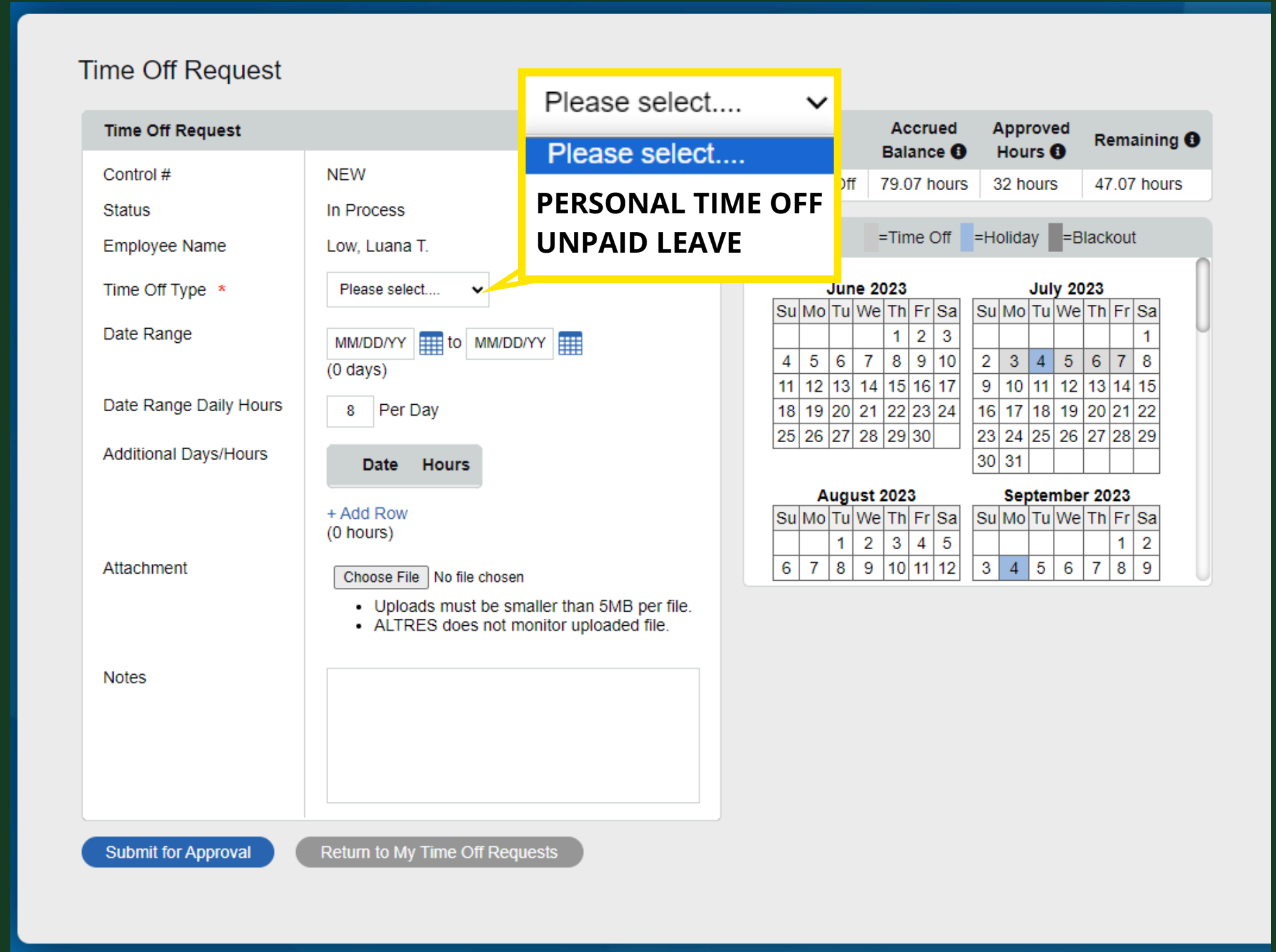
4. Fill out the Time Off Request in HR Symphony

5. Selet Time Off Type Submit for Approval

6. Your request will be sent to your site supervisor

*PTO is not accrued throughout your term. All PTO hours become accessible 3 months AFTER your start date.
PTO may be used for holidays, vacation, and sick days. With the exception of sick days, time off requests should be submitted at least 2 weeks in advance!

**Un-used PTO hours do not get paid out at the end of the term or roll over into the next term.

Time Off Request

Control #	NEW
Status	In Process
Employee Name	Low, Luana T.
Time Off Type *	Please select....
Date Range	MM/DD/YY to MM/DD/YY (0 days)
Date Range Daily Hours	8 Per Day
Additional Days/Hours	Date Hours

+ Add Row
(0 hours)

Attachment	Choose File No file chosen

- Uploads must be smaller than 5MB per file.
- ALTRES does not monitor uploaded file.

Notes

Please select....

Please select....
PERSONAL TIME OFF
UNPAID LEAVE

	Accrued Balance	Approved Hours	Remaining
Off	79.07 hours	32 hours	47.07 hours

=Time Off =Holiday =Blackout

June 2023
Su Mo Tu We Th Fr Sa
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 29 30

July 2023
Su Mo Tu We Th Fr Sa
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 29
30 31

August 2023
Su Mo Tu We Th Fr Sa
1 2 3 4 5
6 7 8 9 10 11 12

September 2023
Su Mo Tu We Th Fr Sa
1 2
3 4 5 6 7 8 9

Submit for Approval   Return to My Time Off Requests