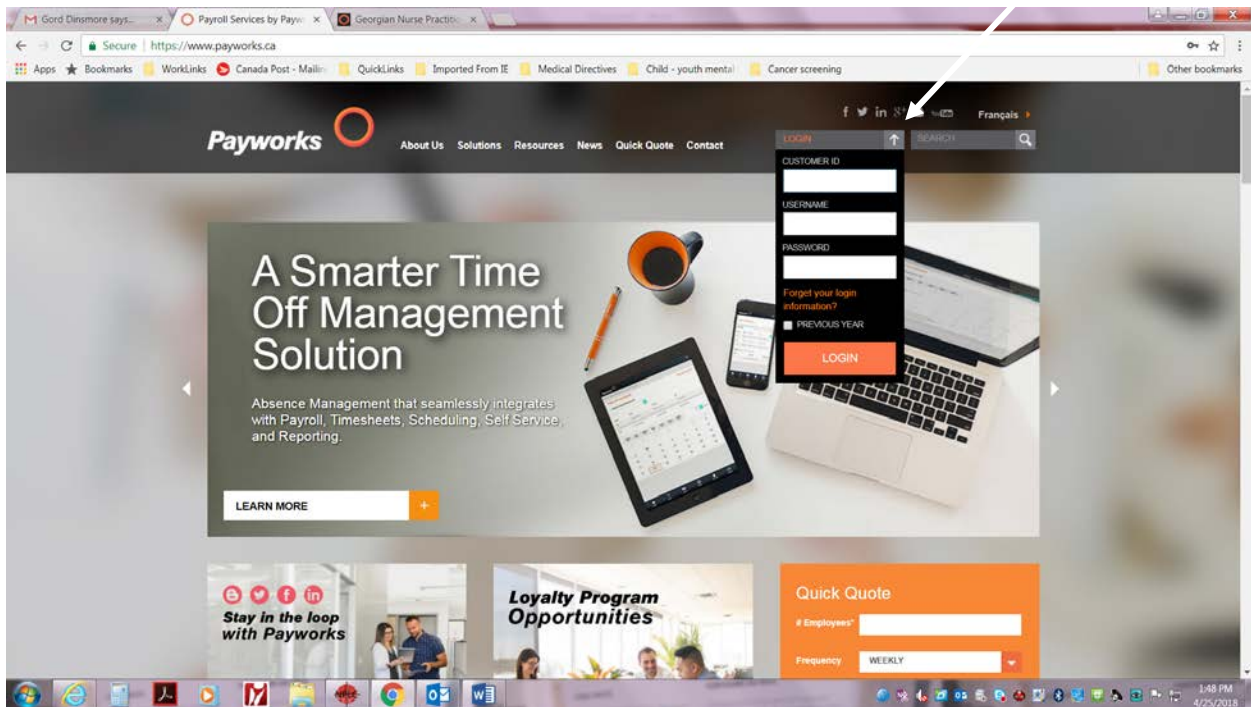
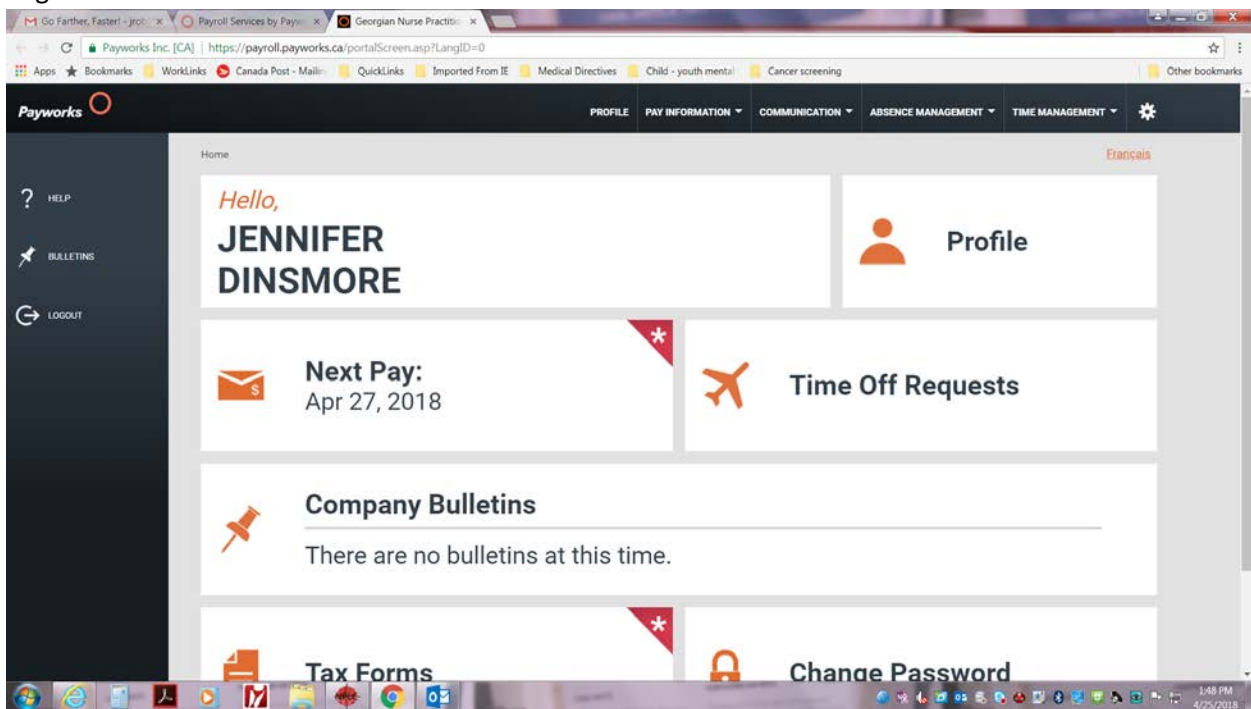


Website- <https://www.payworks.ca/>

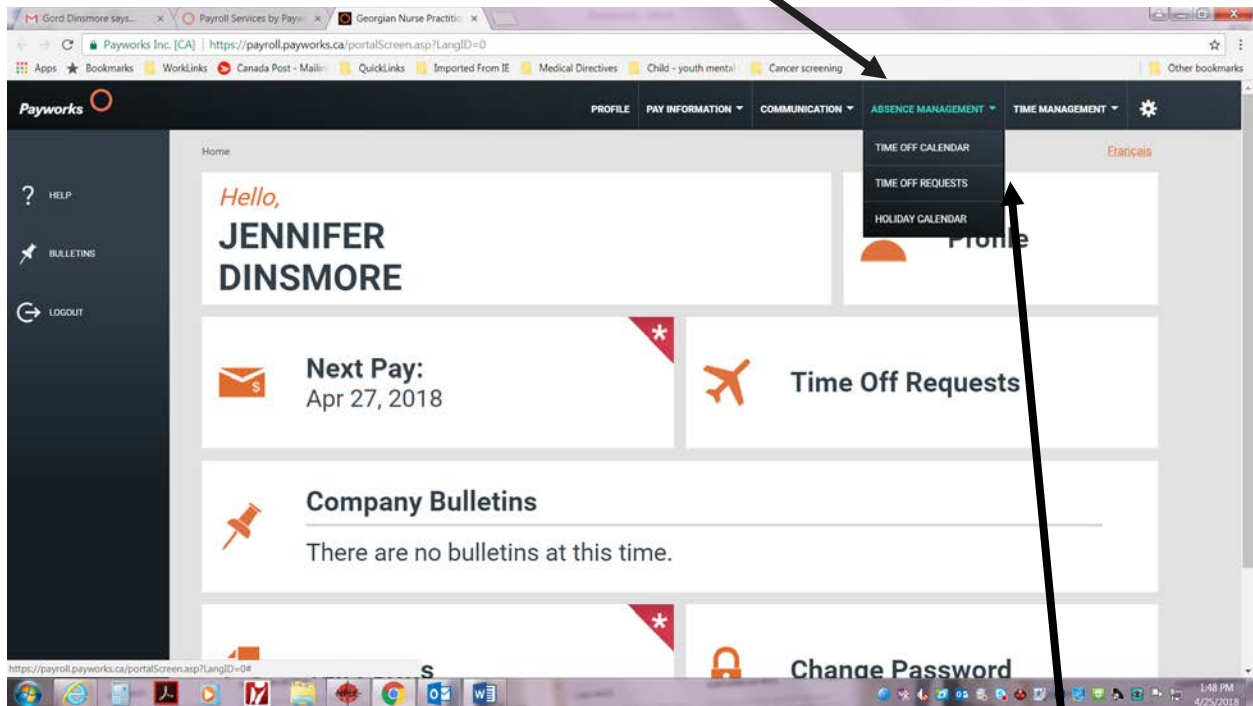
Login in here with your information



Page will then look like this



Go to Absence management



Then time off requests

To add new requests click on the green plus sign

The screenshot shows the Payworks web application interface. The main content area is titled "TIME OFF REQUESTS" and is divided into "Upcoming" and "Past" tabs. A table lists upcoming requests with columns for Status, Type, From, To, Start, End, Total Hrs, and Duration. A green plus sign icon is located in the top right corner of the table, which is pointed to by a black arrow. Below the table is a "Balances" section showing "Accrual Balance" and "Total Requested".

Status	Type	From	To	Start	End	Total Hrs	Duration
✓	Vacation	Mon Jul 9, 2018	Fri Jul 13, 2018	8:00 am	3:30 pm	37.50	5 days
✓	Vacation	Tue Aug 7, 2018	Fri Aug 10, 2018	8:00 am	3:30 pm	30.00	4 days

Payworks Inc. [CA] | https://payroll.payworks.ca/ton/ess/TimeOffRequests.aspx?MenuID=1558

Payworks

HOME | Absence Management | Time Off Requests

TIME OFF REQUESTS

Upcoming Past

Status	Type	From	To	Start	End
✓	Vacation	Mon Jul 9, 2018	Fri Jul 13, 2018	8:00 am	3:30 pm

Balances as of Fri Apr 20, 2018

Type	Accrual Balance	Total Requested

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Then fill in time off type (it's a drop down menu, date to and from

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Payworks

HOME | Absence Management | Time Off Requests

TIME OFF REQUESTS

Upcoming Past

Status	Type	From	To	Start	End
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Balances as of Fri Apr 20, 2018

Type	Accrual Balance	Total Requested

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Use the bar on the side to scroll down and click submit