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Submit Time Off Request in Home

New Experience

Throughout 2025, Paylocity is introducing a reimagined Home Experience to clients. Select Early Adopters may have immediate access.

This content includes details about a new feature that is still in development. Future updates are subject to change and are not yet available to all companies.

⚠ CAUTION:

- A client must enable Time Off Accruals to use the Time Off Requests feature.
- For an employee to submit a time off request, the employee must have accrued enough time by the request end date to submit the request, unless Projections are active for the accrual policy being requested.

Use the following process to submit a Time Off Request through the Home Experience:

1. Log in to Paylocity HR & Payroll.
2. Navigate to Home.
3. Select **Request Time Off** within the Time Off widget.

The screenshot shows the 'Time off' widget in the Paylocity Home Experience. At the top, it says 'Time off >' and 'Jul 18, 2025' with a dropdown arrow. Below this, it indicates 'SICK' and '48.00h available' with a blue progress bar. A table follows with two columns: 'Type' and 'Available to request'. The table lists three types: 'COMPANY POLICY TIME OFF TYPES' (0.00h), 'VACATION' (197.539h), and 'VOLUNTEERS IN ACTION' (16.00h). At the bottom, there is a dark button labeled 'Request time off'.

Type	Available to request
COMPANY POLICY TIME OFF TYPES	0.00h
VACATION	197.539h
VOLUNTEERS IN ACTION	16.00h

4. Select the correct **Request Type**. An employee receiving an error message that the balance will go negative could be a result of Time Off balance rounding. Display options are available on the Time Off Type.

5. Select dates in the **Request Dates** field.
6. Select the applicable option for **Do you want to include weekends?**
7. Select the applicable option for **Do you want to request full days?** If **No**:
 - Enter **Hours Per Day**.
 - Enter **Start Time**.
8. Enter any additional details in the **Add Comments** field.
9. Select How is Available Calculated to see details about how the available balance calculates as of the request end date.
10. Select **Submit**. After a supervisor approves or declines the request, a message will appear in the User Notifications.

Request Time Off

Cancel
Submit

Request Type

VACATION

Request Dates

05/27/2025 - 05/30/2025

Do you want to include weekends?

☐ Yes
☒ No

Do you want to request full days?

☒ Yes
☐ No

8 Hours Per Day, starting at 8:00 AM

Add Comments (optional)

255/255 Characters Remaining

Available
56.61h

Request Total
32.00h

[How is Available calculated?](#)

Remaining After Request
24.61h

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31

☒ Your Request

Workers submitting a request may report seeing the message: **These dates occur in a prior payroll. Do you want to adjust time off for a prior period?** This message indicates that the system sees the requested day off in a payroll processed in the past.

✖ **EXAMPLE:** An off-cycle payroll processed with pay dates of 1/16 - 1/16, despite the normal payroll date of 1/31, and the worker submits a request for 1/16.

💡 ADDITIONAL INFORMATION:

- The system does not permit requests more than 365 days in the future or 30 days in the past.
- Time off requests entered immediately after a manual adjustment made to the policy's available balance may not calculate the correct **Available Balance** as of the current day. Ensure the requested dates are added and the balances refresh.
- If an employee requests time off and the company does not have Time & Labor, the employee must have the accrual policy assigned to them in HR & Payroll in order to request time off.
- The accrue end date for a time off policy at either the company or employee level will prevent time off requests from being submitted if the end date is prior to the date being requested. Supervisors and administrators are also unable to approve time if the accrual end date precedes the end date that the employee requests.
- **✕ EXAMPLE:** An accrue end date of 12/1 will allow the employee to request off for days prior to 12/1, but will prevent requests beyond 12/1. The accrue end date should be removed or modified to allow time off requests to be submitted.

Classic Experience

CAUTION:

- A client must enable Time Off Accruals and configure the Self Service Portal to use the Time Off Requests feature.
- For an employee to submit a time off request, the employee must have accrued enough time by the request end date to submit the request, unless projections are enabled for the accrual policy being requested.

Use the following process to submit a Time Off Request through the Self Service Portal:

1. Navigate to **HR & Payroll > Self Service Portal**.
2. Select **Request Time Off**.
3. Select the correct type from the **Request Type** dropdown menu. An employee receiving an error message that the balance will go negative could be a result of Time Off balance rounding. Display options are available on the Time Off Type.
4. Select dates in the **Request Dates** field.
5. Select the applicable option for **Do you want to include weekends?**.
6. Select the applicable option for **Do you want to request full days?** If **No**:
 - Enter **Hours Per Day**.

- Enter **Start Time**.

Request Time Off Cancel Submit

Request Type
 Vacation Hrly ▼

Request Dates
 12/30/2021 – 12/30/2021 ✕ 📅

Include Weekends
 No Yes

Request Full Days
 No Yes

Hours Per Day
 — 8 +

Start Time
 8:00 AM 🕒

Add Comments

 255/255 Characters Remaining

Available
64.52h

Request Total
8.00h

[How is Available calculated?](#)

Remaining After Request
pending approval **56.52h**

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1

● Your Request

- Enter any additional details in the **Add Comments** field.

NOTE: Users in companies that utilize projection can select **How is Available Calculated** to see a detailed breakdown on how the available balance calculates as of the request end date.

- Select **Submit**. After a supervisor approves or declines the request, a message will appear in the User Notifications.
 - Workers submitting a request may report seeing the message: **These dates occur in a prior payroll. Do you want to adjust time off for a prior period?**
 - This message indicates that the system sees the requested day off in a payroll processed in the past.
 - ✘ **EXAMPLE:** An off-cycle payroll processed with pay dates of 1/16 - 1/16, despite the normal payroll date of 1/31, and the worker submits a request for 1/16.

ADDITIONAL INFORMATION:

- Time off requests entered immediately after a manual adjustment made to the policy's available balance may not calculate the correct **Available Balance** as of the current day. Ensure the requested dates are added and the balances refresh.
- If an employee requests time off and the company does not have Time & Labor, the employee must have the accrual policy assigned to them in HR & Payroll in order to request time off.
- The accrue end date for a time off policy at either the company or employee level will prevent time off requests from being submitted if the end date is prior to the date being requested.
 - ✘ **EXAMPLE:** An accrue end date of 12/1 will allow the employee to request off for days prior to 12/1, but will prevent requests beyond 12/1. The accrue end date should be removed or modified to allow time off requests to be submitted.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pcty/help/agent/locale/en-US/portal/308600000001000/content-version/PCTY-122664/PCTY-1469844/Submit-Time-Off-Request-in-Home>