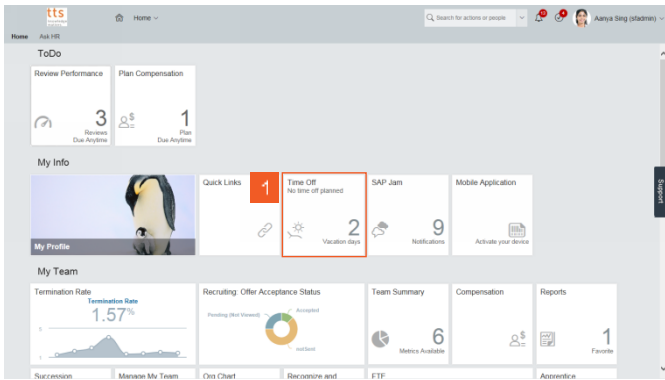


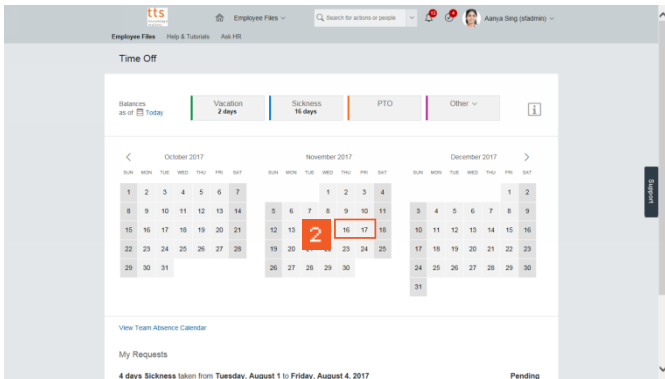
Home - Internet Explorer



>> 1

In the Home Screen click **Time Off**.

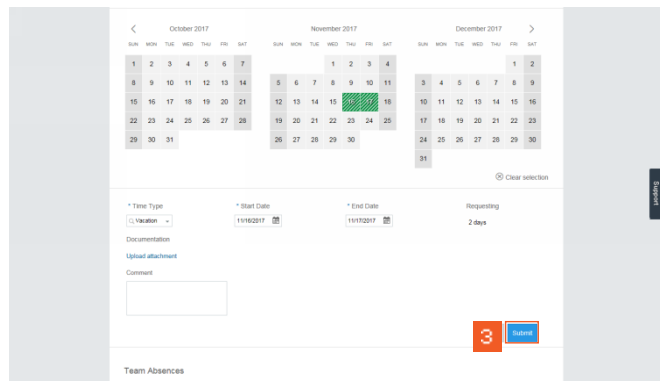
SuccessFactors: Employee Files - Internet Explorer



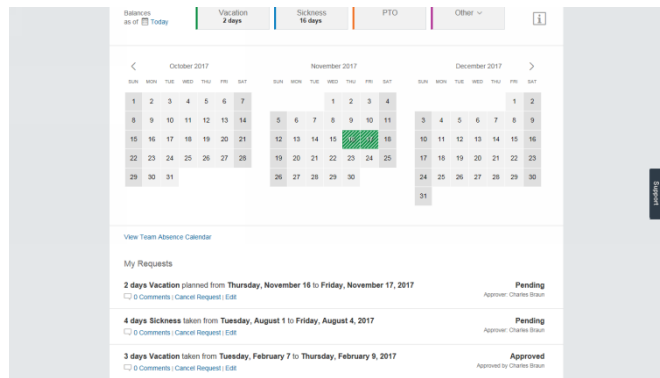
>> 2

In the calendar select the dates for the time-off request. The mouse pointer will turn in to a paint brush. Then move brush, while keeping the mouse button pressed. In my Example I

select 16 17. Once done I let go of the mouse button.



>> 3 Click the **Submit** button.



>> 4

The request for time off will be send to the supervisor for approval.