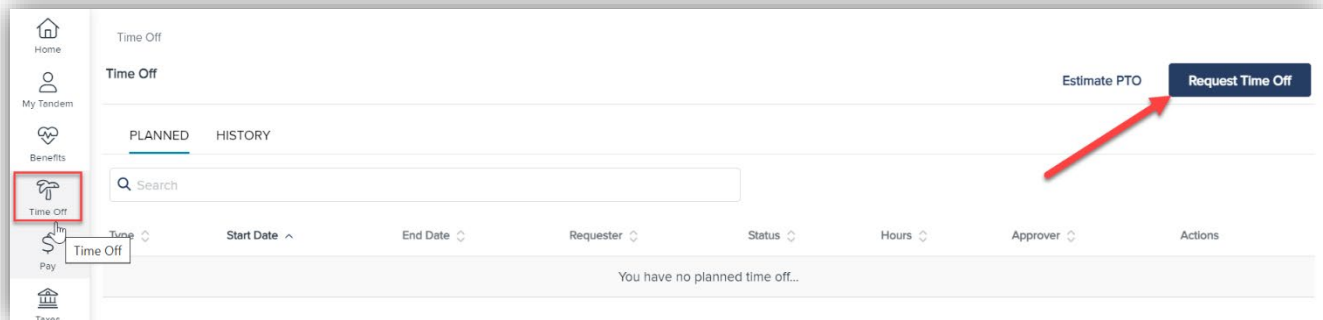


Request or Cancel a Time Off Request in the Portal

To request or cancel a time off request in the PeopleHub portal, log in at www.TandemHR.com by clicking on **PeopleHub** then **Employee Login**.

Click **Time Off** on the left navigation menu. In this section, you will see planned time off (time you've requested but has not yet occurred) and history of time off (days past that you've already taken).



To request time off, click **Request Time Off** on the top right.

Enter the required information: PTO type, start and end date of the time off requested. Check the **Include Weekends** box if your regular work schedule includes weekends. Review the hours requested and then click **Submit**.

Now your time off request is pending manager approval. Once your manager approves the time off, the status will change from pending to approved.

If you need to cancel your request, you may do so at any time by selecting the **Cancel** button next to the request.