



Step 1

Log into your Stratus Time account. Be advised that your available time will appear as shown on the left.

To request time off click on the "Time Off" icon.



Time Off Accruals



Balances

	Accrued	Granted	Used	Balance	Reset Day (mm/dd)
Paid Time Off	50.00	50.00	5.00	40.00	04/13

Time that has accrued since the start of the employee anniversary

Time used this year. Does not include manual adjustments. Manual adjustments happen when time off is allocated outside of Strauts Time.

Current actual balance

Employee date of hire or reset day

Date	Type	Time	Hours	Status	Status Changed By	Employee Notes	Manager Notes	Delete
08/11/2016	Paid Time Off	08:00 AM	10.00	Requested				X
08/09/2016	Paid Time Off	08:00 AM	10.00	Requested				X
08/08/2016	Paid Time Off	08:00 AM	10.00	Requested				X

Step 2

From the left: you will see the accrued time, YTD used time, current balance, and the date you were hired that represents the reset date.

Click on the upper left corner to request time off.

Time Off Request

Step 1 - Select a Type:

Type: Paid Time Off Current Balance: 40.00

Step 2 - Choose When:

Date Range: 08/25/2016 - 08/25/2016

Start Time: 08:00 AM Hours Per Day: 10.00

Include Weekends

Total work hours on 08/25/2016 : **0.00**

Step 3 - Submit the Request:

Notes

Cancel Submit

Start Balance Forecasting
63.08 balance for

End Balance August 25
53.08

Actual balance after
the hours being requested
are used

Step 3

Once you have established that you have the time available you may select "paid time off". If you do not have available time you may request "unpaid time".

Select the date range or just one date. Keep in mind that by selecting a date range with paid time will include your day off or weekend. This should be avoided as it will deduct paid time for these dates you have selected.

If you are a provider you must indicate 10 hours per day for full days requested. All others you must request 8 hours for a full day or less if you need to leave early or come in late.