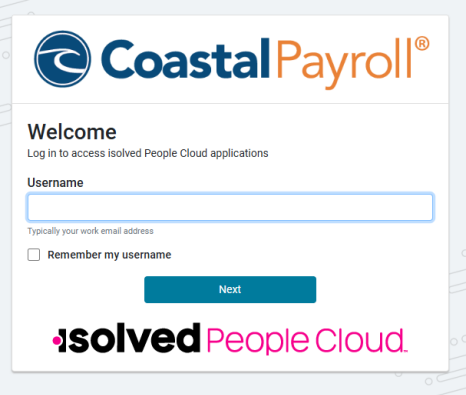
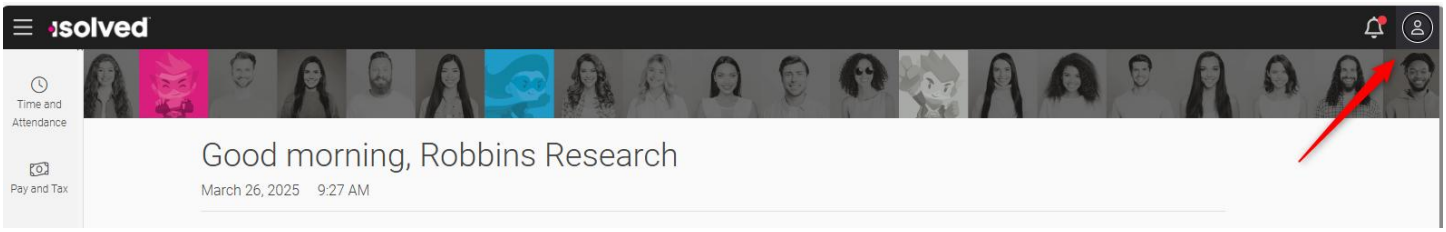
EMPLOYEE TIME OFF REQUEST – CHEAT SHEET USING CLASSIC VIEW [DESKTOP]

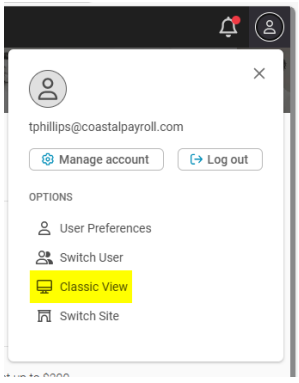
Step 1) Log-in to your Coastal Payroll account on your desktop via *coastalpayroll.net*, your username will be your full email address alongside the password you originally created for Coastal Payroll access, once logged in, you will see your employee page to view.



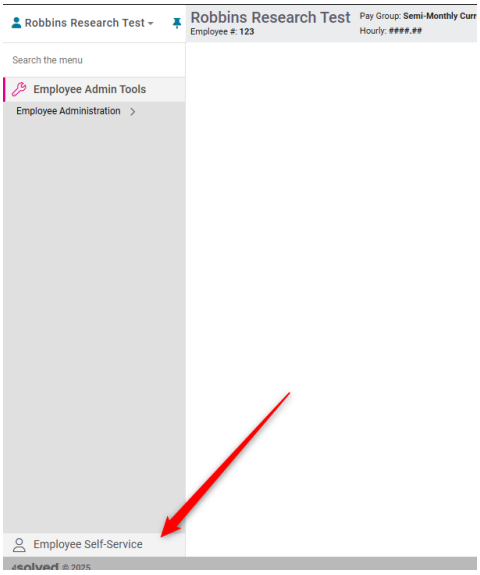
Step 2) Once in your account, you may see the adaptive isolved screens, similar to what the AEE [isolved APP] looks like. If you wish to change over to classic view, you will need to click the person icon on the upper right hand corner and select 'Classic View'. If you do not want to use classic view, you can continue using the adaptive screen utilizing the time off AEE Cheat Sheet as a guide.

****If you are brought directly to your 'Classic View', skip to step 4 to complete your Time Off Request.***

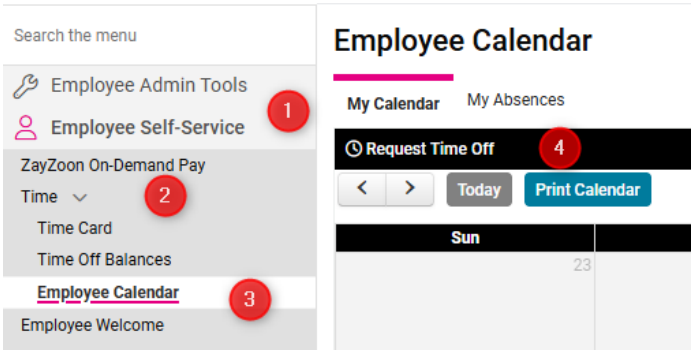




Step 3) On 'Classic View' your screen will currently be blank, though you will look on the bottom left hand corner as click the 'Employee Self-Service' option. This screen houses all actions you can complete as an employee including requesting time off.

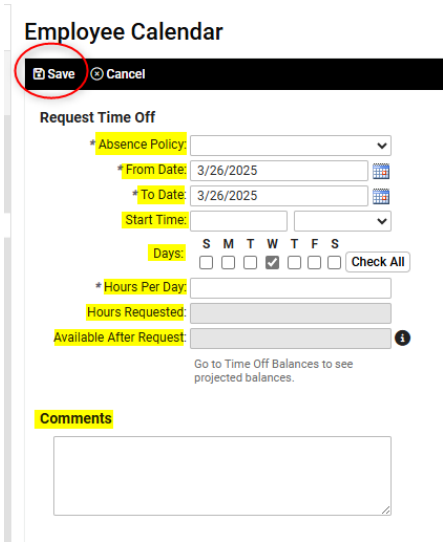


Step 4) To access time off use the following path **Employee Self-Service > Time > Employee Calendar > Request Time Off.**



Step 5) On the Time Off Request Screen, enter the following:

- **Absence Policy** = Vacation, Sick, Unpaid Time Off, Birthday. What policies you have available may vary
- **From Date** = The start date you are requesting
- **To Date** = The end date of your request
- **Start Time** = The time of day you want your request to start
- **Days** = Will show the days of the week you have requested, if you do not need Saturday and/or Sunday in your requested days, you are able to unselect them manually.
- **Hours Per Day** = The total hours you are requesting per day
- **Hours Requested =** Total Hours you are requesting
- **Available After Request =** How many hours you have left to use for your specified absence plan.
- **Comments** = This is an optional section
- **Save**



Step 6) Once your Manager and/or Supervisor review your request, you will receive a notification email if they have approved or rejected the time off.