

# TIME OFF REQUESTS vs PTO REQUESTS

([BambooHR](#))

([OpenTimeClock.com](#))

Time Off Requests may be submitted in **BambooHR** on your “home page” under the “Request Time Off” button. These requests are sent directly to your Manager/Supervisor and will be approved or denied by them.

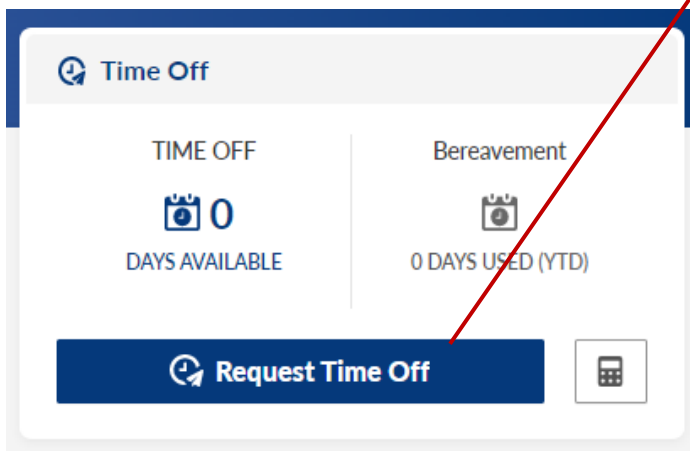
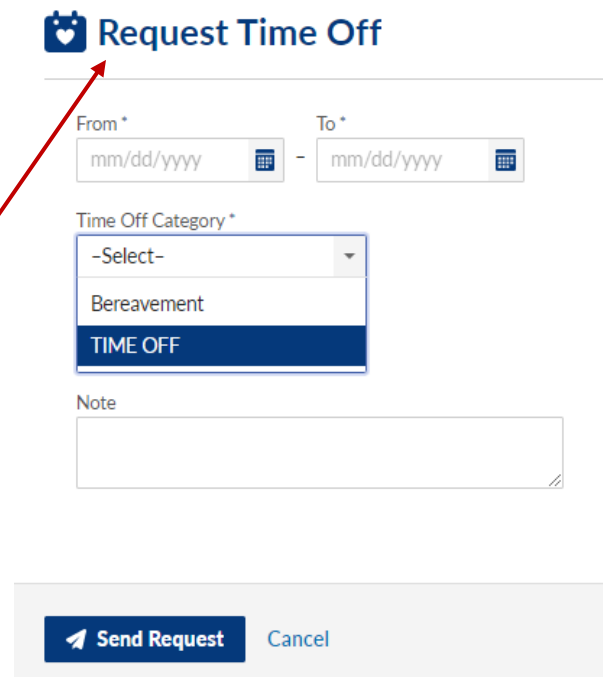
- HR recommends that you DO NOT rely solely on a BambooHR (BHR) Time Off Request – Make sure you have also communicated your time off request in writing via email or text to your direct supervisor. (Better safe than sorry)

**Time Off Requests ARE NOT Requests to use your PTO.** If you want to use PTO for your time off or missed time, you must submit a PTO Request in **OpenTimeClock.com** (OTC). PTO Requests in OTC will also be approved by your manager/supervisor and then, if approved, the PTO will be added to your timeclock and processed by payroll.

**REMEMBER – PTO IS NOT TRACKED in BambooHR OR in OpenTimeClock.com BUT in your Intuit Account where you view your pay stubs.**

## HOW TO REQUEST TIME OFF IN BAMBOOHR

1. Go to your **BambooHR** home page, find the *Time Off* Widget, and click the *Time Off Request* button.
2. Enter the Date(s) you are requesting off and select “Time Off” as the category.
3. Add a Note to explain your reason then click “Send Request”.
4. Your Manager/Supervisor will be notified and will approve or deny the request.
5. You will be notified if it is approved or denied.

## HOW TO REQUEST PTO IN OPENTIMECLOCK.COM

1. Log into **OpenTimeClock.com** and click on “Request” tab.
2. Select PTO and enter the Date(s) you want PTO used.
3. Input the number or PTO hours you want for the Date(s).
4. Add a Note to Explain and then click on “Create” button.

