eTime – My Time & Attendance Connection

Request Paid Time Off

Requests not approved prior to the end of the pay period in which the time off occurs must be completed as historical edits by the eTime Administrator. Please ask your manager to contact the eTime Administrator if this occurs.

1. Access eTime from the **HR ConnectMe** portal using the https://applogin.rexelholdingsusa.com web link.

2. Click the **User Login** button. Enter your **User Name** and **Password**, and click Log In. Your password should be kept strictly confidential. The username is the SSO (Single-Sign-On) and the password can be obtained by contacting IT Support at 1-866-856-6184. This cannot be shared with other people.
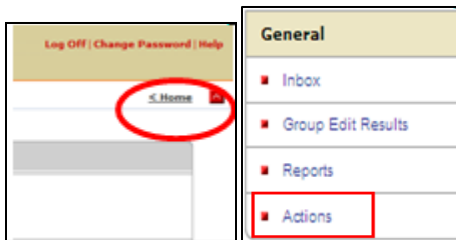   If you forgot your password, click on the *Forgot your Password?* to have it reset.

3. Select **Employee eTime (My Timekeeping Connection).**

4. Click **Actions** under **General**.

5. Click **Time Off Request.**

6. Your accrual balance will appear at the top of the screen.
    o Personal Day is the number of hours you have remaining.
    o Sick is the time you have available at the time of the request.
    o Vacation hours show what you have accrued since 1/1 (or date of hire).

Time Off Balances (hours) as of today

Bereavement:	0.0
Personal Day:	8.0
Sick:	2.73
Vacation:	17.7

7. Select the type of request:
    a. Bereavement
    b. Jury Duty
    c. Personal Holiday
    d. Sick (you cannot go negative in your accrual balance)
    e. Vacation

8. Add your start and end date (*if it overlaps on a weekend, you will need to submit two requests*).
    o NOTE: You can also add a message to your manager.
9. Fill in the start time and number of hours per day that you are requesting.

    Start time should reflect your normal start time; or, if taking hourly increments, the time your time-off will begin.

Time Off Request

* Request Type:	Sick ▾
Furthest Eligible Request Date:	7/01/2014
* Start Date:	7/11/2013 📅▾
* End Date:	7/11/2013 📅▾
Message:	Doctors Appt
* Hours:	⦿ Specify Hours ◯ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time:	8a
Hours Per Day:	8
Day Type:	⦿ Scheduled and Non-scheduled Days ◯ Scheduled Days

Next   Reset   Cancel

If the balance has been exhausted you will receive an accrual violations message. Contact your manager if you believe you have received this message in error.

Accrual Violations: EeT-03285 This edit cannot be made. Sick balance on 7/11/2013 is 2.73 (overdrawn by 5.27). Maximum overdraw is 4.0.

10. Click **Next** to submit the request.

11. Click **Save & Close.**

12. You will receive a confirmation message showing the request was submitted to your manager and an email confirmation that it was submitted.

Thank you for your TimeOff Request

Save & Close

Subject: Your Request for Time off

The request for time off detailed below has been submitted.

Request Details:
Leave Type: Sick
Start Date: 7/11/2013
End Date: 7/11/2013
Hours per Day: 2.0

Your message: Doctors Appt

13. When the manager approves the request, you will receive an email message.

Subject: Your Request for Time off has been approved

The request for time off outlined below, has been approved by Anderson, Todd A.

Request Details:
Leave Type: Sick
Start Date: 7/11/2013
End Date: 7/11/2013
Hours per Day: 2.0

Your message: Doctors Appt
Message from Anderson, Todd A:

Daily status...
Date:7/11/2013
Scheduled shift existed:false
Pay code edit created:true

You can review your timecard to verify your request was successfully added.

| Thu 7/11 | Sick | 2.0 | 8:00AM | | | | |