

REQUESTING TIME OFF

Employees can request time off at any time via the Employee portal (*employee.cimplebox.com*). To request time off the employee will need to click the **Schedule** tab and then **Availability**.

1. Log into *employee.cimplebox.com* and go to the **Schedule** tab
2. Click on **Availability**
3. Select the week that your time off request applies to. Before you go further, note that once time off has been submitted, it cannot be retracted or edited

Availability Go Back	
NCR Silver Café	
Week	Status
8/1/2016 - 8/7/2016	Not Submitted
8/8/2016 - 8/14/2016	Not Submitted
8/15/2016 - 8/21/2016	Not Submitted
8/22/2016 - 8/28/2016	Not Submitted
8/29/2016 - 9/4/2016	Not Submitted
9/5/2016 - 9/11/2016	Not Submitted
9/12/2016 - 9/18/2016	Not Submitted
9/19/2016 - 9/25/2016	Not Submitted

4. Select **Click to edit** for the day you want to submit a time off request for. If there are other days during the week that you need to request time off for, you must submit them all at one time as you will not be able to modify requests for this week once submitted
5. Click the dropdown arrow to the right of **Availability** and select **Not Available**

Availability: NCR Silver Café Go Back

8/29/2016 - 9/4/2016

8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun
Click to edit	Click to edit	Click to edit	Click to edit	Click to edit	Click to edit	Click to edit

Aaron
Saturday, 9/3/2016

Availability: Available
Available
Not Available

Save Cancel

Status: Not Submitted

Submit for Approval Go Back

6. Select **All day** or **Specific times**. If you select specific times the window will expand for additional input
7. Click **Save**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Click to edit	Click to edit	Click to edit	Click to edit	Click to edit	Click to edit	Click to edit

Aaron
Saturday, 9/3/2016

Availability: Not Available

☐ All day
☒ Specific times

9:00am To 2:00pm

Save Cancel

Status: Not Submitted

Submit for Approval Go Back

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8. Click **Submit for Approval**

Availability: *NCR Silver Café*

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8/29/2016 - 9/4/2016

8/29 Mon	8/30 Tue	8/31 Wed	9/1 Thu	9/2 Fri	9/3 Sat	9/4 Sun
Click to edit	Click to edit	Click to edit	Click to edit	Click to edit	9am - 2pm	Click to edit

Status: **Not Submitted**

Submit for Approval

Go Back

9. You will be asked to confirm your submission. Click **OK**

You will see your submission reflected in the Availability portal with a status of **Pending Approval**. If approved, the status will change to **Approved** and will be reflected in the store management work schedule.