




## Changing Approved Time Off in Paylocity

Login to Paylocity

On your Self-Service Portal select “more” on the “Time Off Tile”



 Time Off 

| Type                                       | Balance      | Used     |
|--|--------------|----------|
| <a href="#">PER40 - PERSONAL FT 40 Hrs</a> | 8.00 Hours   | 0.00 Hrs |
| <a href="#">SIC40 - SICK FT 40Hrs</a>      | 22.00 Hours  | 0.00 Hrs |
| <a href="#">VBANK - VACATION BANK</a>      | 0.00 Hours   | 0.00 Hrs |
| <a href="#">VFT40 - VACATION FT 40Hrs</a>  | 120.00 Hours | 0.00 Hrs |




[More...](#)

Next Select “Submit Time Off Request”

 Time Off 

| Type                                       | Balance      | Used     |
|--|--------------|----------|
| <a href="#">PER40 - PERSONAL FT 40 Hrs</a> | 8.00 Hours   | 0.00 Hrs |
| <a href="#">SIC40 - SICK FT 40Hrs</a>      | 22.00 Hours  | 0.00 Hrs |
| <a href="#">VBANK - VACATION BANK</a>      | 0.00 Hours   | 0.00 Hrs |
| <a href="#">VFT40 - VACATION FT 40Hrs</a>  | 120.00 Hours | 0.00 Hrs |



[Less](#)

[Submit Time Off Request](#)  
[Time Off Request History](#)

Select "Status"

Select the 3 dots next to the date you want to delete

| Time Off               |                         |          |       |         | <a href="#">Request Time Off</a> |
|------------------------|-------------------------|----------|-------|---------|----------------------------------|
| Balances <u>Status</u> |                         |          |       |         |                                  |
| Request Type           | Dates ▾                 | Status   | Hours | Actions |                                  |
| PTO                    | 02/18/2022 - 02/18/2022 | Approved | 8 hrs | ...     |                                  |
| PTO                    | 03/18/2022 - 03/18/2022 | Approved | 8 hrs | ...     |                                  |

| Time Off               |                         |          |       |                    | <a href="#">Request Time Off</a> |
|------------------------|-------------------------|----------|-------|--------------------|----------------------------------|
| Balances <u>Status</u> |                         |          |       |                    |                                  |
| Request Type           | Dates ▾                 | Status   | Hours | Actions            |                                  |
| PTO                    | 02/18/2022 - 02/18/2022 | Approved | 8 hrs | Delete Request ... |                                  |
| PTO                    | 03/18/2022 - 03/18/2022 | Approved | 8 hrs | ...                |                                  |

Delete Request

You will need to submit the new time off to your supervisor.