

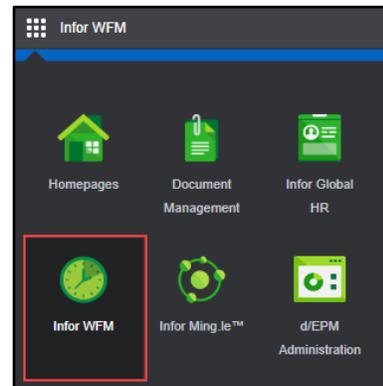


Submit a Time Off Request

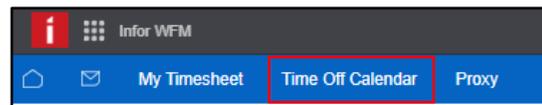
Luma Role: Employee

Reason: An employee needs to submit a time off request to a manager for approval. This guide also provides the steps cancel a time off request.

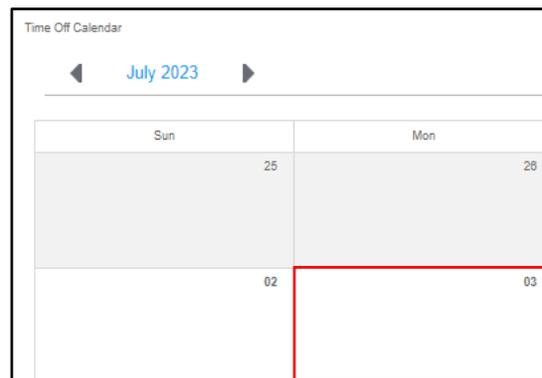
1. Select the **Infor WFM** application.



2. Select the **Time Off Calendar** tab.

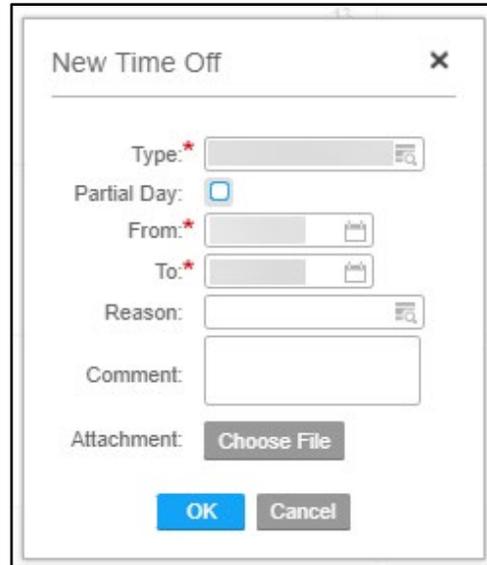


3. On the **Time Off Calendar** page, select the day of the month that your requested time off will begin.

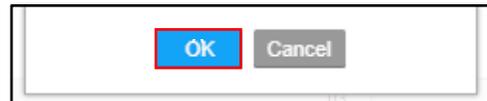


4. On the **New Time Off** form, complete the required* and optional fields listed below.

- Type* - Select a time off type
- Partial Day - Check if applicable
- From*
- To*
- Reason - Optional
- Comment - Only required for Administrative Leave
- Attachment - Optional

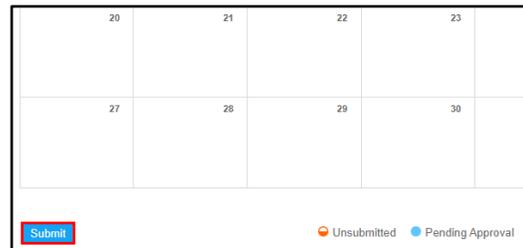


5. Click the **OK** button.



6. Click the **Submit** button.

Note: The *Submit* button is located on the bottom-left corner of the screen.



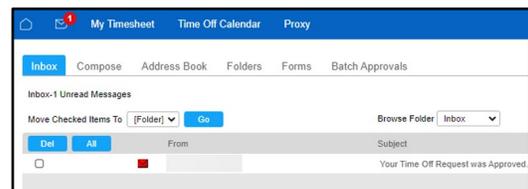
7. Your time of request will be sent to your manager for approval. The status of your leave request can be monitored using the color-coded key at the bottom of the page.



Note: In this example, the blue circle indicates the time off request is pending manager approval.

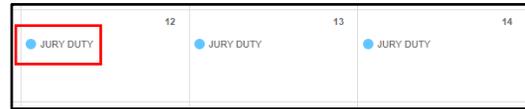
8. Following your manager's response, you will receive a message in Luma regarding the status of your time off request.

Note: Your manager has the option to



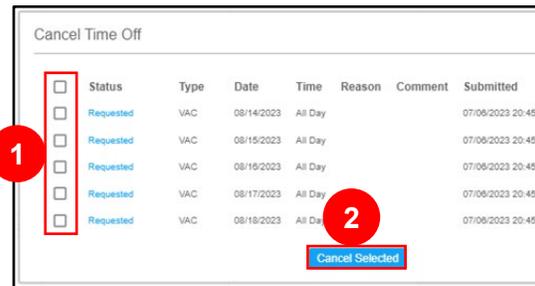
approve all, or part of your requested time off.

9. Prior to your manager's approval, you may cancel a time off request. Select the **Time Off Code**.



Note: Be sure to click the code and not the white space as that will create a new time off request.

10. On the **Cancel Time Off** form, check the box next to the applicable day(s). Click the **Cancel Selected** button.

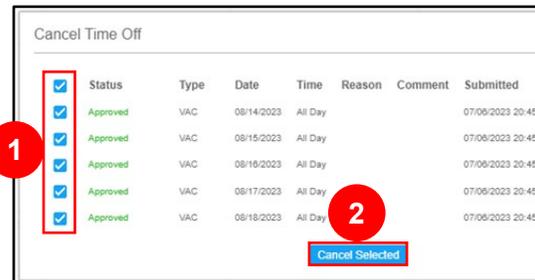


11. You may also cancel a time off request following your manager's approval. Select the **Time Off Code**.



Note: Click directly on the code and not the white space as that will create a new request.

12. On the **Cancel Time Off** form, check the box next to the applicable day(s). Click the **Cancel Selected** button.



13. Since this request has been approved by your manager, the **Time Off Request** will be **Pending Cancellation** until your manager approves the cancellation request. You do NOT need to click the *Submit* button.



Note: An approved time off request will

NOT automatically update your timesheet. Actual time-off taken must be entered separately on your timesheet. Your time off plans may change, and actual PTO taken may differ from what has been requested/approved.

Result

You have successfully submitted and/or cancelled a time off request in Luma.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

Date (07/27/23)
Version 2