



## PTO Submission Instructions

**RCC Personal Time Off (PTO) Submission Form**

**Your Name\***   **Your Email\***

First Name Last Name

**Location\***

Submit PTO  Cancel PTO

**Annotations:**

- Enter your first and last name (points to name fields)
- Enter your email address (points to email field)
- Select your work location (points to location dropdown)
- Select to Submit or Cancel PTO (points to radio buttons)

**Instructions:**  
PTO Submissions must be entered by 10:00 AM EST, Monday, for inclusion in the corresponding pay period.

PTO Request #1  PTO Request #2  PTO Request #3  PTO Request #4  PTO Request #5

**PTO Date\***

**PTO Hours Submitted\***

**Annotations:**

- Select the number of days you are requesting (points to PTO Request #1)
- Select date (points to PTO Date fields)
- Select the amount of PTO, must be in 15-minute increments (points to PTO Hours Submitted field)

[Save and Resume Later](#)

**Submit Form**