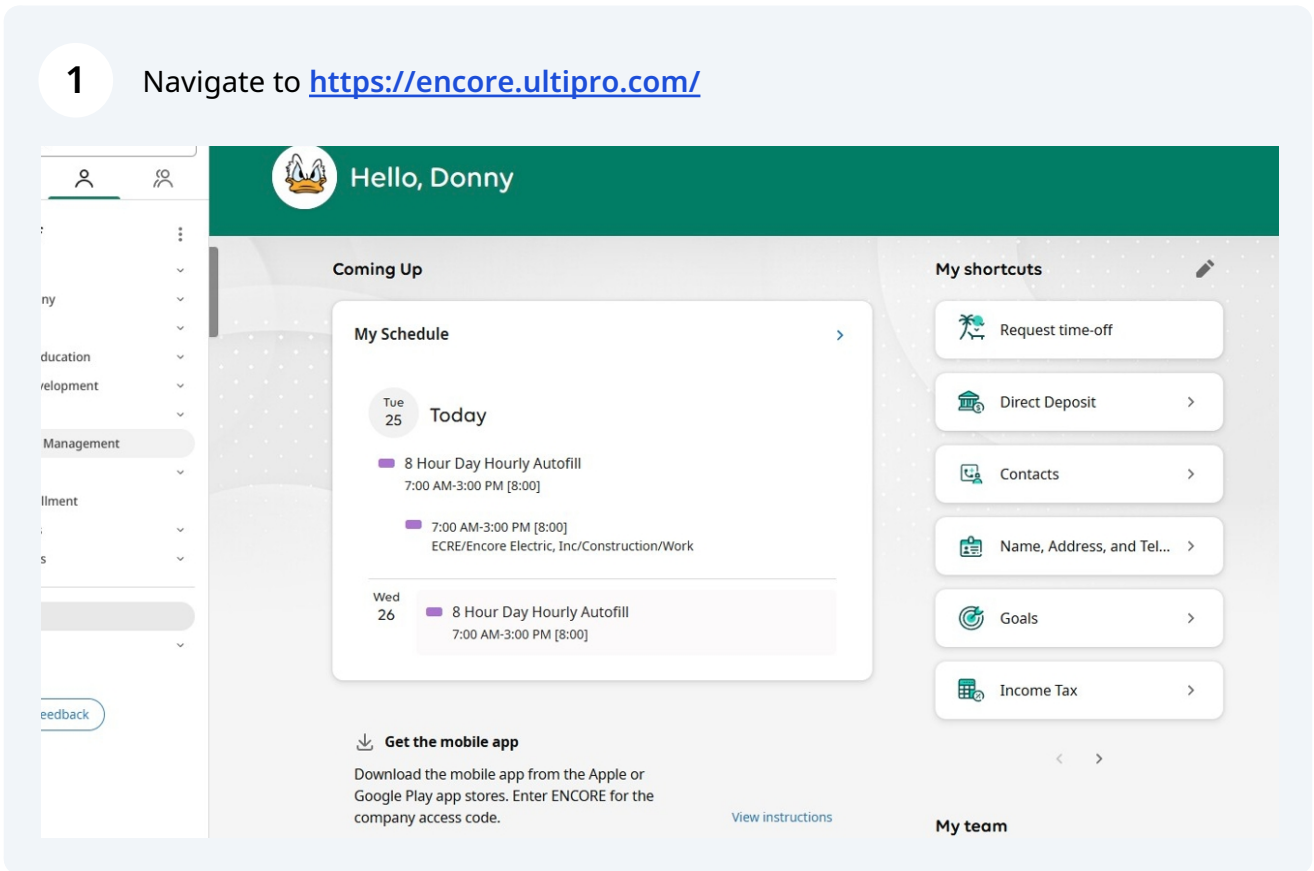


# How to Submit a PTO Request Online



1 Navigate to <https://encore.ultipro.com/>



## 2 Click "Workforce Management"

ENCOREelectric Home

Hello, Donny

Myself

- Personal
- My Company
- Jobs
- Career & Education
- Career Development
- Pay
- Workforce Management**
- Benefits
- Open Enrollment
- Life Events
- Documents

Home

- Inbox
- Sign out
- Share Feedback

Coming Up

My Schedule

Tue 25 Today

- 8 Hour Day Hourly Autofill  
7:00 AM-3:00 PM [8:00]
- 7:00 AM-3:00 PM [8:00]  
ECRE/Encore Electric, Inc/Construction/Work

Wed 26

- 8 Hour Day Hourly Autofill  
7:00 AM-3:00 PM [8:00]

My shortcuts

- Request time-off
- Direct Deposit
- Contacts
- Name, Address, and Tel...
- Goals
- Income Tax

Get the mobile app  
Download the mobile app from the Apple or

## 3 Click "Time-Off Request"

View All Forms >

Time Off Requests

Balance as of Today

PTO  
68:27  
Hour

Current Vested Balance	68:27
Planned Takings	00:00

Time-Off Request >

No data to display.

ECRE/ENCORE ELECTRIC, Inc/Construction/Work

Wed 26

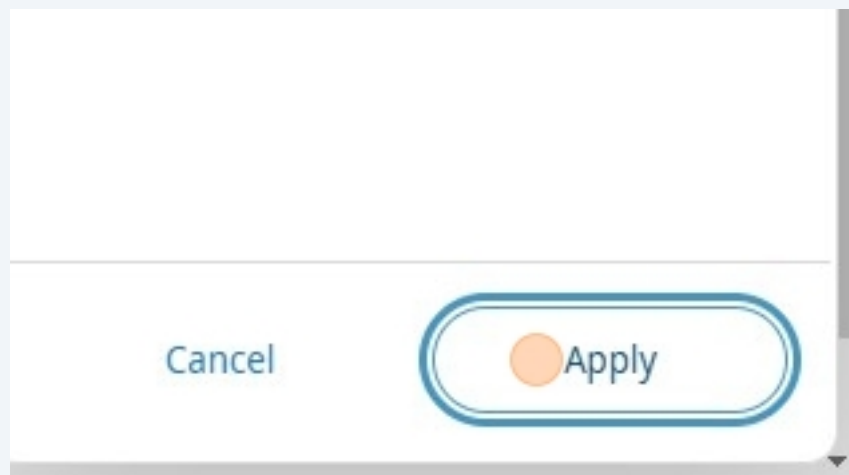
- 8 Hour Day Hourly Autofill  
7:00 AM-3:00 PM [8:00]

Thu

4 Select Type of Time off Request



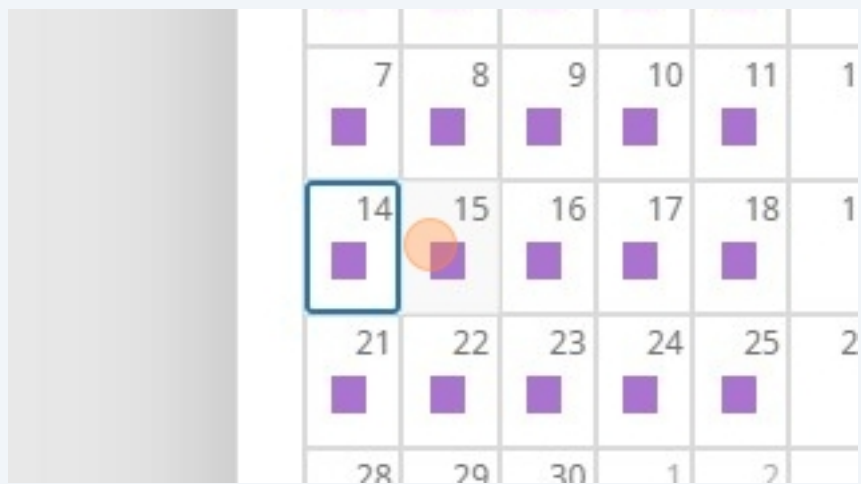
5 Click "Apply"



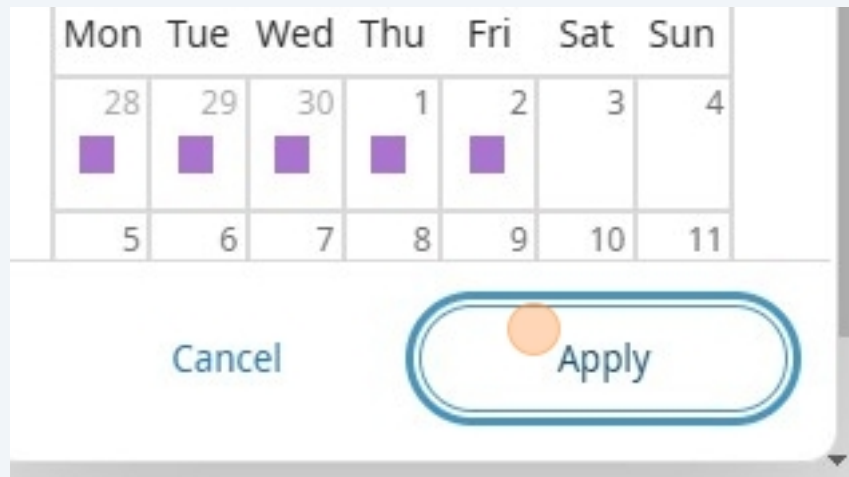
**6** Select Dates for your time off request



**7** Click here.



8 Click "Apply"



9 Click into Start Time and enter 7 regardless of current jobsite start time



**10** In duration enter the number of hours for EACH day taken not total

**Hours**

Start Time \*      Duration hh:mm \*

7      ●

**Deduct from**

**11** Click "Deduct from"

Start Time \*      Duration hh:mm \*

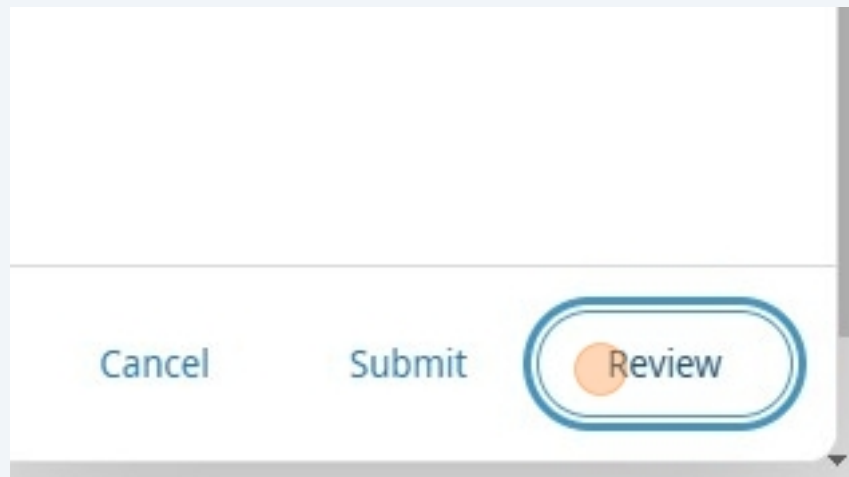
7:00 AM      8:00

●

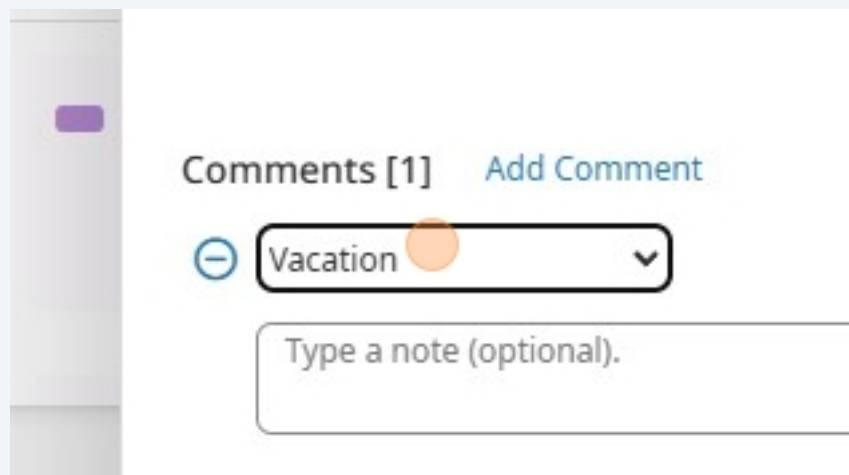
**Deduct from**

**PTO: 76:19 Hour(s)** ⓘ

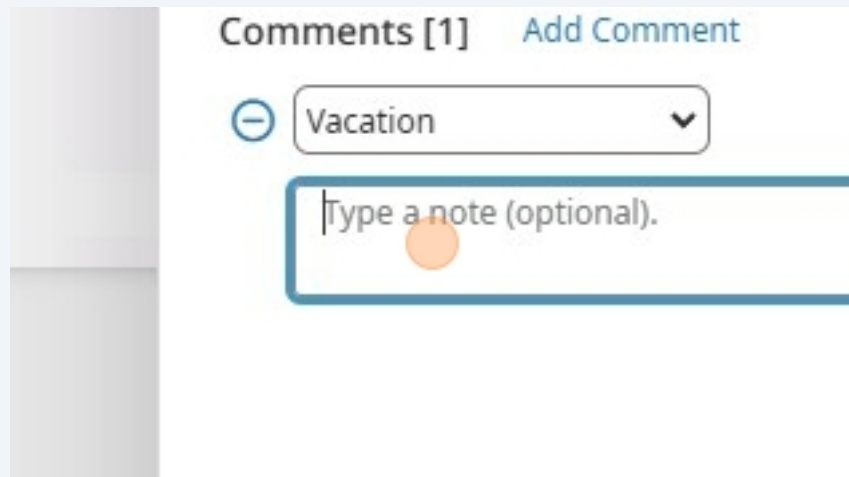
12 Click "Review"



13 Select the appropriate comment type



- 14 Click the "Type a note (optional)." field.

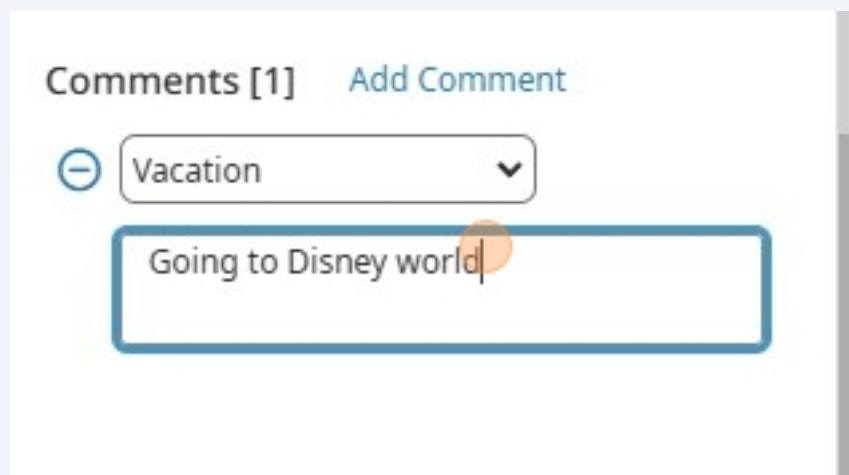


Comments [1] Add Comment

⊖ Vacation ▾

Type a note (optional).

- 15 Enter notes related to your time off request

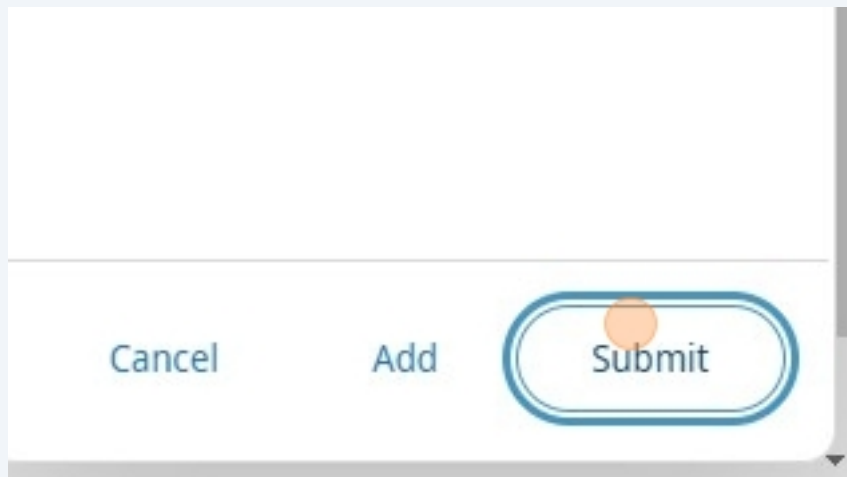


Comments [1] Add Comment

⊖ Vacation ▾

Going to Disney world

**16** Click "Submit"



**17** Click "Done"

