If you have been given Paid Time Off as a benefit, you can request your time off easily in the Zip Time Clock.

1. **Login**
   - Enter your e-mail address and password.
   - Click the LOGIN button.

2. **Click Time Off**
   - Click the Time Off button. If nothing happens, it means you have no paid time off available to enter.

3. **Enter your time off request**
   - Time off must be entered in hours.
   - **Need to request a few hours off?** Enter the start and end date as the same day and enter the number of hours you are requesting.
   - **Need to request multiple days off?** Enter the start and end date to reflect the days you want off. Then enter the number of hours for each of those days in the Hours field.

You can see how much paid time off you have remaining and how much you have used any time. Just login and click on your Time Off button.

**NOTE:** Time off requested must be approved by a Manager to appear on your pay stub.