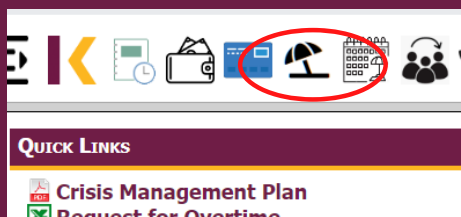


How To Do VACATION REQUESTS

1



Log into the LKCo dashboard and click on the umbrella icon

2

Employee:	Jill Booras	Dates Selected	(1 used) 12/27/2022
Hire Date:	10/3/2022		
Years Employed:	0		
Annual Accrual:	15		
	Allowed: 5		
Must Use this Year:	0		
+ Accrued To Date:	4		
- Used To Date:	1		
= Available to Use:	3		
Days Requested:	0		
Approver:	kludwig		

To request a day, click on the date in the calendar. The date will appear on the right side of the screen once selected.

3

Jill Booras	Dates Selected	1
10/3/2022	01/12/2023	
0		
15		
Allowed: 5		
0		
4		

To request a day, click on the calendar date. The date will appear on the right side of the screen

4



To delete a requested day, click on the trash can icon

5

Summer Fridays (you may select up to 4 days)															Submit Selection																					
Jun 2023					Jul 2023					Aug 2023																										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S																
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

To request summer Fridays, scroll down and click on the day(s) in the June-August calendar. Click "submit selection". Not that only Fridays will be available

6



Click the arrow when complete to submit