



Dignity Health
T.E.A.M.

Request Time Off at Badge Reader

1. Touch **Calendar Request Icon**
2. Insert badge with barcode facing the blue arrow
3. Slide badge smoothly through the badge slot
4. Touch **Date** from the calendar on the right
5. Select **Pay Code** from the list on the right
6. Enter number of hours
7. Enter start time (##:##)
8. Review information on screen - Press **Finish**
9. Review summary
10. Press **Complete Entry** (**Cancel** if you wish to start over)
11. The message "**Transaction Accepted**" appears and "**Thank You**" voices