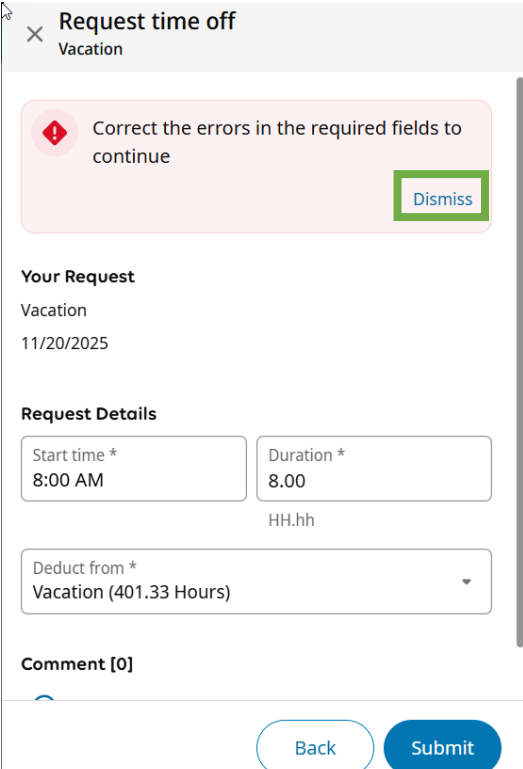


There is a reported issue in **Campus Time and Attendance** related to employees entering Time Off requests for Vacation, Sick, or Personal Holiday (PH). ***The issue has been reported to UKG, and they are actively working on a solution.*** Please see below instructions for how to manually resolve this issue.

Step 1

After entering your request and receiving the error,

- Click the **Dismiss** link in the red error popup to clear this message.

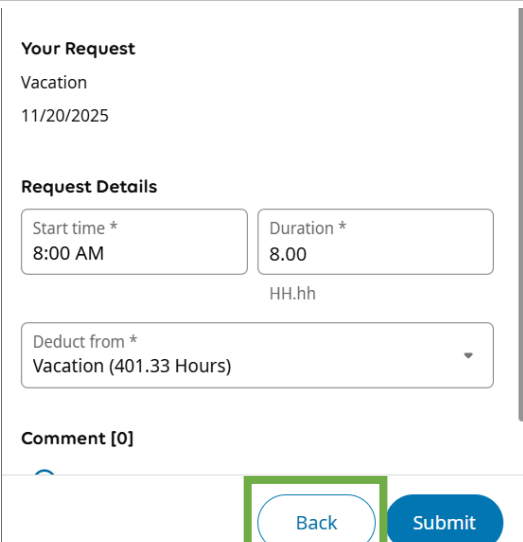


The screenshot shows a web form titled "Request time off" with a sub-header "Vacation". A red error message box at the top states: "Correct the errors in the required fields to continue". A green box highlights the "Dismiss" link in the bottom right corner of this error message. Below the error message, the form displays "Your Request" as "Vacation" for "11/20/2025". Under "Request Details", there are two input fields: "Start time *" with the value "8:00 AM" and "Duration *" with the value "8.00". Below these is a label "HH.hh". A dropdown menu for "Deduct from *" is set to "Vacation (401.33 Hours)". At the bottom, there is a "Comment [0]" field and two buttons: "Back" and "Submit".

Step 2

Once the message has been cleared,

- Click the **Back** button at the bottom of the panel.



This screenshot shows the same "Request time off" form as in Step 1, but the red error message has been removed. The form content remains the same: "Your Request" is "Vacation" for "11/20/2025", "Start time" is "8:00 AM", "Duration" is "8.00" (labeled "HH.hh"), and "Deduct from" is "Vacation (401.33 Hours)". The "Comment [0]" field and "Back" and "Submit" buttons are still present. A green box now highlights the "Back" button at the bottom of the form.

Step 3

Now, click **Next** at the bottom of this page to move forward again.

× Request time off

i The request period is
October 01, 2025 - May 30, 2026

Enter the dates and details for your time-off request.

Request type *
 Vacation

Start Date *
 11/20/2025

End Date *
 11/20/2025

[Add another date](#)

Next

Step 4

Back on the Submit page, click the **Submit** button.

The request should go through successfully.

× Request time off
 Vacation

Your Request

Vacation
11/20/2025

Request Details

Enter Start Time and the number of HOURS to be taken PER DAY for this request in the Duration field. To add comments, click on Add Comment, select Request Comment in the Type field, and enter your comment under Note. Requests must be 4 hrs minimum. *

Hours

Start time *
 8:00 AM

Duration *
 8.00
 HH.hh

Deduct from *
 Vacation (417.33 Hours)

Comment [0]

Back

Submit