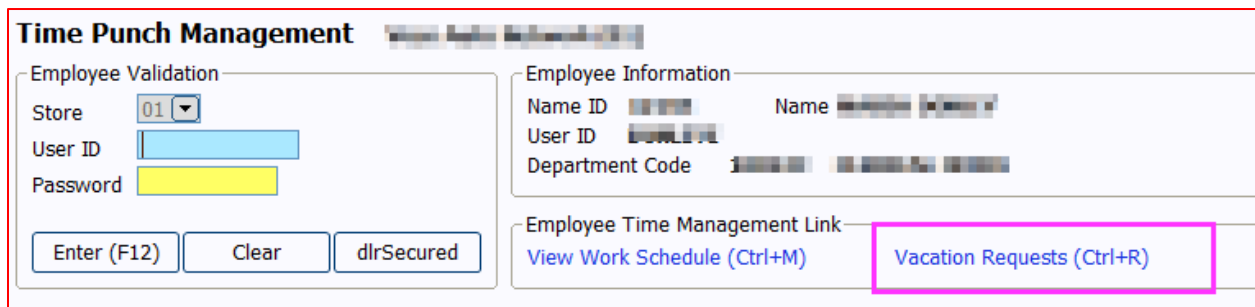


Dear Team,

We have updated the vacation request process.

All **future/planned *paid* vacation requests** must be submitted directly through ERA “**Time & Attendance**”. This replaces the previous method of using the online vacation request form for these types of requests.



**Time Punch Management**

Employee Validation

Store: 01

User ID: [text box]

Password: [text box]

Enter (F12) Clear dlrSecured

Employee Information

Name ID: [text box] Name: [text box]

User ID: [text box]

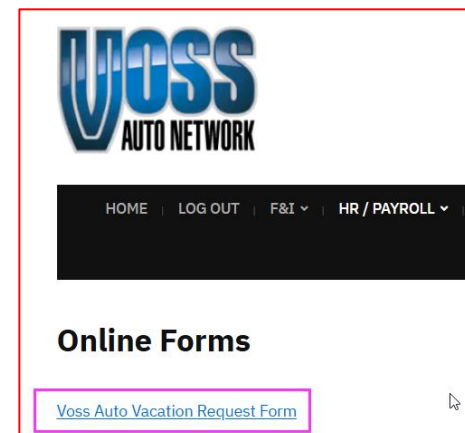
Department Code: [text box]

Employee Time Management Link

[View Work Schedule \(Ctrl+M\)](#) [Vacation Requests \(Ctrl+R\)](#)

The online form may still be used for:

- Requesting **unpaid vacation** for a future date.
- Requesting to use **vacation for the day off** (e.g., calling off and applying vacation)
- Submitting vacation time to cover a **past absence** (e.g., you were absent due to unforeseen circumstances)



**If a request is not submitted in a timely manner, it may not be processed.**

Please reach out to your manager if you need assistance with submitting paid vacation requests using the new process. If your manager is unavailable, please contact the payroll team.

Thank you for your cooperation!