

Leave Requests: How to Request Time Off in Infor WFM

Schedule Types

- **Set Schedule:**

Enter consecutive dates for shifts you are scheduled to work.

Example #1, You work Mon through Fri

- Row 1: Start = Mon, End = Fri

Example #2, If you work Mon, Tue, Fri, Sat (you do not work consecutive days):

- Row 1: Start = Mon, End = Tue
- Row 2: Start = Fri, End = Sat

Use multiple rows for multi-week requests.

Requests cannot cross weeks (Sunday–Saturday).

- **Self-Scheduled:**

Select start and end dates based on team guidelines:

- Scenario 1: Match hired hours (e.g., 36 hrs. = 3 shifts).
- Scenario 2: Cover entire week (Sun–Sat).

Use multiple rows for multi-week requests.

Requests cannot cross weeks (Sunday–Saturday).

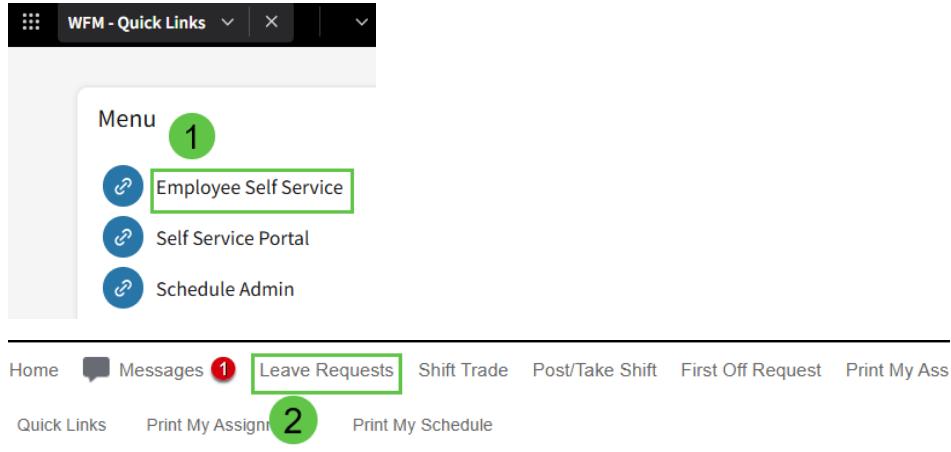
Steps to Enter Time Off

1. Log into WFM → Employee Self Service.
2. Select Leave Requests from the top navigation.
3. Choose Start Date and End Date (same week).
4. Click Schd to view your schedule and confirm shifts, including start/end times match Default Shift.
5. Select Choose to open balance options. The right column displays the hours to use shaded yellow.
6. Enter hours for each time code:
 - PNS = PTO
 - SNS = Sick
 - APR = Approved time off (after hired hours met)
 - POFF = Preferred Time Off (used by self-scheduling teams)
7. Hours Left must equal zero. Click Save Choice → OK.
8. Select Submit & Confirm submission message → OK.

Common Error

If you see an error message, you may not have enough hours for the selected time code.

SEE STEPS BELOW WITH SCREENSHOTS:



Menu 1

- Employee Self Service
- Self Service Portal
- Schedule Admin

Home Messages 1 Leave Requests 2 Shift Trade Post/Take Shift First Off Request Print My Ass

Quick Links Print My Assignm Print My Schedule

Sun	Mon	Tue
	01 09:00 - 17:30 (MEDASST, CTR WOMENS OHO) more...	02 09:00 - 17:30 (MEDASST, CTR WOMENS OHO) more...
07 OFF	08 09:00 - 17:30 (MEDASST, CTR WOMENS OHO) more...	09 09:00 - 17:30 (MEDASST, CTR WOMENS OHO) more...

Employee Information

Name: Ztrain197690, Stephanie	Hire Date: 06/30/2025	Default Job: MEDASST
Default Shift: 09:00-17:30	VUMC Seniority Date: 06/30/2025	Home Team: CTR WOMENS OHO
Default Hours: 8	Date/Time Submitted:	Available Balance Details

Enter Request Details:

Enter Partial Dates (start/end times)?

prv	Reject	Start Date	Start Time	End Date	End Time	Type	Comments	Bal Use	Schd
3		05/18/2026		05/22/2026		None		Choose	4

Start Date	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F
05/18/2026								0900 1730	0900 1730	0900 1730	0900 1730	0900 1730			PTO	0900 1730	0900 1730	0900 1730	0900 1730	
Start Date																				
01/01/2026 09:00																				
01/19/2026 09:00																				
03/09/2026 09:00																				
03/10/2026 09:00																				
03/11/2026 09:00																				
03/12/2026 09:00																				
Ztrain19478 1, Yolanda(1)	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Ztrain19518 4, Katrina(1)		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		PTO	0900 1730	0900 1730	0900 1730	0900 1730	0900 1730	
Ztrain19768 9, Emily Nicole(1)		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		PTO	0900 1730	0900 1730	0900 1730	0900 1730	0900 1730	
Ztrain19769 0, Stephanie(1)		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		PTO	0900 1730	0900 1730	0900 1730	0900 1730	0900 1730	
Ztrain19820 8, Anita(1)		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		0900 1730	0900 1730	0900 1730	0900 1730	0900 1730		PTO	0900 1730	0900 1730	0900 1730	0900 1730	0900 1730	

Start Date	Start Time	End Date	End Time	Type	Comments	Bal Use	Schd
05/18/2026		05/22/2026		None		Choose	
				None		Choose	

Choose how to use your balances

Required Hours:	40
Hours Left:	0
Type	Number of Hours
PNS	40
SNS	0
BRV	0
JRY	0
PLN	0
POFF	0
APR	0

APR	0
ISV	0
ISV-WK	0
SHG	0
SHG-WK	0
MIL	0
PES	0
SES	0
BRE	0
JYE	0
PLE	0
FML-UP	0

An embedded page at vumctrn-wfm.st.inforcloudsuite.com says

Your balance choice has been saved

7 OK

Aprv	Reject	Start Date	Start Time	End Date	End Time	Type	Comments	Bal Use	Schd
		05/18/2026		05/22/2026		None	None	Choose	
						None		Choose	
						None		Choose	

Add Rows 8 Submit Request

Alert

Your form has been submitted

Ok

Need Help?

Email: wfm@vumc.org

Help Site: www.vumc.org/WFM

SEE THE DOCUMENT, *Leave Requests Overview*, from the User Help site, if you have questions, for example:
How do I know who my request went to? or How do I add more rows?

Type (Time Codes) Available for Time Allocation on the Leave Request Form

Time Codes available for non-exempt (hourly) employees

Type (Time Code)	Description	Goes to Kronos (Yes or No)
PNS	flexPTO	Yes
SNS	Sick	Yes
BRV	Bereavement	Yes (does not use PTO/SICK)
JRY	Jury Duty	Yes (does not use PTO/SICK)
PLN	Paid Parental Leave	No

Time Codes available to all employees – no time sent to Kronos/Workday

Type (Time Code)	Description
POFF	Preferred Day Off, use to indicate a day(s) of, will be working to hired hours – used by teams that self-schedule
APR	Approved Time Off, use to indicate time off not covered by benefited time – should be working to hired hours or benefited time selected to cover hired hours
ISV	In-service time, which does not count toward hired hours
ISV-WRK	In-service work time, which counts toward hired hours
SHG	Shared Governance time, which does not count toward hired hours
SHG-WK	Shared Governance work time, which counts toward hired hours
MIL	Military Duty
FML-UP	FMLA Unpaid Time, which can be used with approved FMLS once all benefited time has been used, must select the Type of FMLA on row dates are entered

Time Codes available for exempt (salaried) employees

Type (Time Code)	Description	Goes to Workday (Yes or No)
PES	flexPTO	Yes
SES	Sick	Yes
BRE	Bereavement	Yes (does not use PTO/SICK)
JYE	Jury Duty	Yes (does not use PTO/SICK)
PLE	Paid Parental Leave	No