

How to request time off on InfiniTime

to start:

- you cannot request time off on the InfiniTime Atlas Mobile App
 - time off requests must be submitted on the InfiniTime website which can be accessed on any device

#1

go to drdpools.com

click on “Employees”
on the upper-left
hand corner

under “Payroll” click on



#2

Login with your User Name and Password provided by DRD

INFINITIME

User Name: 00000@DRD

Password: 0000

OK Cancel

Change Password Reset Password

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www.InfiniTime.com

Don't know your log in?
Check your welcome
letter email from your
staffing coordinator

#3

Click on “Request
Time Off”

Reports ▾

Employee Module Dashboard ▾

Tue., Dec. 26 202309:26:06 PMTester, Test T.Drd Pools

Request Time Off Print Timecard Print Schedule

OverviewTimecardScheduleAccrual TotalsMessages

Name:

Tester, Test T.

Last Punch:

03/03/2021 10:07 PM

Hours For Day:

0.00

Hours For Week:

0.00

Hours For Pay Period:

0.00

Unread Messages:

3

Photo Unavailable

INFINITIME

Refresh

#4

Enter your Message
Description and Message which
will be sent to your Scheduler

INFINITIME
ONLINE

Reports ▾

Request Message Database Update Form - [Tester, Te ▾

Tue., Dec. 26 202309:26:16 PMTester, Test T.Drd Pools

Request Time Off

Print Timecard

Print Schedule

Request From:

Tester, Test T.

Message Type:

Time Off Request

Message Description:

Message:

Date Request From:

Date Request To:

☐ Entire Day

Sent To

Accrual Balances

⏪ ⏴ Page 1 of 1 ⏵ ⏩

1 Rows

HTML ⌵

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Employee Name	Request Status
Department, East	

#5

Next enter in what dates you would like off

INFINITIME ONLINE Reports Request Message Database Update Form - [Tester, Te ▼]

Tue., Dec. 26 2023 09:28:09 PM Tester, Test T. Drd Pools

Request Time Off Print Timecard Print Schedule ?

Request From: Tester, Test T.

Message Type: Time Off Request

Message Description: Vacation

Message:

Date Request From: 07/23/2024

Date Request To: 07/28/2024

☐ Entire Day

☐ Specific Hours

Total Requested Hours:

Sent To Accrual Balances

Page 1 of 1 1 Rows HTML

Employee Name	Request Status
Department, East	

*If you are requesting one day off, enter the same date in both boxes

#6

If you selected “Specific Hours”,
you will need to enter the times
you are unavailable to work

Reports ▾

Request Message Database Update Form - [Tester, Te ▾

Tue., Dec. 26 202309:28:46 PMTester, Test T.Drd Pools

Request Time Off Print Timecard Print Schedule

Request From:

Tester, Test T.

Message Type:

Time Off Request

Message Description:

Vacation

Message:

Date Request From:

07/23/2024

Date Request To:

07/28/2024

☐ Entire Day

☒ Specific Hours

Sent To

Request Details

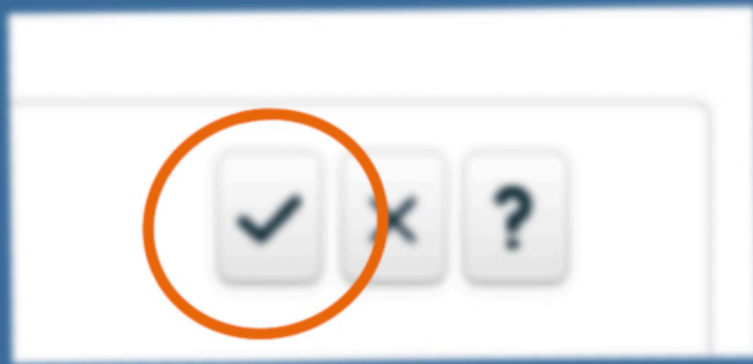
Accrual Balances

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Date	From Time	To Time	Hours
07/23/2024	08:00 AM	04:00 PM	8.00
07/24/2024	08:00 AM	04:00 PM	8.00
07/25/2024	08:00 AM	04:00 PM	8.00
07/26/2024	08:00 AM	04:00 PM	8.00
07/27/2024	08:00 AM	04:00 PM	8.00

#7

Once you are done,
click the check mark
on the upper right part
of the screen



*On your phone or tablet, you
may need to scroll over to
see the check mark

Still Need Help?

Contact your
scheduler