

# 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

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

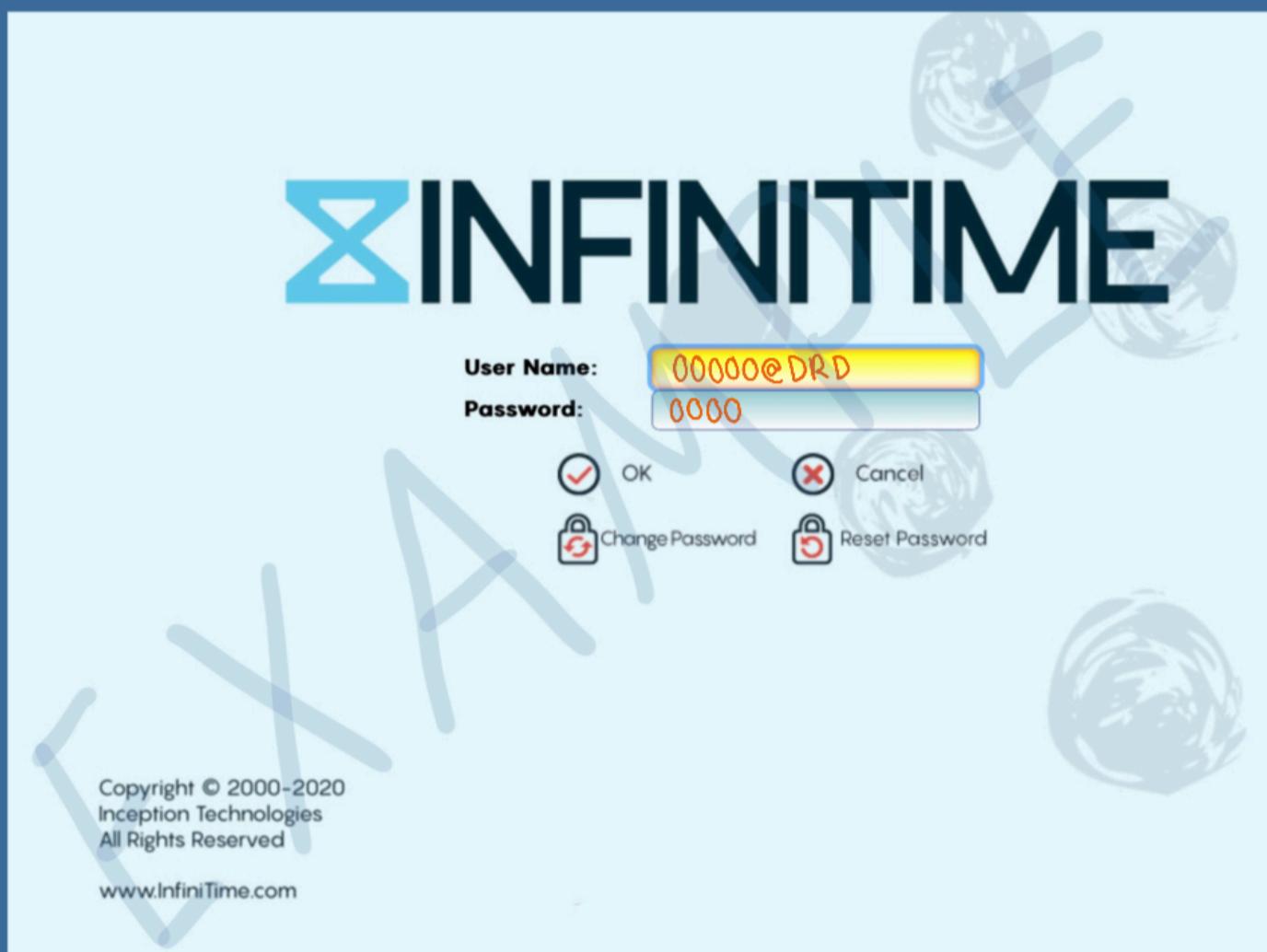
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under “Payroll” click on



# #2

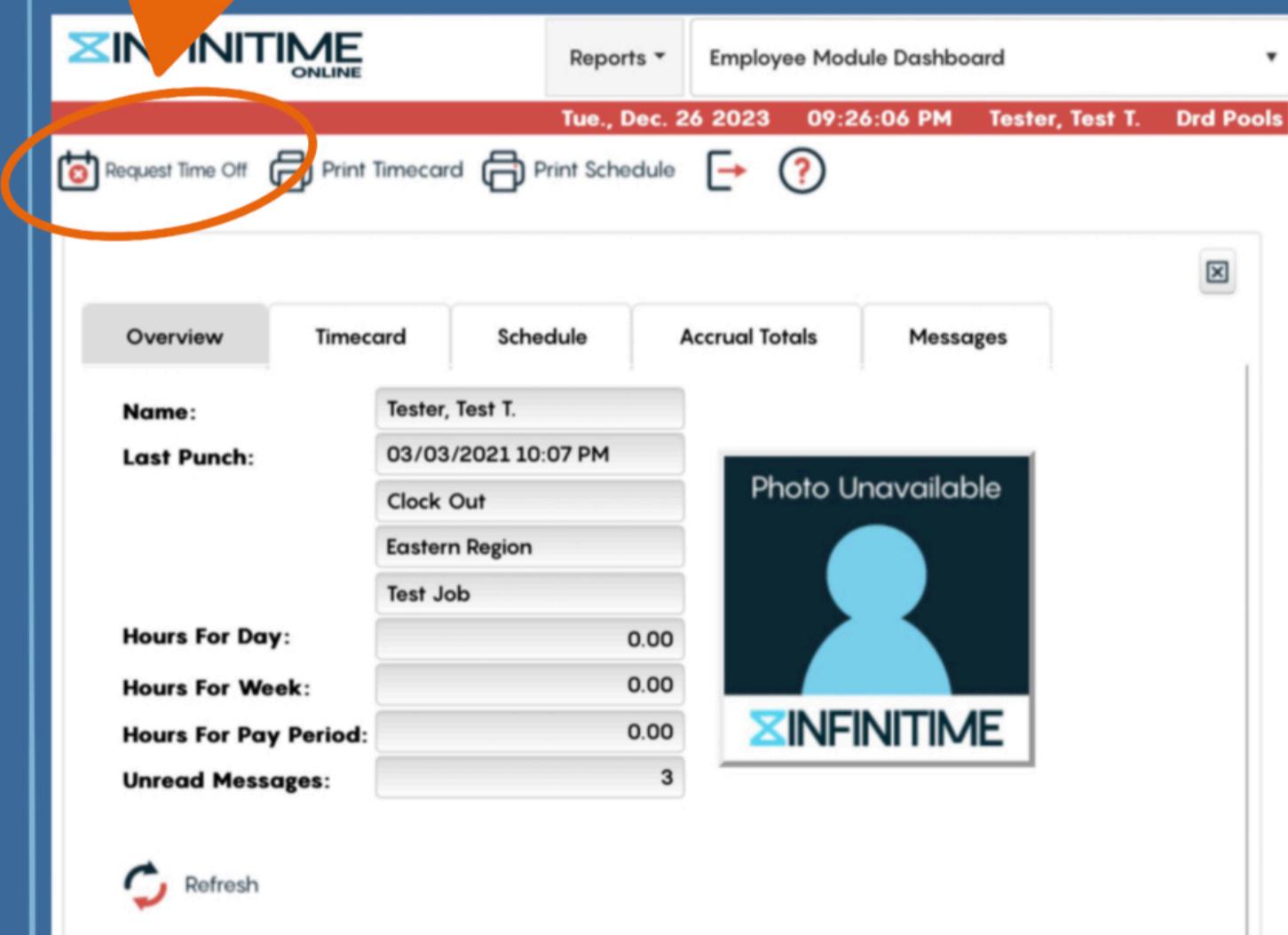
Login with your User Name and  
Password provided by DRD



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

# #3

## Click on “Request Time Off”



The screenshot shows the INFINITIME Online Employee Module Dashboard. At the top, there is a header with the INFINITIME logo, a 'Reports' dropdown, and a 'Employee Module Dashboard' link. Below the header, the date 'Tue., Dec. 26 2023', time '09:26:06 PM', and user 'Tester, Test T. Drd Pools' are displayed. A red arrow points from the top left towards the 'Request Time Off' button. This button is highlighted with a red circle. Other buttons in the top navigation bar include 'Print Timecard' and 'Print Schedule'. Below the navigation, there are tabs for 'Overview', 'Timecard', 'Schedule', 'Accrual Totals', and 'Messages'. The 'Overview' tab is selected. Under 'Overview', there are several data fields: 'Name' (Tester, Test T.), 'Last Punch' (03/03/2021 10:07 PM, Clock Out, Eastern Region, Test Job), 'Hours For Day' (0.00), 'Hours For Week' (0.00), 'Hours For Pay Period' (0.00), and 'Unread Messages' (3). To the right of these fields is a placeholder for a photo with the text 'Photo Unavailable' and the INFINITIME logo. At the bottom left is a 'Refresh' button.

# #4

## Enter your Message

Description and Message which  
will be sent to your Scheduler

The screenshot shows the INFINITIME ONLINE software interface. The top navigation bar includes the INFINITIME logo, a Reports dropdown, and the current page title, "Request Message Database Update Form - [Tester, Te...". The top right shows the date and time: "Tue., Dec. 26 2023 09:26:16 PM" and user information: "Tester, Test T. Drd Pools". Below the header are several buttons: "Request Time Off" (highlighted in yellow), "Print Timecard", "Print Schedule", a red "Send" button, and a help icon. The main form area contains the following fields:

<b>Request From:</b>	Tester, Test T.
<b>Message Type:</b>	Time Off Request
<b>Message Description:</b>	(Large text area)
<b>Message:</b>	(Large text area)
<b>Date Request From:</b>	(Text box with calendar icon)
<b>Date Request To:</b>	(Text box with calendar icon)
<input type="checkbox"/> Entire Day	
<b>Sent To</b>	Accrual Balances
<b>Employee Name</b> <b>Request Status</b>	
Department, East	

At the bottom, there is a toolbar with icons for navigation, page number (Page 1 of 1), rows (1 Rows), and file operations (HTML, Print, Add).

# #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 ⌂ +

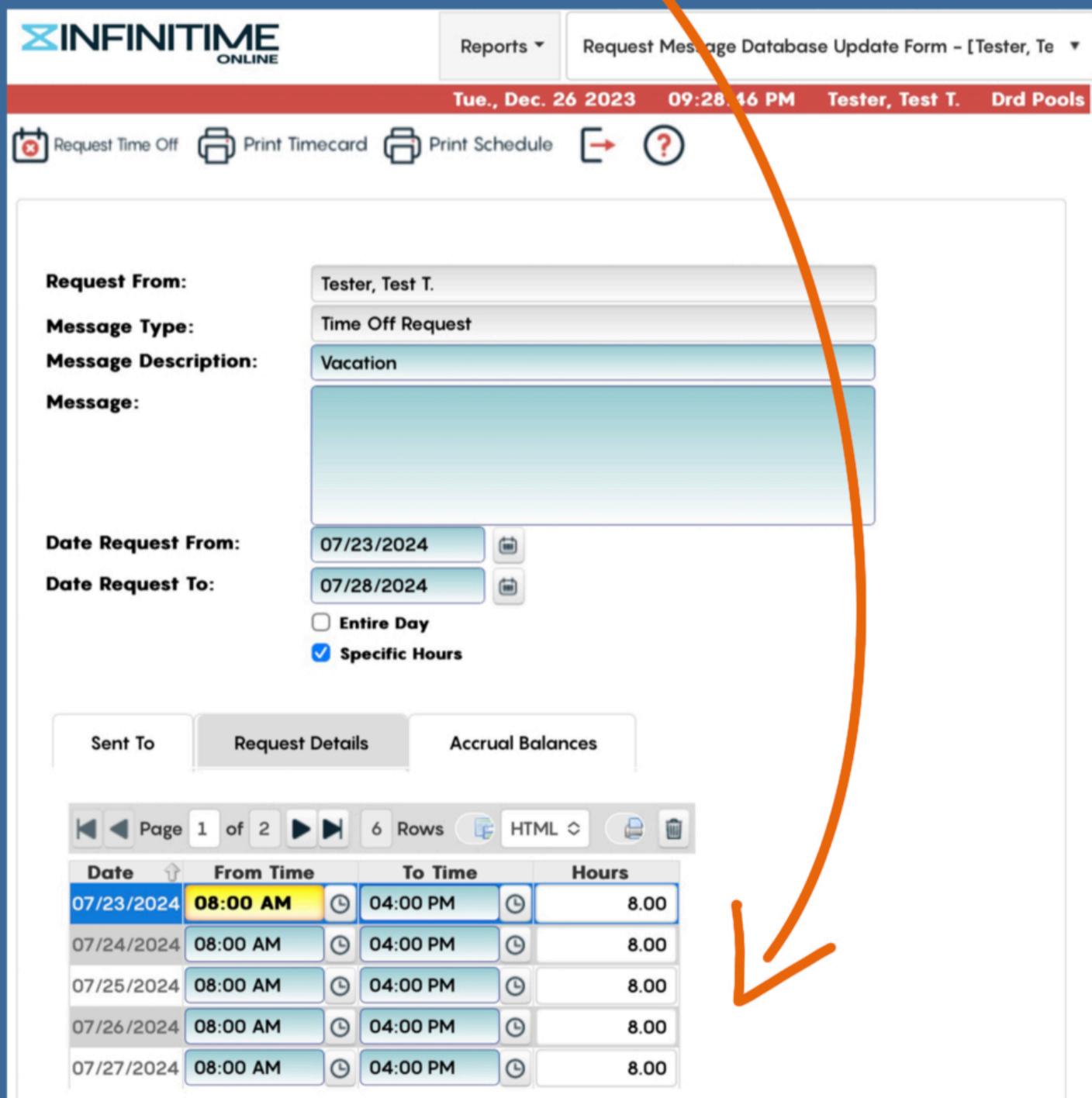
Employee Name	Request Status
Department, East	

Then select whether you would like the full day(s) off or only certain hours

\*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



**INFINITIME**  
ONLINE

Reports ▾ Request Message Database Update Form - [Tester, Te ▾

Tue., Dec. 26 2023 09:28:16 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

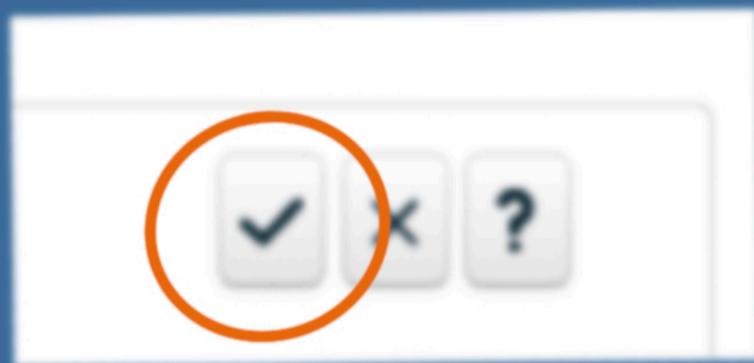
Sent To Request Details Accrual Balances

Page 1 of 2 6 Rows  HTML

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