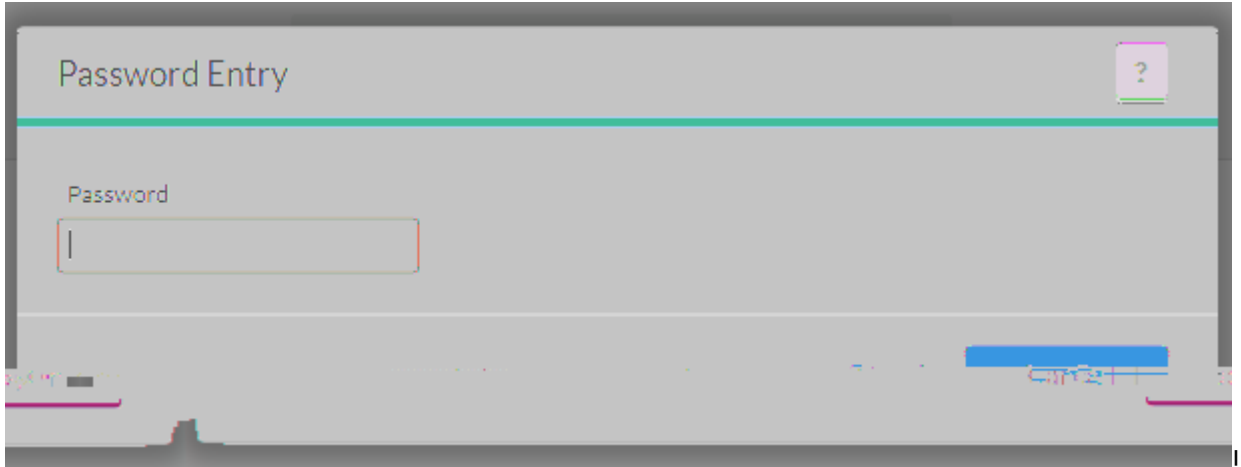


# E EM EM L EE

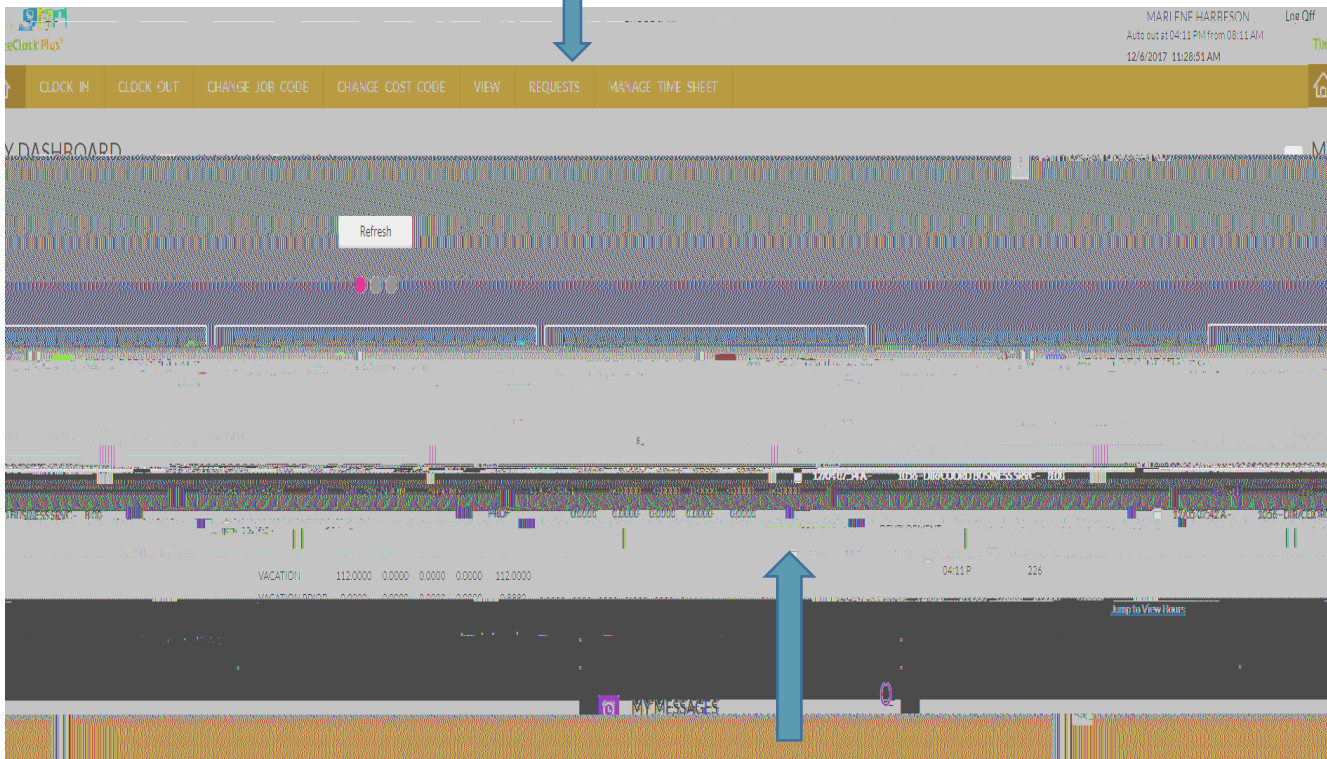
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3&5\*31!160#+!6))&/16/5&!). 3\*89. !: 0' &; #\*5<!=#8, !>: ; =?!0' &<&&(0/9!, +, )&' @!

A\*B&2&3-!). 0, !1\* &, !/\*)!3&' \*2&!). &!3&7803&' &/)!C\*3!6##!&' (#\*+&&,!)!\*!, 8D' 0)!#&62&!\*3!6D, &/5&!  
3&78&,) !0/!; ; =@"/+0' &!6/!&%&' (!\*3!/\*/4&%&' (!,)6CC!' &' D&3!B0##!D&!6D, &/)!C3\*' !B\*3<-!

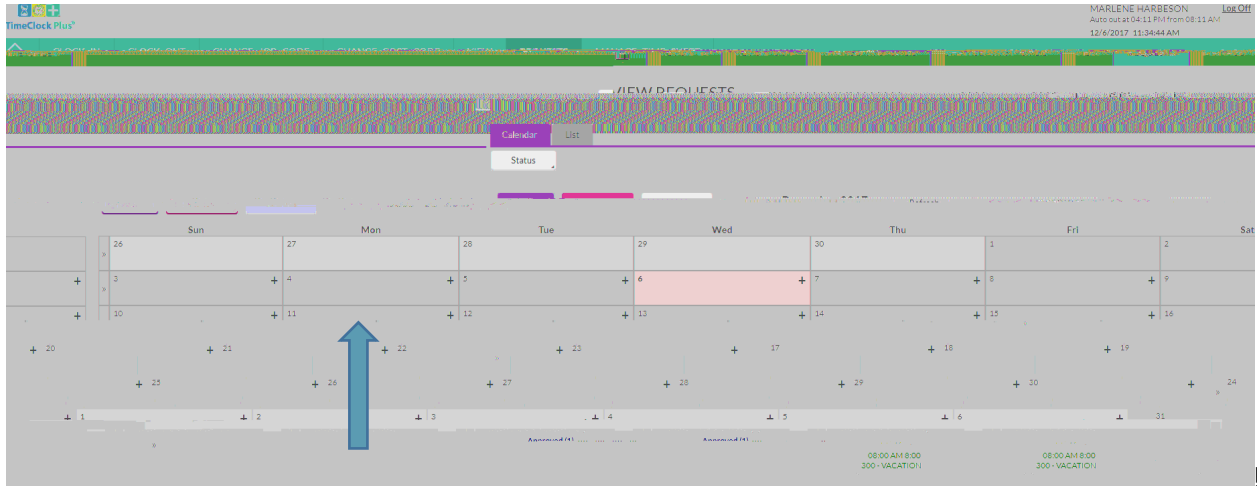


H@ \$V: \$QI="TTWNQY!



^@ ; MX; \_IQ\$RS\$: T!XV!: A\$!: NNMIU" Q!NQ!; MX; \_INVI' SZ =!: NIQ\$RS\$: T!XV!M\$" P\$!Q\$RS\$: T! WXY] \$: !NVIY" TAUN" QY!

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### Add Employee Request

templates

8 HOUR HALF DAY

Start time 08:00 AM

Hours 8:00

Days 1

200 - VACATION

Variation

Description

Accruals

G@ ; ANNT\$!cSMM!Y" [!NQ!A"Mc!Y" [!

K@ ; ANNT\$!Y" : \$!

d@ ; ANNT\$!T: "Q: !: xZ \$!xc!A"Mc!Y" [!Q\$RS\$T: \$Y!>d!" Z !NQ!O\!=Z?!

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0I@; ANNT\$!M\$ "P\$!; NY\$!

00@Y\$T; O\=: XNV!ZST: !U\$!\$V: \$Q\$Y!e!Y\$: "XM!XT!VN: !Q\$RSXQ\$Y!

0\@; ANNT\$!" ; ; QS"MT!US: : NV!xc![NS!W"V: !: N!; A\$; \_![NSQ!" ; ; QS"MIU"M"V; \$T!

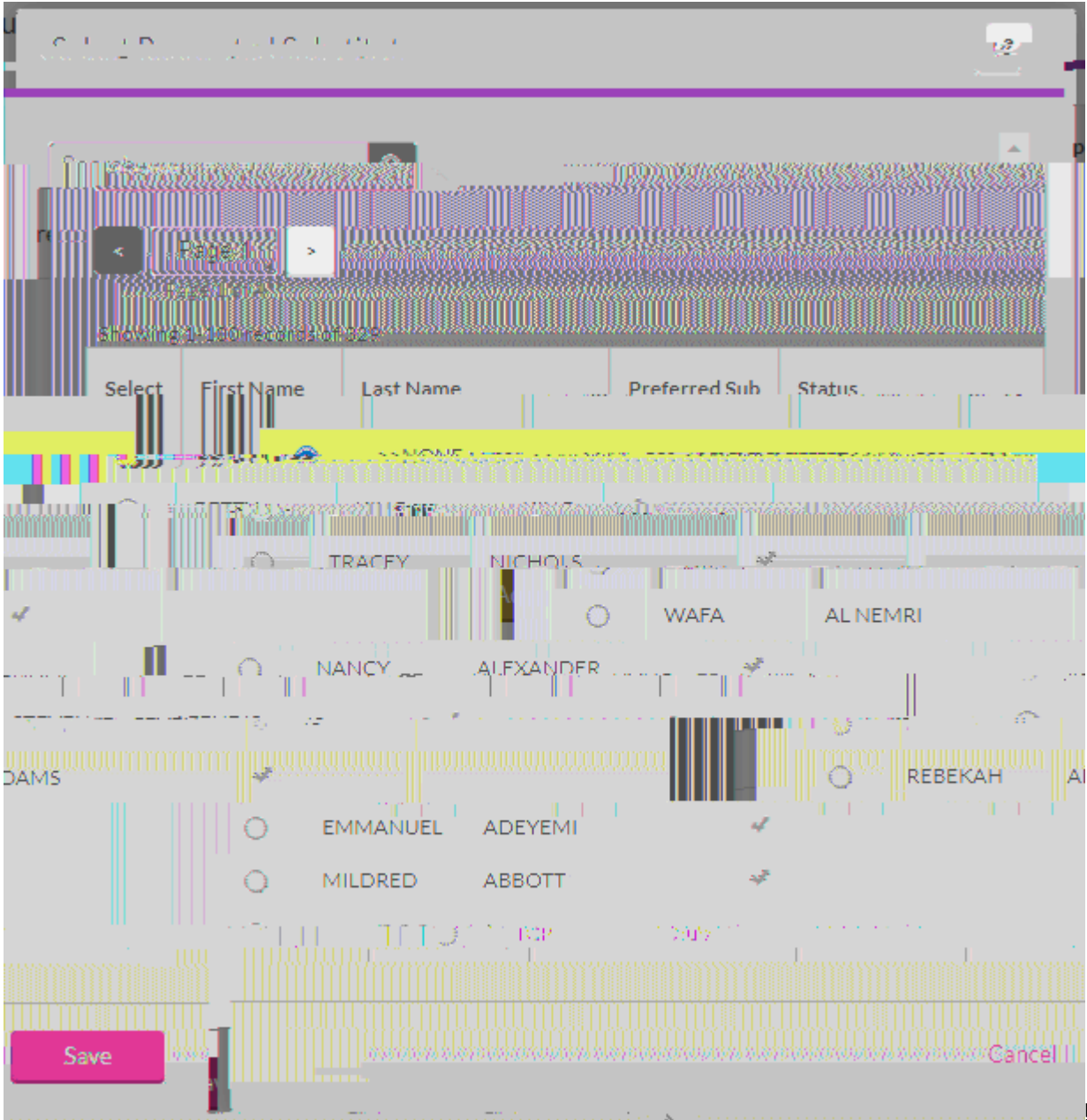
fff" ; ; QS"MIU"M"V; \$T!"Q\$!XV!ANSQT!VN: !Y" [Tfff!

fff\$g\$Z=: !\$Z=MN[\$\$T!WNSIMY!: "\_\$!: A\$!VSZU\$Q!Nc!ANSQTFd!: N!Y\$: \$Q11 (c!)0466\$\$T!NQQQc!A" \$g\$Z=1 (00. 24

xc!![NSQ!=NTX: XNV!VNOZ "MM[!Q\$RSXQ\$T!"!TSUT: X: S: \$!WA\$V![NSiQ\$



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T\$M\$; :!"!Q\$RS\$T: \$Y!TSUT: X: S: \$!" VY!" P\$@

: A": !TSUT: X: S: \$!WMMM!U\$!VN: XcX\$Y!: A": !: A\$! NU!XT!" P" XM" UM\$!cNQ!: A\$XQ!; ANNTXV] @!Xc!: A\$[!  
N=: !VN: !: N!; ANNT\$!: A": ! NU!N: A\$Q!TSUT: X: S: \$!WMMM!TSUT\$RS\$V: M[!U\$!VN: XcX\$Y@

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