



TIME OFF REQUEST – PREWORK

Company Name:

Payroll ID:

Instructions for use of this form:

Fill in the fields, in Adobe 8 or later. You can save the filled in form. **Email** the completed form to Powerpay.Service@ceridian.com. After submitting the form, wait for a confirmation email from Dayforce before proceeding with your Time Off Request set up.

Contact Details

Contact Name: _____ Date: _____
Contact Title: _____
Phone Number: _____ Email: _____

Setup Questions

What you would like to be used for your Standard and Custom Entitlements. Some examples are:

- **Standard Entitlements:** Vacation, Additional Vacation Accumulator
- **Custom Entitlements:** Bereavement, Lieu Day

Entitlement Name	Paid Time or Tracking Purposes Only (no impact to employee pay)	If paid, is there already a pay code set up on your payroll?	If yes, existing Pay Code name



Phone

All Provinces except Quebec 1-866-398-2572
Quebec 1-877-483-3701