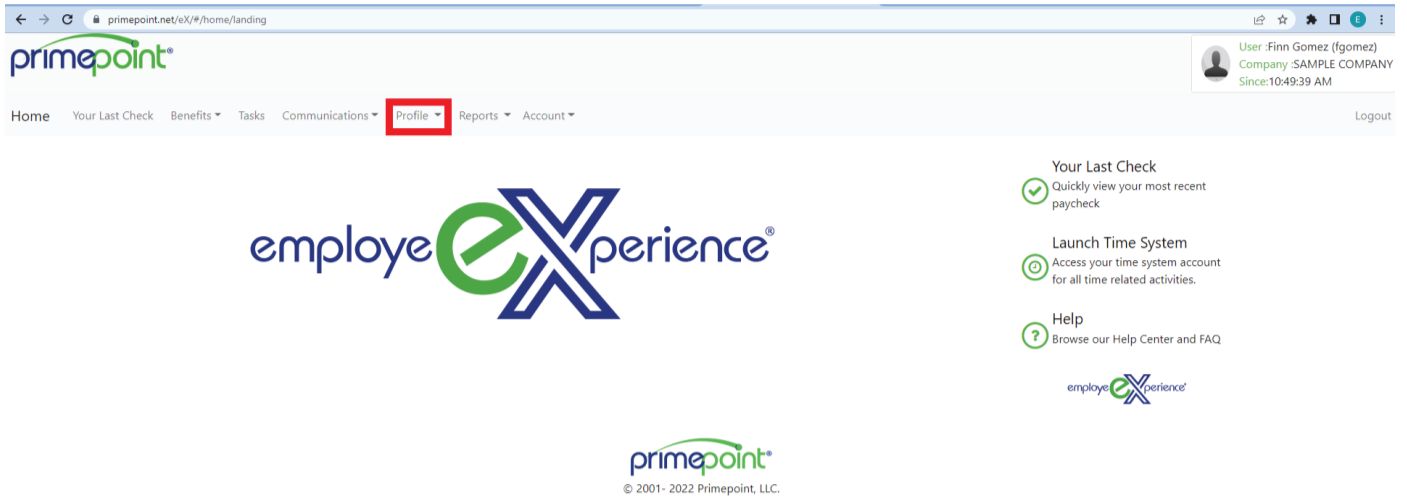


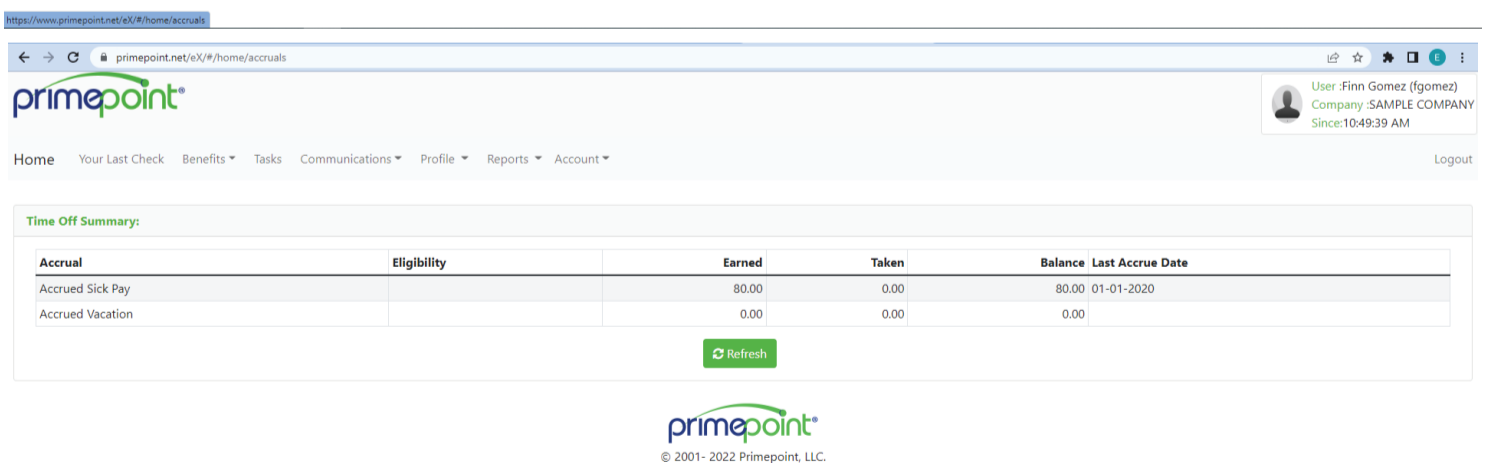
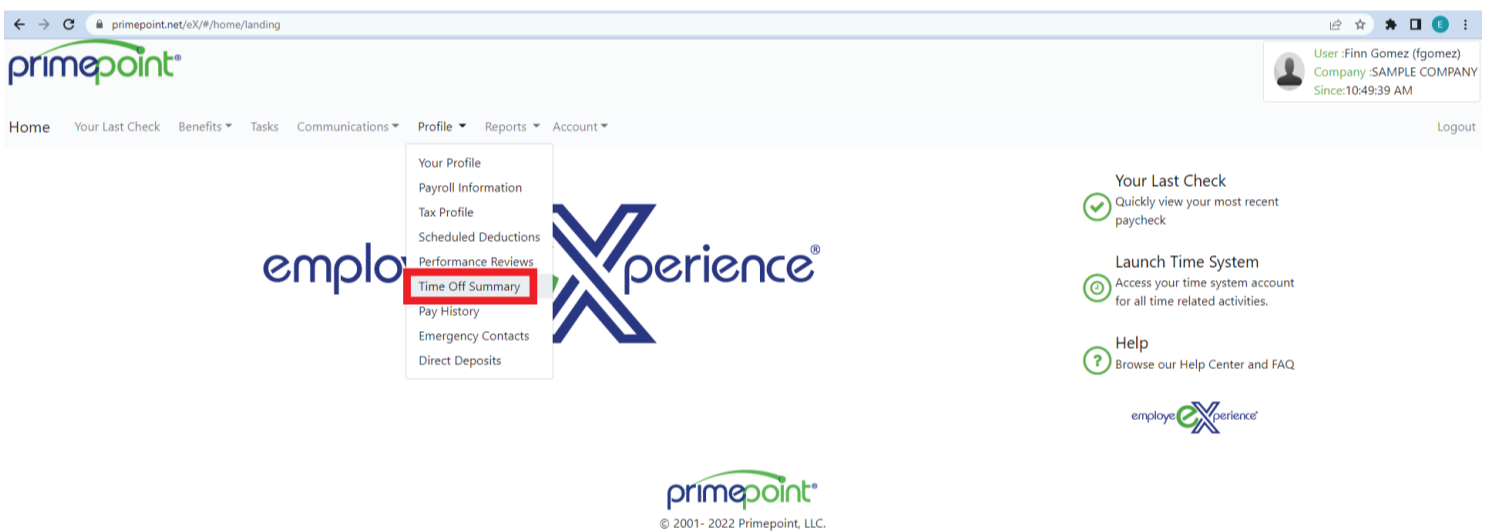
HELP CENTER

To view your time off summary:

1. Select the tab labeled "Profile" on the navigation bar.



2. Select "Time Off Summary" from the dropdown options.



3. Contact your employer with any questions regarding your time off summary.