

Employee Navigator

Homepage Navigation (See Chart 1)

1. **View Profile** – Click here to view and edit your personal information. From here you can view:
 - Dependents
 - Address
 - Contact Information
 - Employment information (start date, manager, etc.)
2. **Document Library** – Click here to view all plan documents, brochures, forms, etc.
3. **Enrollment Summary** – Click here to view your current benefit enrollments. You can also view your life insurance beneficiaries and make updates to these.
4. **Change Benefits** – Click here to go to the page to submit a life event or to edit HSA contributions.
5. **Company Calendar** – Click here to view the company paid holidays.
6. **Quick Links** – Useful links such as the 401k website, Casey Connection, etc.
7. **My Time Off** – Summary of hours taken, hours remaining, upcoming time off, etc.
8. **Request Time Off** – Click here to put in a time off request.
9. **Time Off** – Click here to go to the Time Off homepage. You can view previous requests, balances, upcoming requests, etc.

Hello, Test!

It's good to see you.

1



View Profile

2



Document Library

3



Enrollment Summary

4



Change Benefits

5



Company Calendar

My Time Off

Hours Taken

0 Hours

Hours Remaining

40 Hours

Upcoming Time Off

1/13/2025 - 1/17/2025

View all >

7

Your Notifications

Items for you

- Incomplete Onboarding Item

Pending HR Action

None

Quick Links

6

[401\(k\) Website](#)

[Casey Connection](#)

[IRS Federal Tax Withholding Estimator](#)

8

Request Time Off

Compliance Documents



[401k Accessing Your Account](#)

09/25/2024



[Casey Auto Group Open Enrollment Presentation 2024](#)

How to Request Time Off

1. Click "Request Time Off" from either the homepage or from the Time Off page.
2. Select your leave type. The options under PTO are all tied to the same amount of hours. This is simply the reason for your request off. All three options under PTO are paid.

← Test Employee Home

Manage My Time Off

- Dashboard
- Calendar
- Time Off Requests
- Company Holidays
- Policy Summary
- Timeline

Request Time Off

Select Leave Type

- Select--
- Select--
- PTO**
- Vacation**
- Personal
- Sick
- Unpaid Leave**
- Unpaid Leave

3. You will next need to add the days you are requesting off. You will not be able to start or end your PTO on a holiday, as this time is already paid.
 - a. If you are only taking one day off, your "From" and "To" dates will be the same date.
 - b. Enter the amount of hours for each day. The default would be 8.
 - c. If you are doing a partial day, enter the start and end time for when you will be out of work and the amount of hours will be calculated for you.
 - d. Remove any days from the range that you do not work by clicking the "-" icon.

In this example, the employee is taking 12/23-12/30 off, they do not work on weekends, and they are going to work a partial day on 12/23. This employee's hours of work are 8-5p.

Request Details

Selected date range contains a holiday.

Date	Hours						
Mon, Dec 23	6.000	<input type="checkbox"/> Partial Day?	11:00	AM	5:00	PM	
Tue, Dec 24	8.000	<input type="checkbox"/> Partial Day?	Start	AM	End	AM	-
Wed, Dec 25	HOLIDAY						
Thu, Dec 26	8.000	<input type="checkbox"/> Partial Day?	Start	AM	End	AM	-
Fri, Dec 27	8.000	<input type="checkbox"/> Partial Day?	Start	AM	End	AM	-
Sat, Dec 28	Day removed from request						+
Sun, Dec 29	Day removed from request						+
Mon, Dec 30	8.000	<input type="checkbox"/> Partial Day?	Start	AM	End	AM	

Mon, Dec 23 - Mon, Dec 30

Total: 38.000 Hours


- Add any reasons or notes and click "Submit Time Off Request".
- The request will be sent to your manager for approval. Once approved, you will receive an email. You can also check the status on the Time Off homepage.

FAQ and Troubleshooting

How do I edit a request once approved?

Requests cannot be edited. You will have to cancel the request and resubmit it for approval. To do this, go to your Time Off homepage and navigate to your "Time Off Requests" on the left-hand side. Find the time off request you want to cancel and click the three dots. Click cancel.

Time Off Requests

Date	Type	Hours	Status	Reason	Actions
01/13/2025 - 01/17/2025	Vacation	40	Approved		
12/20/2024 - 12/27/2024	Vacation	0	Denied - Pending Approval		Details

Updated 1/10/25

My hours do not look correct. What do I do?

Please contact Human Resources at 757-591-1000 or hrs@caseyauto.com. Please also refer to the Employee Handbook page 29 for vacation time accruals and rules.

I can't remember my username/password.

HR can view what your username is and to which email the account is connected. All accounts are connected, by default, to your personal email. Usernames ARE NOT required to be emails. You can also use the Register feature. **The company identifier is Casey Auto.**

Please reach out to HR if you need assistance.

Known Issues for Rehired Employees

Rehires within their first year and a half back to work: Your vacation calculation will automatically be calculated by website using your rehire date. This date is also used for different benefit calculations during the first year and a half. Once this time has passed, your hire date will be changed to your older hire date per the handbook rules on tenure. In the meantime, your tenure will have to be adjusted manually. Please reach out to HR if you have questions.

Rehires in their first year back with reinstated vacation from day 1: The website is set up to not allow PTO to be requested within the first 365 days of employment. While available hours may be showing, you will not be able to make the request from your account until 365 days have passed. Your manager will be able to enter requests for you.