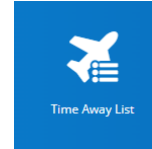# RECORD TRAINING HOURS | VOLUNTEER HOURS

Within your employee profile Home Page, select the Time Away icon:

Select the 'Request New Time Away' and the below screen will appear:

The reason will be **'Community Activity'**, start and end dates will be required. The type of request defaults to All Day, so if only part of day applies, toggle this to Partial Day and enter the start and end times.

In the comments section it would be really useful for colleagues to provide some information as to the volunteering activity and associated organisation – this will help us promote the community activity and generate content/stories for employee engagement articles and reporting purposes.

Then click 'submit.' The request will then go for manager for approval.

Managers and the People team will be able to run the Time Away From Work (TAFW) report, and by using the reason filter to show only 'Community Activity' and set time frames for review, this will highlight the number of community hours YTD or during a fixed period.