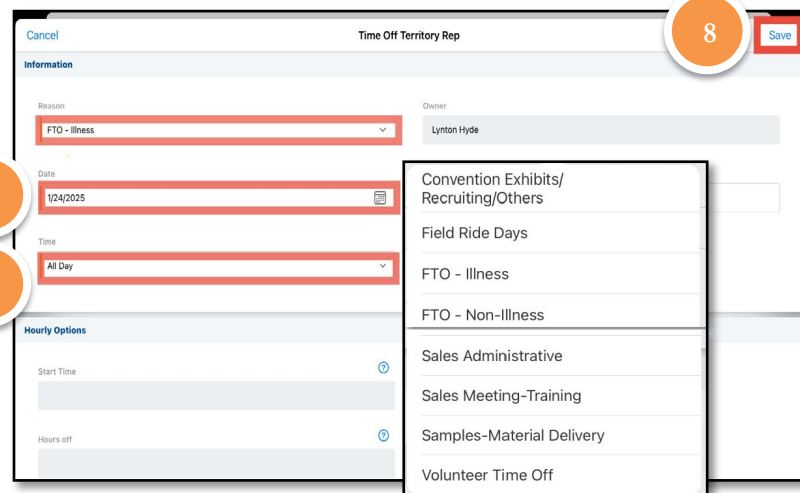
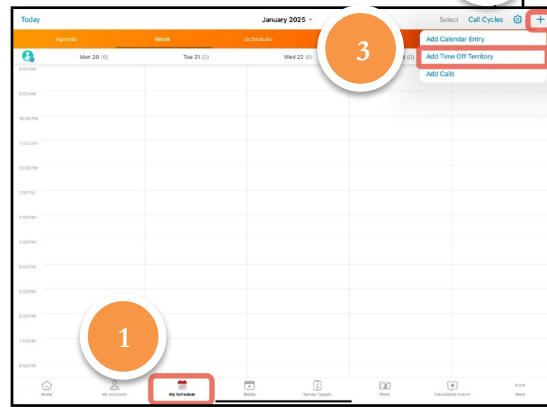


## VEEVA-Quick Reference Guide

### HSA- Time Off Territory (TOT)

1. Tap **My Schedule**
2. Tap the **Blue Plus** icon in the top right-hand corner
3. Tap **Add Time Off Territory**
4. Select the **Reason**
5. Select the **Date**
6. Select the **Time**
7. If you selected "Hourly" in Step 6:
  - a. Select the **Start Time**
  - b. Select the **Hours Off**
8. Tap **Save**



#### 4. Reason

Please refer to the [FTO FAQ](#) & [FTO Policy](#) for questions related to FTO.

Info

For Time-Off Scheduled after the date, 1/1/25, the approval process has been updated. Manager's approval is required for **Volunteer Time Off**, **FTO-Non-Illness**, and **FTO-Illness**.