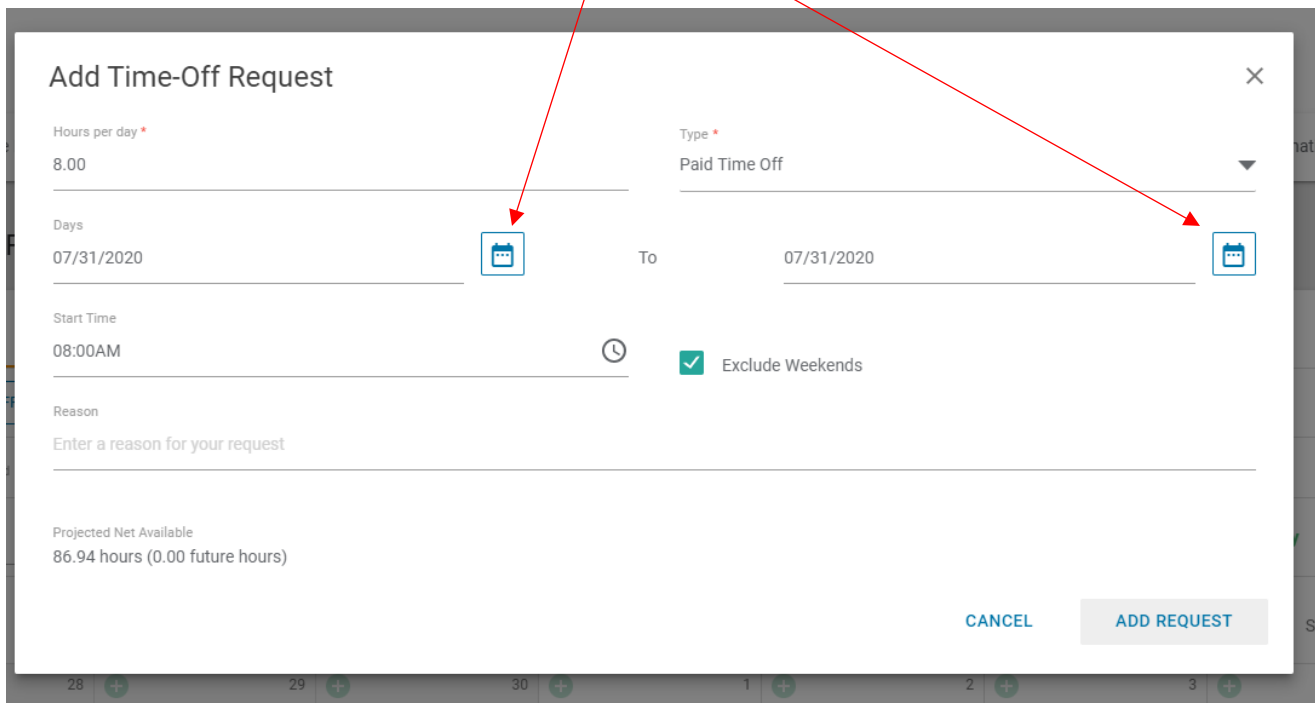


Requesting PTO (as an employee)

Time off must be requested and approved through the system.

1. Log in to your Employee Self Service account
2. Go to Time-Off Requests/Request Time Off
3. Click "ADD TIME-OFF REQUEST"
4. Under "Type" choose "Paid Time Off"
5. Choose the date(s) of leave in the calendars under DAYS
6. Type Reason (not mandatory)
7. Click ADD REQUEST



Add Time-Off Request

Hours per day *
8.00

Type *
Paid Time Off

Days
07/31/2020 To 07/31/2020

Start Time
08:00AM

☒ Exclude Weekends

Reason
Enter a reason for your request

Projected Net Available
86.94 hours (0.00 future hours)

CANCEL ADD REQUEST