Requesting Time Off in Employee Self Service

After logging into ESS, click on the Time Off tab on the left side of the screen.

Home	Welcome to Employee Self Service	Self Service						
Employee Self Service	Announcements	Contact						
Benefits	Please go to the "Personal Information" section, from the menu on the left, in order to verify and/or update the follo personal information:	wing						
Pay/Tax Information	Address Home Phone							
Performance Evaluations	Cell Phone Emergency Contacts							
Personal Information	Berronal information	iew profile						
Time Off	Personal mormation	en pronie						

Click on Request Time Off

me	Time Off							
mployee Self Service		Annual Allotment	Accrued To Date	Projected Earned*	Taken	Pending Requests	Currently Available	Projecte Available
nefits y/Tax Information	VACATION (H)	150.00	6.93	150.65 through 12/31/2015	0.00	0.00	6.93	150.6 throug 12/31/201
rformance Evaluations	SICK (H)	30.00	30.00	30.00 through 12/31/2015	0.00	0.00	30.00	30.0 throug 12/31/201
rsonal Information	LINOP (H)							
Request Time Off	H=Hours; D=Days. *This is an estimate. Ple	ase note that your a	actual earnin	gs may differ.				
My Requests	Time Off Approver							

Click on the calendar days you would like to request off, then click Continue

Home	Re	Request Time Off																						
Employee Self Service	Step 1 of 4: Select Dates																							
	Clie	ck t	0 S	ele	ct e	ach	n da	te th	at y	/ou	wo	ulc	l lik	e to	o ta	ke	off	. (C	lick	c ag	gain	ı to	esele	ect)
Benefits	<<	pre	viou	ıs m	ont	h													n	ext r	mon	th >	•	
Dev/Tex Information			Janı	агу	201	5			February 2015									Mai	rch 2	2015				
Payriax mornation	S	м	т	w	т	F	S	S	м	Т	w	Т	F	S		s	М	т	w	т	F	S		
Performance Evaluations	4	5	6	7	1	2	3 10	1	2	3	4			7		1	2	3	4	5	6	7		
	11	12	13	14	15	16	17	8	9	10	11	12	13	3 14	1	8	9	10	11	12	13	14		
Personal Information	18	19	20	21	22	23	24	15	16	17	18	19	20	21	1	15	16	17	18	19	20	21		
	25	26	27	28	29	30	31	22	23	24	25	26	27	28	3	22	23	24	25	26	27	28		
Time Off																29	30	31						
Request Time Off																				Cor	ntin	ue	4	-
My Requests	Tim	e O	ff Ap	opro	ver																			

Click on the type of time off you are requesting, then click Continue

Home	Requ	est Time Off		
Employee Self Service	Step 2 o	f 4: Select Type		
Benefits	Select th	e type of time off you would	d like to take from which job	
Pay/Tax Information		Туре	Currently Available	Projected Available*
Performance Evaluations	0	VACATION	6.93	17.89
	0	SICK	30.00	30.00
Personal Information	0	LWOP	0.00	0.00
Time Off				
Request Time Off			Continue	
My Requests	*Estimator	available amount by 2/12/2015		

Enter the hours you are requesting (must be in full or half day increments for exempt employees, no less than 30 minute increments for non-exempt), click **Continue**

Home	Request Time Off									
Employee Self Service	Step 3 of 4: Partial Day Requests									
	If you are requesting any partial days, edit time as necessary.									
Benefits	You have selected the following dates (Change Dates)									
Pay/Tax Information	K K									
Performance Evaluations	2/10/2015: 8 Hours 2/12/2015: 8 Hours									
Personal Information	Continue									
Time Off	Time Off Approver									
Request Time Off										
My Requests										

Verify entries are accurate, then select the **Reason** from drop down box and click **Make Request**. An email will be sent to your manager. You will receive an automatic email response once the manager has accepted or declined the request.

Home	Request Time	e Off
Employee Self Service	Step 4 of 4: Additio	nal Information
	Verify the time you a	re taking and enter additional comments for this request
Benefits	Job	
Pay/Tax Information	Request Type	VACATION
	Days Requested	2/10,2/12
Performance Evaluations	Total Time Requested	16.0 Hour(s) change
Personal Information	Comment: (optional <mark>)</mark>	
Time Off	Reason	[optional]
Request Time Off	•	Maka Doquast
My Requests		Cancer