

# Requesting Time Off in Employee Self Service

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

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## Welcome to Employee Self Service

**Announcements** [Contact](#)

Please go to the "Personal Information" section, from the menu on the left, in order to verify and/or update the following personal information:

- Address
- Home Phone
- Cell Phone
- Emergency Contacts

**Personal information** [View profile](#)

POOL, MICHELLE A

Click on **Request Time Off**

## Time Off

	Annual Allotment	Accrued To Date	Projected Earned*	Taken	Pending Requests	Currently Available	Projected Available*
VACATION (H)	150.00	6.93	150.65 through 12/31/2015	0.00	0.00	6.93	150.65 through 12/31/2015
SICK (H)	30.00	30.00	30.00 through 12/31/2015	0.00	0.00	30.00	30.00 through 12/31/2015

H=Hours; D=Days.  
\*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver: KIRIA E FUSARI

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

## Request Time Off

**Step 1 of 4: Select Dates**

Click to select each date that you would like to take off. (Click again to deselect).

<< previous month      next month >>

January 2015							February 2015							March 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3														
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28
														29	30	31				

**Continue**

Time Off Approver: KIRIA E FUSARI

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

**Request Time Off**

**Step 2 of 4: Select Type**

Select the type of time off you would like to take from which job

Type	Currently Available	Projected Available*
<input checked="" type="radio"/> VACATION	6.93	17.89
<input type="radio"/> SICK	30.00	30.00
<input type="radio"/> LWOP	0.00	0.00

**Continue**

\*Estimated 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**

**Request Time Off**

**Step 3 of 4: Partial Day Requests**

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

2/10/2015:  Hours    2/12/2015:  Hours

**Continue**

Time Off Approver: [TRAVIS PLUMMER](#)

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.

**Request Time Off**

**Step 4 of 4: Additional Information**

Verify the time you are taking and enter additional comments for this request.

Job

Request Type	VACATION
Days Requested	2/10,2/12
Total Time Requested	16.0 Hour(s)   <a href="#">change</a>

Comment: (optional)

Reason:

**Make Request** **Cancel**