

## **Requesting Time Off**

Employee benefits include time off, such as vacation, personal time, and sick time. Benefits vary depending on the company, but benefit hours and time off requests are all tracked and managed through the Time on Demand (ToD) Employee Self Service (ESS) application. Check with your Supervisor about your company's policy.

You can request time off using one of the following options:

- Partial Day Off: A day that you need to come in late, take time off in the middle of the day, or leave early.
- Day Off: A single day that you need, for personal business, for example.
- Consecutive Days Off: Several days off in a row, for vacation, for example.

The steps for requesting time off are basically the same – only the information you are required to enter is different. Follow the steps below to request time off. Screen shots that illustrate the process begin on the next page.

- Log in to ESS using your badge number and Personal Identification Number (PIN). See the "Logging In" job aid if you need instructions.
- Click the button that represents the type of time off you need: Request Partial Day Off, Request Day off, Request Consecutive Days off. See Figure 1.
- Complete the fields on the screen, following the on-screen instructions and then click

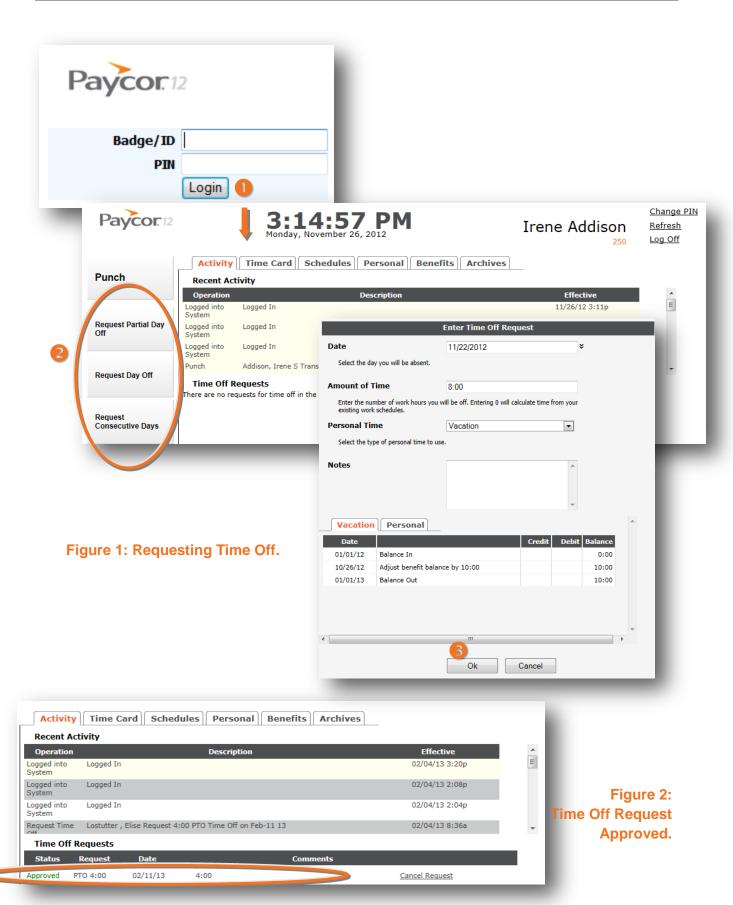
Note: If you have a schedule and you want the system to calculate the number of hours you will be off based on the number of hours you are scheduled to work, enter 0 in the Amount of Time field. However, if you do not have a schedule and you enter 0, no hours will be paid.

An email is sent to your Supervisor and your request appears at the bottom of the Activity window in the Time Off Requests List.

Your Supervisor will approve or deny your request, and generally you will receive an email response. You can also check the Activity window that displays when you log in to check the status of your request. See **Error! Reference source not found.**.

Screenshots are available on the next page.





Page 2