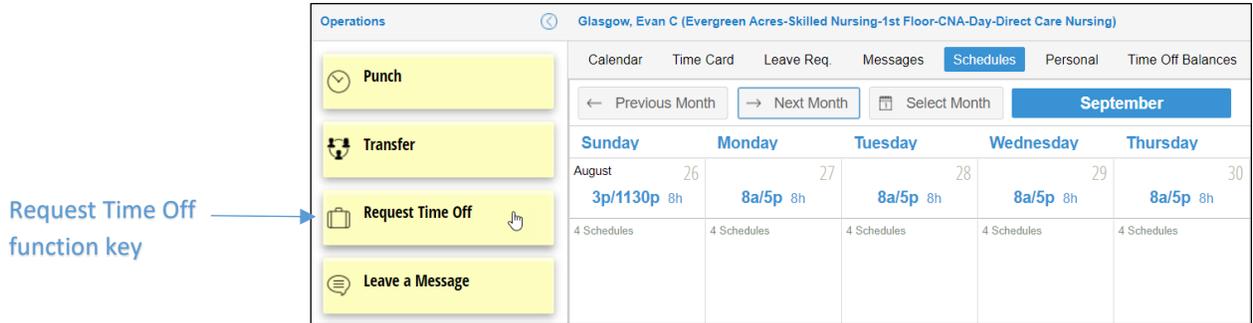


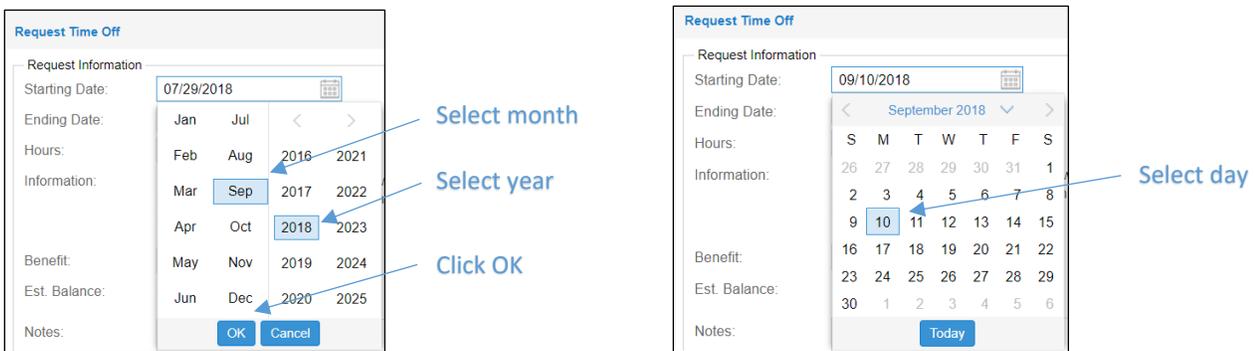
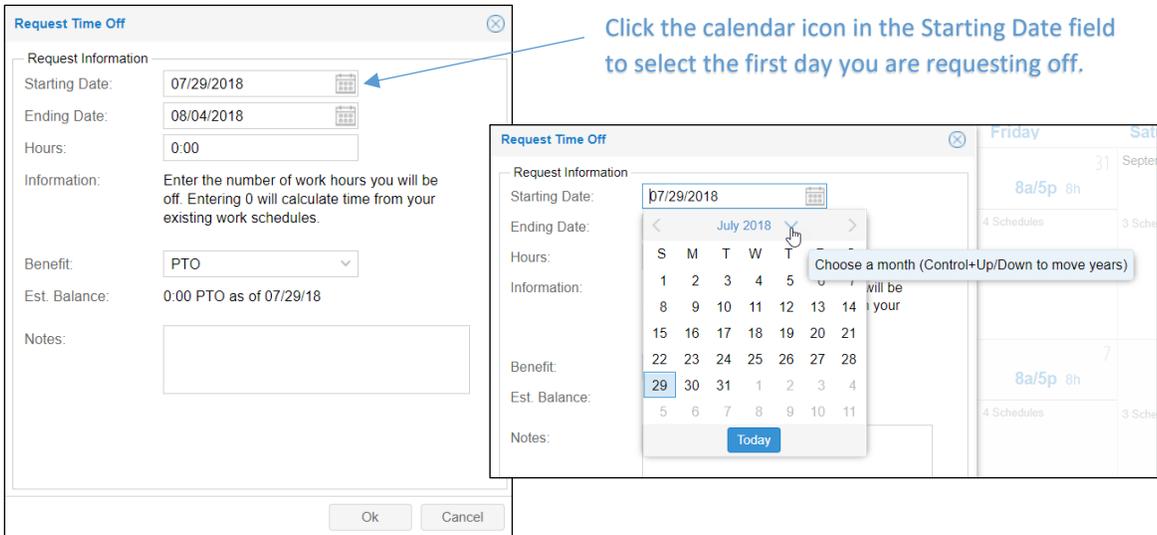
# ESS: Requesting Time off

Job Aid

To request time off in Employee Self Service (ESS), click the Request Time Off function key.



## Select the Starting Date



## Taking only part of the day off?

To request a partial day off, select the same day, month and year in the *Starting Date* and *Ending Date* fields. Select the number of hours you want to take off in the Hours field.

## Select the Ending Date

**Request Time Off**

Request Information

Starting Date: 09/10/2018

Ending Date: 09/10/2018

Hours: 0:00

Click the calendar icon in the Ending Date field to select the last day you are requesting off.

**Request Time Off**

Request Information

Starting Date: 09/10/2018

Ending Date: 09/10/2018

Hours:

Information:

Benefit:

Est. Balance:

Notes:

Jan Jul < >

Feb Aug 2016 2021 will be your

Mar **Sep** 2017 2022

Apr Oct 2018 2023

May Nov 2019 2024

Jun Dec 2020 2025

OK Cancel

Select month

Select year

Click OK

**Request Time Off**

Request Information

Starting Date: 09/10/2018

Ending Date: 09/11/2018

Hours:

Information:

Benefit:

Est. Balance:

Notes:

< September 2018 >

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

Today

Select day

## Enter the Number of Hours you want to take off

**Request Time Off**

Request Information

Starting Date: 09/10/2018

Ending Date: 09/11/2018

Hours: 8:00

Information: Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.

Enter the number of hours for time off request

## Select the benefit you want the hours to draw from

Hours: 8:00

Information: Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.

Benefit: **Vacation**

Est. Balance:

Notes:

Sick

**Vacation**

PTO

Unpaid

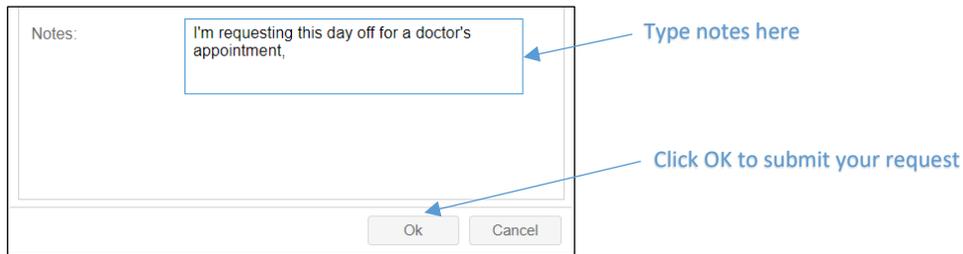
Select Benefit

Benefit: Vacation

Est. Balance: 32:00 Vacation as of 09/10/18

The estimated balance of hours available for the benefit you have selected is displayed below the benefit

## Add a Note to the Time off Request



The image shows a screenshot of a web form titled "Add a Note to the Time off Request". The form has a "Notes:" label on the left. A text input field contains the text "I'm requesting this day off for a doctor's appointment,". A blue arrow points from the text "Type notes here" to the text input field. At the bottom of the form, there are two buttons: "Ok" and "Cancel". A blue arrow points from the text "Click OK to submit your request" to the "Ok" button.

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