Submit Time Off Request via Self Service Portal

Log on to Self Service Portal.

1. Navigate to **HR & Payroll > Self Service Portal**.
2. Select option to submit time off request > **Submit Time Off Request**
3. Select the correct type from the **Request Type** dropdown menu.
4. Select dates in the **Request Dates** field.
5. Enter the number of hours in the **Hours Per Day** field. Request Full Days should be **NO** as hours per day defaults to 8 hours. Enter Hours Per Day.
6. Select the applicable **Start Time**. The end time will default to 12:00 AM, regardless of the start time and amount of hours in the request.

7. Enter any additional details in the **Add Comments** field.
8. Select **Submit**. After a supervisor approves or declines the request, a message will appear in the Message Center.
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