

# 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.

**Request Time Off** Cancel Submit

**Request Type**  
Vacation Hrly

**Request Dates**  
12/30/2021 – 12/30/2021

**Include Weekends**  
 No  Yes

**Request Full Days**  
 No  Yes

**Hours Per Day**  
— 8 +

**Start Time**  
8:00 AM

**Add Comments**  
255/255 Characters Remaining

**Summary:**  
Available: 64.52h | Request Total: 8.00h  
[How is Available calculated?](#)  
Remaining After Request: 56.52h (pending approval)

**Calendar:** December 2021  
Sun Mon Tue Wed Thu Fri Sat  
26 27 28 29 30 31 1  
● Your 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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