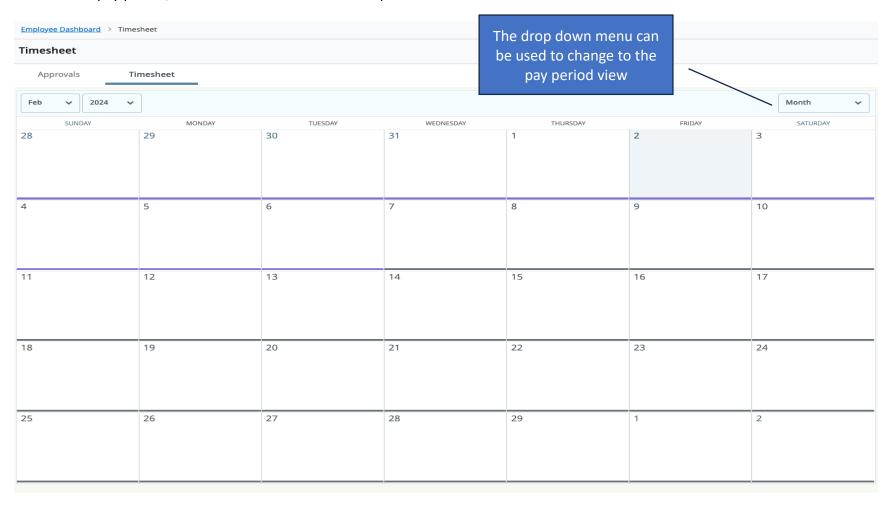
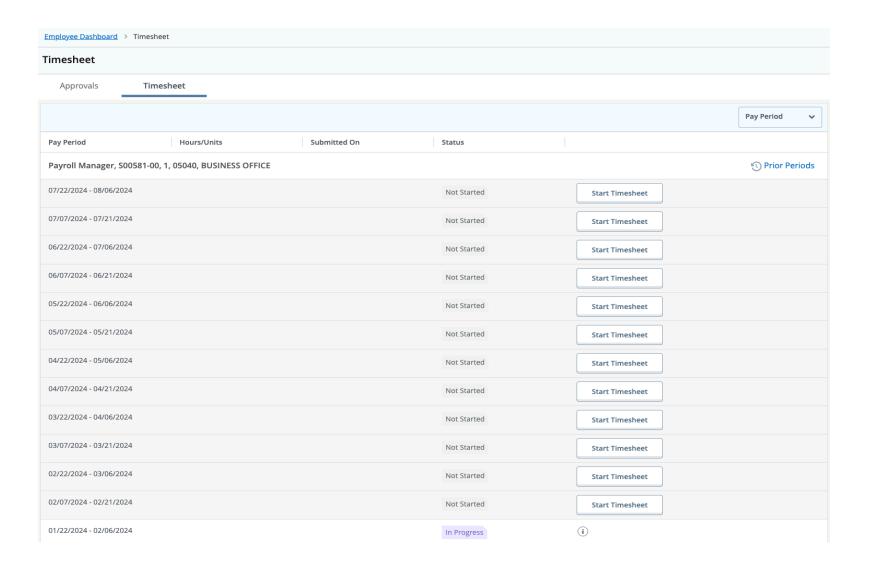
Employee Self Service allows staff to enter planned time off up to 6-months in advance for supervisor review. This allows staff and supervisors to plan and track scheduled time away from work. Time that has been entered in advance will automatically populate the employees time entry for the corresponding pay period. As such, staff no longer need to login while on vacation to enter time off.

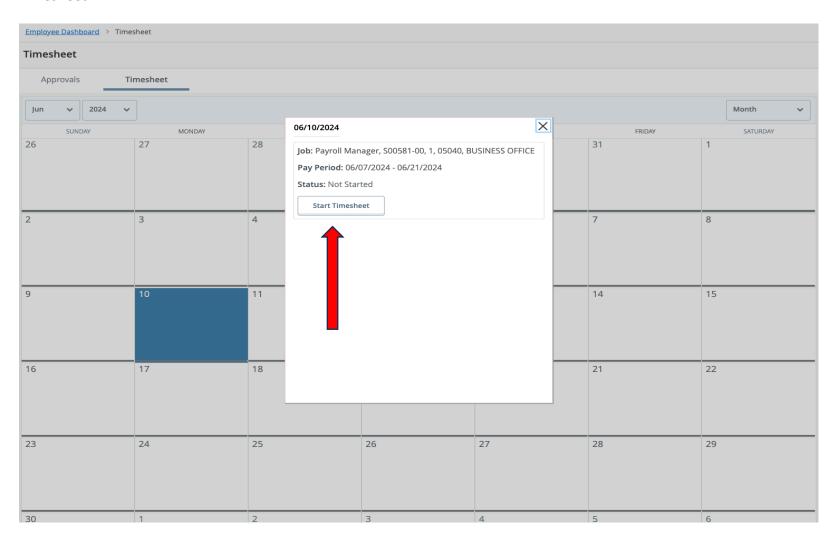
<u>Per Month View</u>: The <u>active pay period has a blue bar</u> at the bottom of the date. Dates that have a black bar at the bottom are not in the active pay period, but are available for time off requests to be entered.



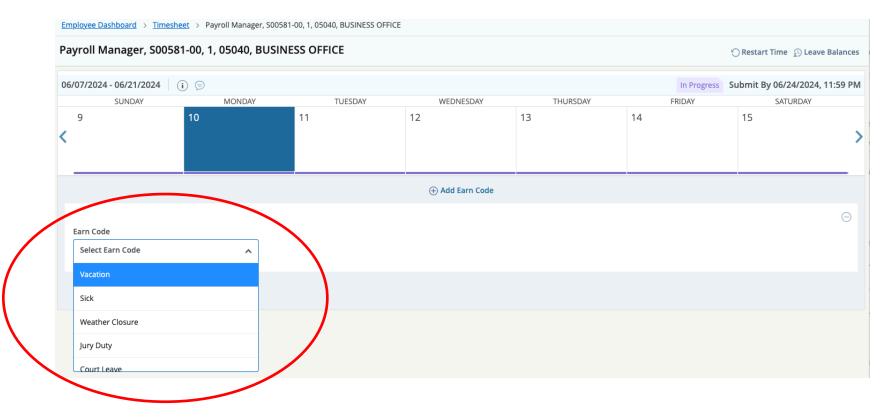
Pay Period View: Pay periods are listed chronologically with the most recent at the bottom. Select the period to enter time off.



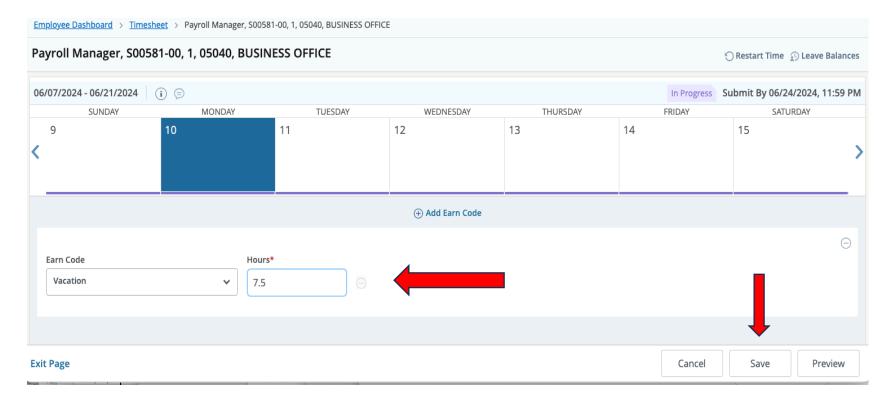
<u>Entering Future Time Off</u>: When selecting a future dated entry, the system will ask to open the timesheet for that period. Click "Start Timesheet"



Select the appropriate earn code from the drop down menu for the type of time being requested.



Enter the number of hours and click "Save".



The time has been added to the future timesheet. If requesting for multiple days, continue selecting the dates and follow the previous steps. If the time spans multiple pay periods, start the appropriate pay period. The copy function can be used to copy the same leave and hours to multiple days in the pay period

