

How to Request Time Off in Employee Self Service (ESS)

INSTRUCTIONS

After an accrual plan is established in Netchex (Vacation, Sick PTO), employees can log into Employee Self Service (ESS) to submit a request for time off.

Once logged in, there two ways an employee can submit a request. Both are described below.

Option 1

1. Hover over People and click My Profile
2. Under the employee's name, hover over Human Resources and click Accrual/Attendance
3. Next to Requested Time-Off, click +Add
4. Choose the Requested Type, Start Date, Hours Per Day and End Date
5. Exclude days if necessary
6. Add Comments if necessary
7. Click Submit

Option 2

1. If the employee has the My Accrual Attendance Widget (see picture below), click Request Time Off
2. Choose the Requested Type, Start Date, Hours Per Day and End Date
3. Exclude days if necessary
4. Add Comments if necessary
5. Click Submit

My Accrual Attendance

Requested Time Off 

Description	From	To	Status
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Accrual / Attendance Plans

Plan	Accrued	YTD Taken	Available
VACATION	28.0769	0.0000	28.0769
PTO	4.0000	0.0000	4.0000