Entering Leave Request on Employee Self Service Portal

General Guidelines for Leave Requests:

- Request Time Off is currently available for non-hourly 12 month Faculty and Staff to report Vacation, Sick Time, Bereavement, and FMLA time.
- Leave should be entered in quarter hour increments.
- Leave requests can be submitted for approval up to 9 months in advance.
- Utilizing the Request Time Off function is optional depending on department policy. Utilizing the online Leave Report is mandatory.
- Your leave request will route to your Supervisor for approval.
- Once a pay period begins, the requested hours will transfer to your leave report once you open it. **You will still need to submit your leave report after you have made any necessary corrections or updates**.
- Please refer to additional instructions for guidelines on entering FMLA and Bereavement time.

Step One: Log into myUT with UTAD credentials.
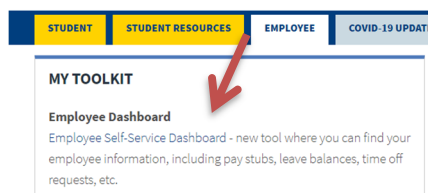

Step Two: Click on the **Employee tab**.
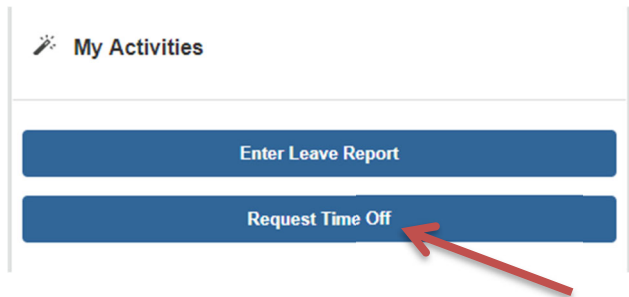

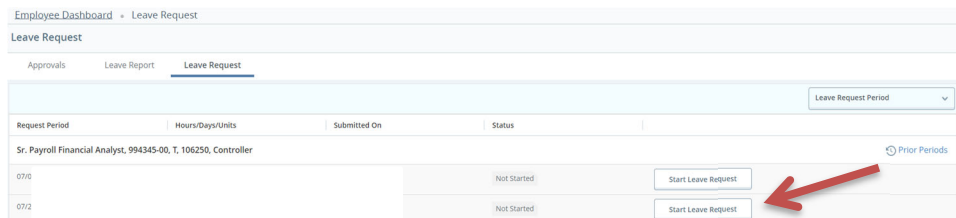**Step Three**: Open Employee Self-Service Dashboard

Step Four: Under My Activities, select Request Time Off

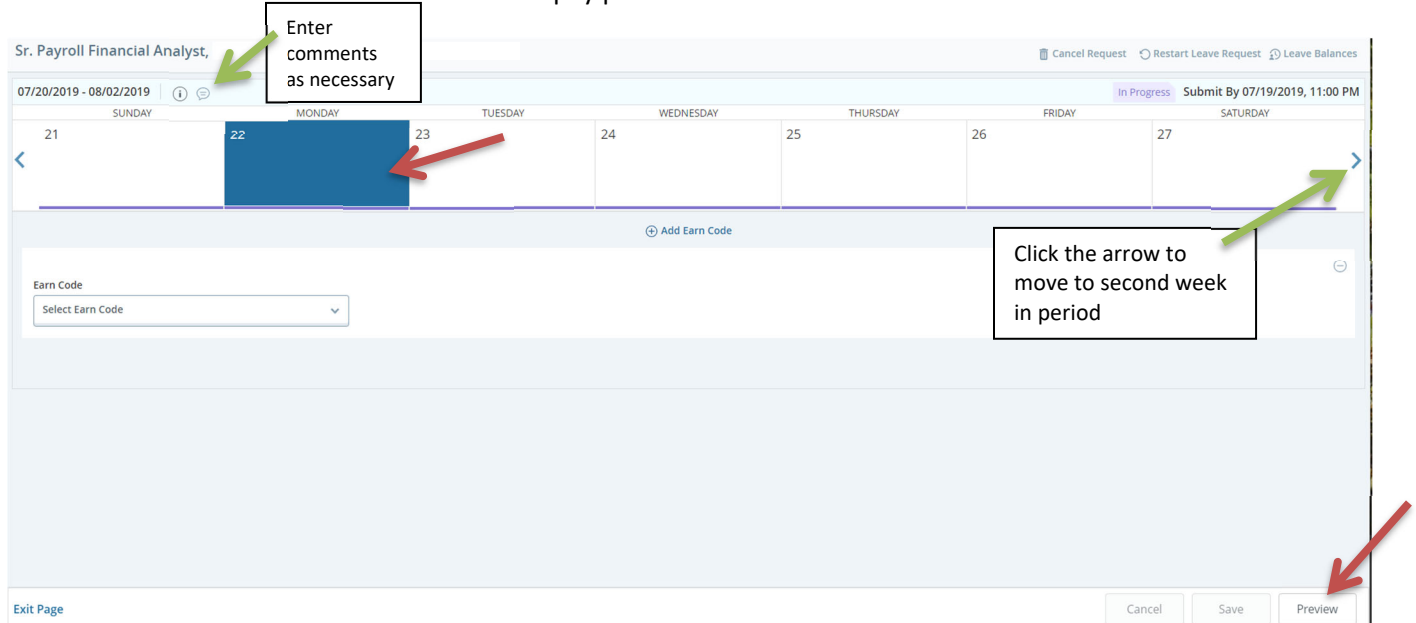# Entering Leave Request on Employee Self Service Portal

Step Five: Choose the desired reporting period to enter time and click Start Leave Request. To return to an in progress Leave Request, click anywhere on the record for that date.

Step Six: Click the day that you want to request leave. Under Earn Code, select the appropriate leave type from the drop-down menu. Next enter the hours for that day in the box. You can add an additional Earn Code if you will use different types of leave on the same day. Once you have entered all time for that date, click Save. To enter comments, click the comment bubble, enter comments, and click Save.

Click Next to advance to the next week in the pay period.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balances listed in the top corner of the page.

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If you are requesting the same leave hours on several days, you can copy the hours to the additional days. After entering the initial hours, select the Copy Icon. You can choose to copy to specific days by clicking the desired dates. Click Save and it will populate the hours for you.

Select Preview when all comments and hours are entered. Note the Submit by Date at the top of the form. All requests must be submitted before the pay period begins.

Review the preview to make sure the correct hours are being requested, then click Submit.

You will receive a message that your time was submitted successfully and the pay period status on the Leave Request selection screen will now be listed as Pending. The Leave Request will now be available for your supervisor to approve.

If you need to make a change after your Leave Request has been submitted, you can recall it as long as it has not yet been fully approved and it is before the period begins. Make your changes, then resubmit.