Entering Leave Request on Employee Self Service Portal

General Guidelines for Leave Requests:

- Self Service is currently available for non-hourly 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 Self-Service leave request is optional depending on department policy. Utilizing the Self-Service leave report is mandatory.
- Your leave request will route to your Supervisor for approval.
- Once a pay period begins, the requested time will automatically transfer to your leave report. **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.

The University of Toledo

Sign in with your organizational account

Password

Sign in

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

STUDENT | STUDENT RESOURCES | EMPLOYEE

MY TOOLKIT

Step Three: Under Pay Details & Leave Balances, select *More Employee Options.*

Pay Details & Leave Balances
View Pay Stubs
Earnings History
Direct Deposit Information
Leave Balances
Tax Forms
Time Sheet
More Employee Options...

Entering Leave Request on Employee Self Service Portal

Step Four: Select Request Time Off

Pay Stubs
Benefit Summary
Earnings History
Direct Deposit Information - Wages
Leave Balances
Request Time Off
Leave Report
Time Sheet
Approve Time

Step Five: Choose the desired reporting period to enter time into using the drop down menu and click Leave Request. You can enter requests for future pay periods up to one year in advance. You can only enter Leave Requests in pay periods that have not begun and you can only submit the request for each period once.

Leave Request Selection

Make a selection from My Choice, choose a Leave Request period from the pull-down list, and select Leave Request.

Title and Department	My Choice	Pay Period and Status
	⦿	Jul 22, 2017 to Aug 04, 2017 Pending ▼

[Leave Request]

Step Six: Click Enter Hours in the desired Sick or Vacation type under the appropriate date. Once you click Enter Hours, a block will open up above the calendar listing earning type, date, and a box for you to enter hours. Type in the number of hours you are requesting and hit Save.

If sick leave is used, you must indicate whether the absence is for personal illness or family illness in the comments field. Click Next to advance to the next week in the pay period.

Leave Request
Title and Number:
Department and Number:
Leave Request Period: Dec 09, 2017 to Dec 22, 2017
Submit By Date: Dec 08, 2017 by 11:00 PM

Earning	Default Hours or Units	Total Hours	Total Units	Saturday Dec 09, 2017	Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017
Vacation	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation FMLA	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay FMLA	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave (Sick Time)	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave No Accruals FMLA	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		0		0	0	0	0
Total Units:			0	0	0	0	0

Enter comments as necessary

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Click next to move to second week in period

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Entering Leave Request on Employee Self Service Portal

If you used the same exception hours on several days, you can copy the hours to the rest of the week. After entering the initial hours, select Copy. You can choose to copy to specific days by clicking the box under the desired dates. Click Copy and it will populate the hours for you. Click Leave Request to return to your Leave Request.

Select Submit for Approval 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.

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.

⚠ **Your leave request was submitted successfully.**