

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 1 year 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

Sign in

Step Two: On the employee tab under Pay Details & Leave Balances, 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 Three: 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.

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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.**