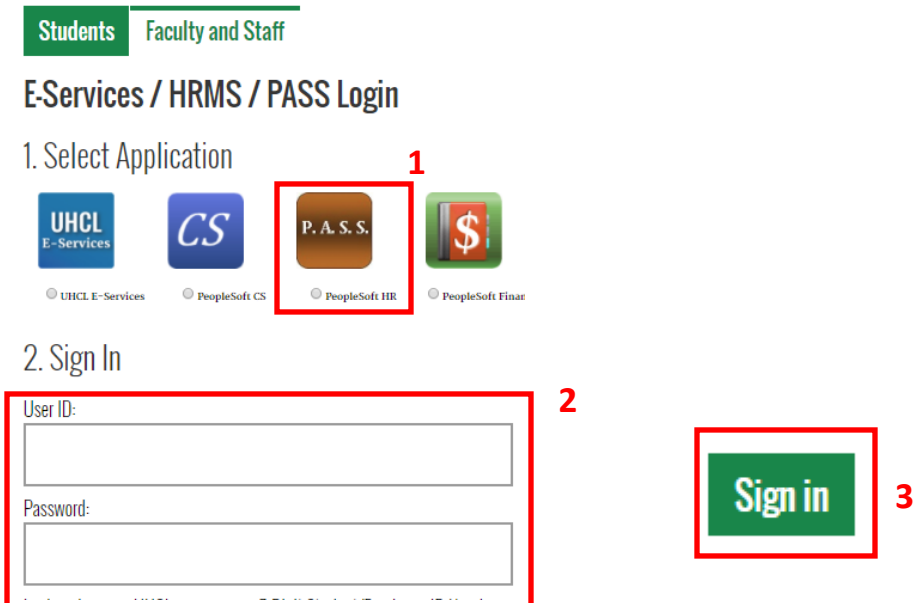

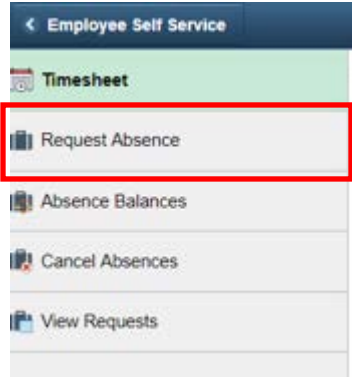
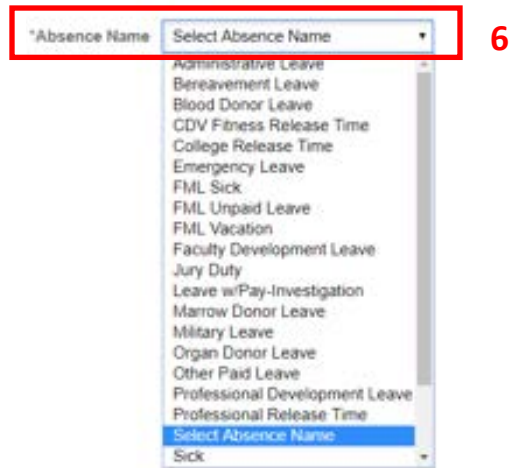


<p>Go to the <a href="#">E-Services</a> page.</p> <p>1. Select P.A.S.S. or PeopleSoftHR.</p> <p>2. Login with your User ID and Password</p> <p>3. Click Sign In.</p>	 <p>Students Faculty and Staff</p> <h3>E-Services / HRMS / PASS Login</h3> <p>1. Select Application</p> <p>2. Sign In</p>
<p>4. Click the Time tile.</p>	 <p>Employee Self Service</p> <p>4</p>
<p>5. Click on Request Absence.</p> <p>The system displays the current direct deposit elections.</p>	 <p>Employee Self Service</p> <p>5</p>

6. From the Absence Name drop down menu, select the appropriate Absence Name.

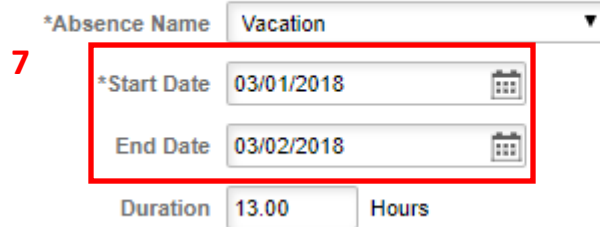


\*Absence Name Select Absence Name 6

- Administrative Leave
- Bereavement Leave
- Blood Donor Leave
- CDV Fitness Release Time
- College Release Time
- Emergency Leave
- FML Sick
- FML Unpaid Leave
- FML Vacation
- Faculty Development Leave
- Jury Duty
- Leave w/Pay-Investigation
- Marrow Donor Leave
- Military Leave
- Organ Donor Leave
- Other Paid Leave
- Professional Development Leave
- Professional Release Time
- Select Absence Name
- Sick

The selected Absence Name will upload.

7. Enter the Start and End dates.



\*Absence Name Vacation

7 \*Start Date 03/01/2018 03/02/2018

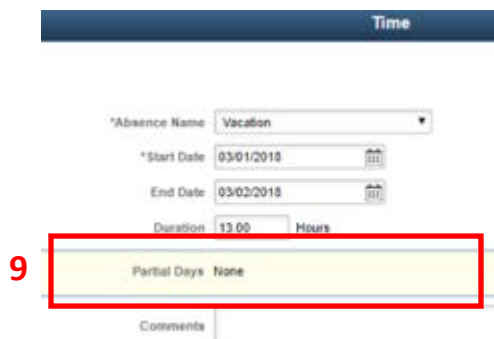
End Date 03/02/2018

Duration 13.00 Hours

8 Submit

8. If there are no partial days in your leave request, click Submit.

9. If there are partial days in the leave request, click on Partial Days.



Time

\*Absence Name Vacation

\*Start Date 03/01/2018 03/02/2018

End Date 03/02/2018

Duration 13.00 Hours

9 Partial Days: None

Comments

10. From the Partial Days drop down menu select the appropriate option:

All Days = All days of the leave request are partial days such as 4 hours per day.

End Days Only = Only the last day of the leave request is a partial day.

Start Day Only = Only the first day of the leave request is a partial day.

Start and End Days = The first and last days of the requested leave are partial days.

If selecting a partial day, the amount of hours must be filled in.

11. Enter the amount of hours needed for the leave on the partial day.

Example, if the employee works 8 hours per day but is only working 4 hours on the start day of the leave, the employee would enter 4 hours in the Duration box.

12. Click Done.

13. If the information entered is correct, click Submit.

14. Click Yes to submit the request.