

You can submit requests for time off using Workforce ESP Self Service.

From your Employee Home Page schedule calendar:

1. Click the **shift or shifts** you want to request time off for to select them.
2. Click the **Requests** menu and select **Off** from the drop-down.

Actions ▾		Requests	View ▾					
Dec	2020 January							Feb
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24 07:30 - 15:45 D0 30 SBH - A7S SURC	25 07:30 - 15:45 D0 30 SBH - A7S SURC		
26 07:30 - 15:45 D0 30 SBH - A7S SURC	27	28	29	30 15:30 - 23:45 E0 23 SBH - A7S SURC	31 15:30 - 23:45 E0 23 SBH - A7S SURC	1		
2	3	4	5	6 15:30 - 23:45 E0 23	7 15:30 - 23:45 E0 23	8 15:30 - 23:45 E0 23		

The *Request Off* screen displays the details for the selected shift(s).

3. Click the **Submit Request To** menu and select the unit where you are scheduled to work from the drop-down.

REQUEST OFF										
Submit Request To					Priority					
<input checked="" type="radio"/> Select Unit... SBH - A7S SURG					Normal ▾					
Shift Date	Symbol	Shift Start	Shift End	Request Start	Request End	Request Reason		Request Status		
<input checked="" type="checkbox"/>	Fri 31/Jan/2020	E023	15:30	23:45	15:30	23:45	Select Reason... ▾		New	

- Click the **Request Reason** menu and select the reason that best describes the time off from the drop-down.
- Change the **Request Start time** and/or the **Request End time**, if your request for time off is only for a portion of the shift.

**REQUEST OFF**

Submit Request To:  Priority:

	Shift Date	Symbol	Shift Start	Shift End		Request Start	Request End	Request Reason
<input checked="" type="checkbox"/>	Fri 31/Jan/2020	E023	15:30	23:45		15:30	23:45	Select Reason... Banked Overtime Taken Citizenship Family Medical Appt Paid Leave Conference/Meeting Sick Personal Medical Appointment Stat Taken Vacation

**i** You can add a comment to provide details about why you are requesting the time off.

- Click **Add Comment**.

**REQUEST OFF**

Submit Request To:  Priority:

	Shift Date	Symbol	Shift Start	Shift End		Request Start	Request End	Request Reason	Request Status
<input checked="" type="checkbox"/>	Fri 31/Jan/2020	E023	15:30	23:45		15:30	23:45	<input type="text" value="Stat Taken"/>	New

Comment Summary **Add Comment**

The *Comment* window opens.

- Enter the details into the **Comment field** and click **Submit**.

Add Comment - Cuesta, Amanda - Internet Explorer

**COMMENT**

Getting married!

**Submit** **Cancel** **Help**

The comments are saved in the *Comment Summary* field on the *Request Off* screen.

8. Click **Submit** to submit your time off request.

**REQUEST OFF**

Submit Request To:  Priority:

	Shift Date	Symbol	Shift Start	Shift End		Request Start	Request End	Request Reason	Request Status
<input checked="" type="checkbox"/>	Fri 31/Jan/2020	E023	15:30	23:45		15:30	23:45	<input type="text" value="Stat Taken"/>	New

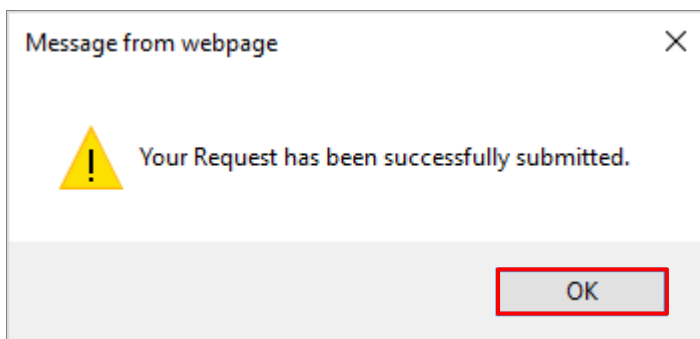
Comment Summary **Add Comment**

Getting married!

**Submit**

A message confirms the request was submitted.

9. Click **OK** to clear the message.



The time off request is submitted to your manager (or their delegate) for approval.