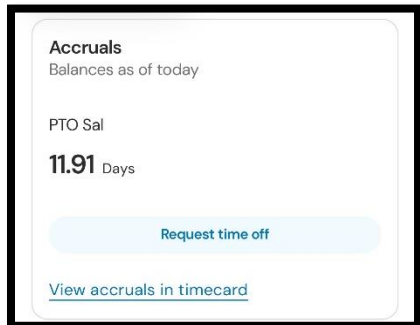


HOW TO VIEW AND REQUEST PTO

Associates can view and submit PTO requests at their own convenience.

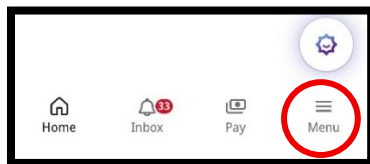
VIEW PTO:

- On the home page click on **menu**, then click on the drop-down next to **time** and click on **schedule**. Under the **Accruals** section you will see your PTO balance.

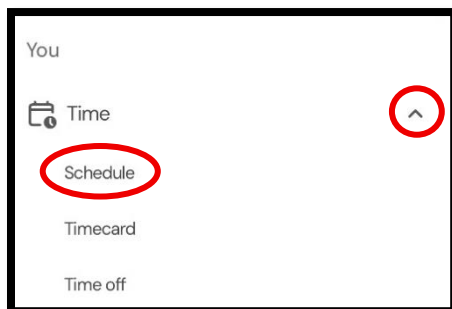


REQUEST PTO:

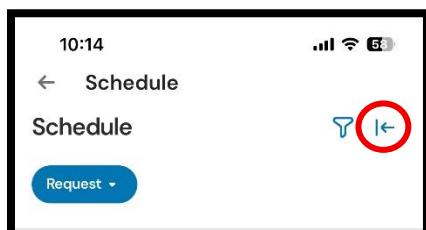
Home > Menu

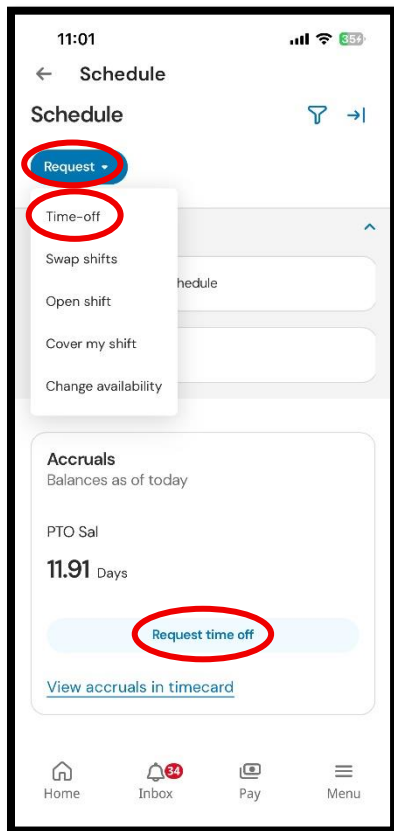


- Click on the drop-down next to **time** and click on **schedule**

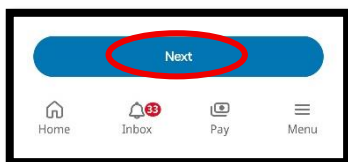
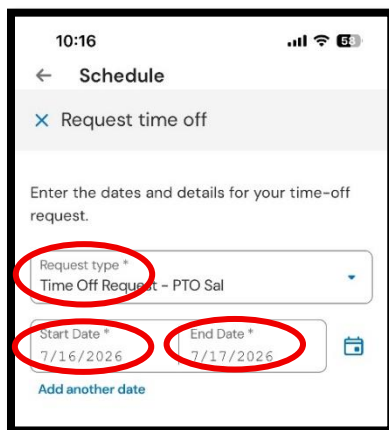


- Click on the arrow pointing to the left: then click on the **request drop-down**, and click on **time-off** or click on **request time off** under the **Accruals** section





- Select the **request type** you want to use, enter the **dates**, and click **next**



- Fill out the **request details** section and then click **submit**

