Paid Time Off
-- PTO Application--

For Employees

v. DHR1.0, July 2008
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Logging In

1. Launch U@Penn website at www.upenn.edu/u@penn.

2. Select “Manage My Paid Time Off (for participating orgs)” from the “My Benefits” section (you will be prompted to enter your PennKey and password).

3. You will see your name on the welcome screen.
To view your paid time off balances, select “Balances” from the menu on the lefthand side of the page.

“Benefit Start Date” comes from the HR Benefits system, and serves as the basis for your accrual rates. “System Managed Date” is the date when you were entered into the PTO Application.

Manage My Paid Time Off

Welcome

This application will allow you to request, report and track your paid time off. To continue, select an option from the menu on the left.
Balances, cont’d

3. Double-click on a type of balance to see a detailed history.

4. Click on “Period Start” or “Period End” to sort by date.

Vacation History for

Available balance: 5.045

To print, select the PRTF option from your browser. You may need to change your page set up to landscape.

<table>
<thead>
<tr>
<th>Period Start</th>
<th>Period End</th>
<th>Accrual</th>
<th>Usage</th>
<th>Net</th>
<th>New Balance</th>
<th>System Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2007</td>
<td>07/06/2007</td>
<td>0</td>
<td>-7</td>
<td>-7</td>
<td>5.045</td>
<td></td>
</tr>
<tr>
<td>04/01/2007</td>
<td>04/30/2007</td>
<td>1.417</td>
<td>0</td>
<td>1.417</td>
<td>12.045</td>
<td>Approved requests for incomplete accrual periods</td>
</tr>
<tr>
<td>03/01/2007</td>
<td>03/31/2007</td>
<td>1.417</td>
<td>0</td>
<td>1.417</td>
<td>10.628</td>
<td></td>
</tr>
<tr>
<td>02/01/2007</td>
<td>02/28/2007</td>
<td>1.417</td>
<td>0</td>
<td>1.417</td>
<td>9.211</td>
<td></td>
</tr>
<tr>
<td>01/01/2007</td>
<td>01/31/2007</td>
<td>1.417</td>
<td>-1</td>
<td>0.417</td>
<td>7.794</td>
<td></td>
</tr>
<tr>
<td>12/01/2006</td>
<td>12/31/2006</td>
<td>0.017</td>
<td>-</td>
<td>0.017</td>
<td>8.777</td>
<td></td>
</tr>
</tbody>
</table>
To create a request for time off, select "Create request" from the menu on the lefthand side of the screen.

Select the type of request to create, using the drop box.
3. Enter the start and end date of your request in the “Range Start” and “Range End” fields, or click on the drop box to use the calendar. To add multiple date ranges, click the “Add Date Range” button and then enter new dates.

4. You may enter text in the “Employee comments” box. These comments will be sent to your designated supervisor by email along with the request, so please use discretion.

5. Click the “Submit” button to complete your request.
The confirmation screen will display the number of days requested as well as the supervisor to whom the request has been routed.
1. To cancel requests made for future dates, select “Cancel request” from the menu on the lefthand side of the screen.

Guidelines for canceling requests are listed at the top of the page. Use any or all of the search criteria to look up a request.

2. Guidelines for canceling requests are listed at the top of the page. Use any or all of the search criteria to look up a request.

Cancel a Request

Requests displayed are future dates only. Cancelling a request with a multiple date range will cancel the entire request. To withdraw a request from a past date, please see your manager.
Requests that can be canceled will have a red “Cancel” button in the “Action” column. If you click it, a window will appear asking you to verify that you really wish to cancel your time off request. Click “OK” to confirm.

Confirmation of your cancellation will be sent to your assigned supervisor.
You can look up past requests by selecting “Request history” from the menu on the lefthand side of the page.

Use any or all of the search options to look up a request.
Requests that can be revised, canceled or otherwise edited will have a button in the “Action” column.

**PTO Request History**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/23/2007 - 05/25/2007</td>
<td>3</td>
<td>Vacation</td>
<td>Approved</td>
<td>Cancel</td>
</tr>
<tr>
<td>03/23/2007 - 03/23/2007</td>
<td>1</td>
<td>Sick Leave</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>07/02/2007 - 07/06/2007</td>
<td>4</td>
<td>Vacation</td>
<td>Approved</td>
<td>Cancel</td>
</tr>
<tr>
<td>05/29/2007 - 06/01/2007</td>
<td>4</td>
<td>Vacation</td>
<td>Cancelled</td>
<td>Revise</td>
</tr>
</tbody>
</table>

Click on a date range to bring up a page with further details for that request.
Assigning Your Supervisor

To assign yourself a supervisor within the online PTO system, select “Assign supervisor” from the menu on the lefthand side of the page.

Manage My Paid Time Off

Welcome

This application will allow you to request, report and track your paid time off. To continue, select an option from the menu on the left.

Find a new supervisor by entering one or more search criteria and clicking the “Find User” button.

Choose your supervisor

You currently have assigned
t requests.

Search Criteria

First Name

Last Name

Pennkey

Find Users Clear
To select a new supervisor from the results of a search, click the “Select” button next to his or her name and PennKey.

Once you have selected a new supervisor, you will be asked to confirm your choice. You will also have a chance to begin a new PTO request. An email confirmation will be sent to your old supervisor as well as your newly selected supervisor.

Confirm your selection

You have selected to approve your requests.

Your new approver has the email address:

[Form fields for Full Name, New Supervisor, Pennkey, Select button]

[Buttons: Back, Confirm, Confirm and Begin Request]

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