Employee Information View and Time Off Request Procedures

**View Your Personal Information**

1. Click **My Schedule** to view your work schedule for the week as assigned by your supervisor.

2. Click **My Timesheet** to view your timecard.

3. Click **My Time Off** to request time off. (For classified or ‘hourly’ employees.)

4. Click **My Availability** to indicate the hours that you are available to work. (For student employees)

**Request Time Off (classified or ‘hourly’ employees)**

1. Select **My Timeoff**.

2. Click on a day in the calendar tool.

3. Click the **Request Type** menu to specify the type of time off.

4. Select the length of time off from the **Hours** menu.

5. Scroll down to the lower right corner and click **Submit Request**.