




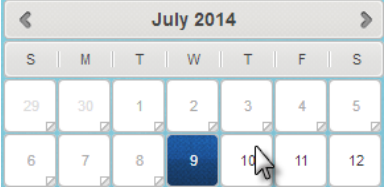
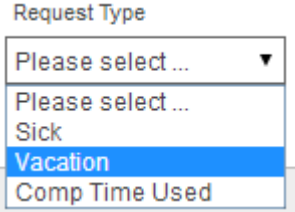
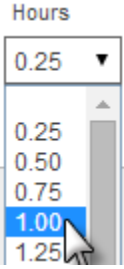


Employee Information View and Time Off Request Procedures

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.)	
3.	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 .	