



Requesting Time Off

As an employee, you can request Time Off through the Employee Self Service module on your desktop or through the mobile application.

Desktop:

Step 1 –

Login to Employee Self Service (ESS)

VIVENTIUM

EN

Employee Self Service

Please provide your email address and password to sign in.

Email

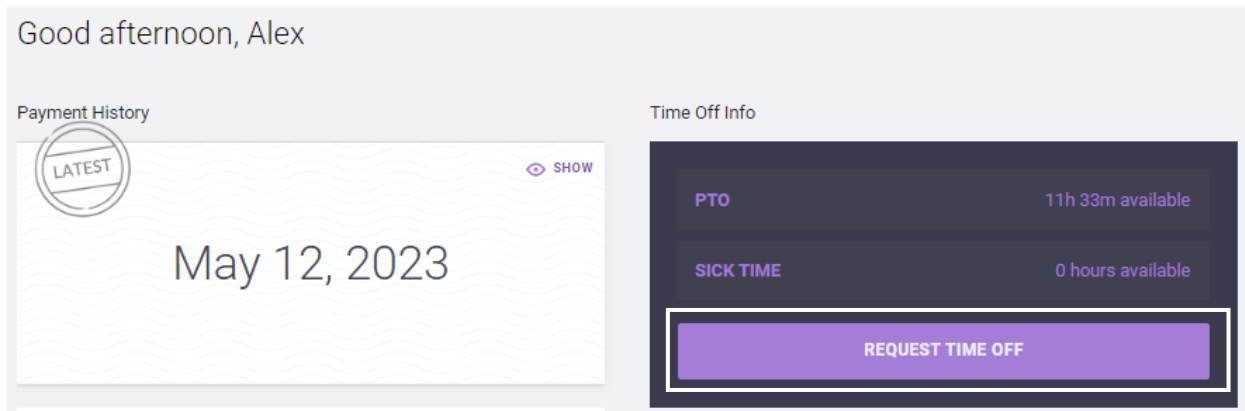
Password

[Forgot Password?](#)

SIGN IN

Step 2 –

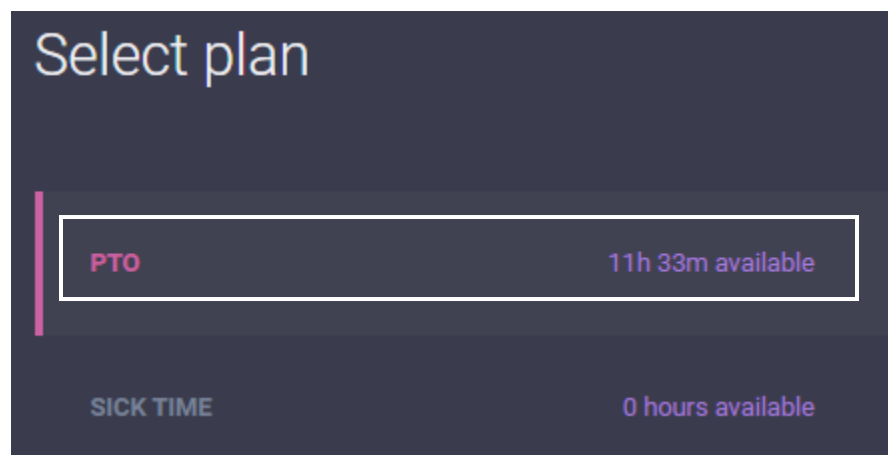
Click **REQUEST TIME OFF** located right below the Time Off balances.



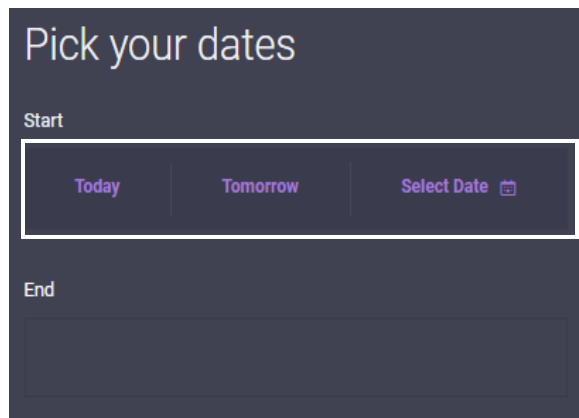
Step 3 –

Make applicable selections in the **Time Off Request** page:

- Select what type of time off you're requesting (Sick, Vacation, PTO, etc.) – these options vary by company.



- Choose a **Start Date**
- Choose an **End Date** (only visible when the Start Date is selected)

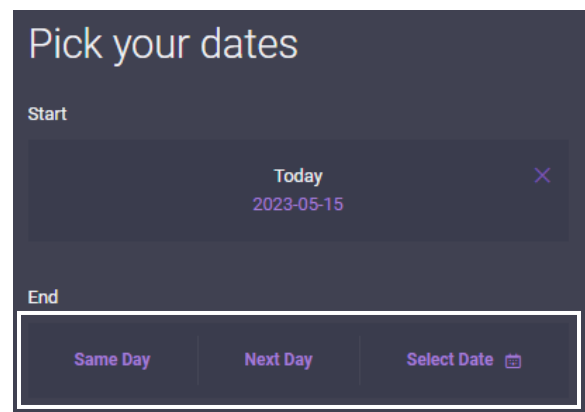


Pick your dates

Start

Today Tomorrow Select Date 📅

End



Pick your dates

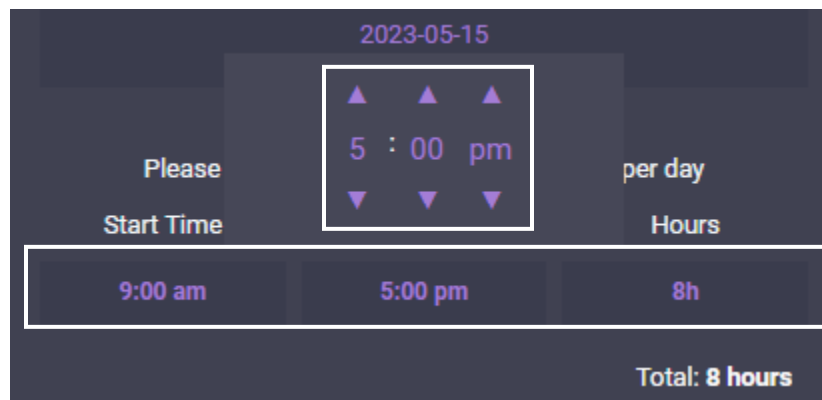
Start

Today 2023-05-15 ✕

End

Same Day Next Day Select Date 📅

- Choose the **Start Time** and **End Time**. The default is 9 AM to 5 PM (8 hours). To bring up the hour adjustment tool, click on the **time** (ex: 5:00 pm).



2023-05-15

Please Start Time

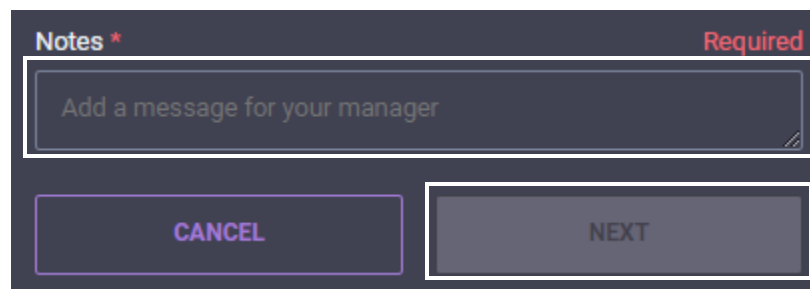
5 : 00 pm

per day Hours

9:00 am 5:00 pm 8h

Total: 8 hours

- Add a **Note**. This field may be required by your Administrator. If it is required the **NEXT** button will remain gray until a note is entered.



Notes * Required

Add a message for your manager

CANCEL NEXT



- Once the note has been added, click **NEXT**.

Notes *

Birthday

CANCEL NEXT

Step 4 –

In Finishing Up page:

- Confirm the hours and dates you're requesting are correct
- Click **REQUEST TIME OFF**

Finishing Up

Please review your request and edit if necessary before it is sent to your manager

PTO
8 hours
3h 33m left

Start: Monday, May 15, 2023 9:00 AM
End: Monday, May 15, 2023 5:00 PM

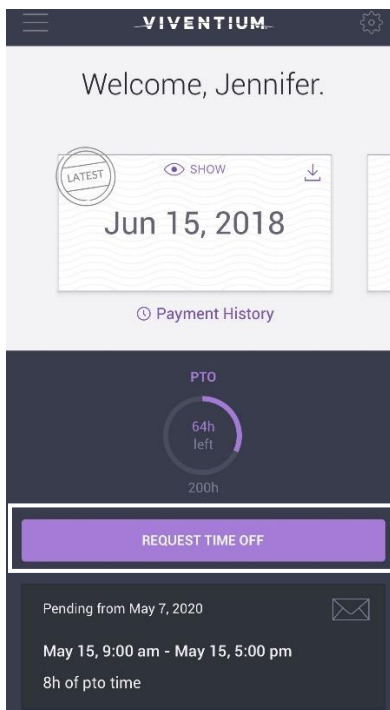
Notes
Birthday

EDIT REQUEST TIME OFF

Mobile View

Step 1 –

Login to the mobile application and select **REQUEST TIME OFF**.



Step 2 –

Make applicable selections in the **Time Off Request** page:

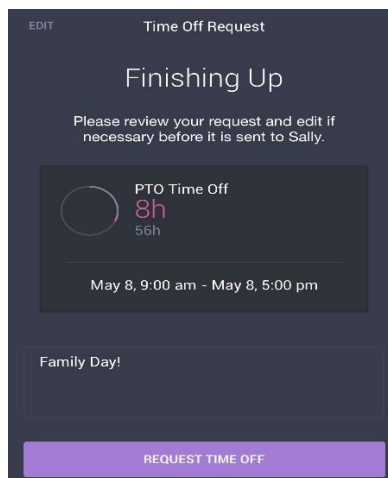
- Select what type of time off you're requesting (Sick, Vacation, PTO, etc.) – these options vary by company
- Choose a **Start Date**
- Choose an **End Date** (only visible when the Start Date is selected)
- Choose the Start Time and End Time. The default is 9 AM to 5 PM (8 hours)
- Click **NEXT**

The screenshot shows a mobile application interface for a 'Time Off Request'. At the top left is a 'CANCEL' button. The title 'Time Off Request' is centered at the top. Below the title, there is a selection for 'PTO' with a progress indicator showing '8h 56h left'. Underneath, there are two columns: 'Start' and 'End'. The 'Start' column has a 'Today' button with the date 'May 8, 2020' below it. The 'End' column has a 'Same day' button with the date 'May 8, 2020' below it. Below these columns, the text 'Specify the hours you want to take per day' is displayed. Underneath this text are three buttons: '9:00 am', '5:00 pm', and '8h'. At the bottom of the form is a large purple button labeled 'NEXT'.

Step 3 –

In Time Off Request Summary Page:

- Confirm the hours and dates you're requesting are correct
- Option (recommended): Type a message to your Manager in the message box.
- Click **REQUEST TIME OFF**



Your Manager receives a notification with the dates you're requesting and the message you typed. Your Manager is required to approve or decline your PTO request. You will receive an email notification once complete!