

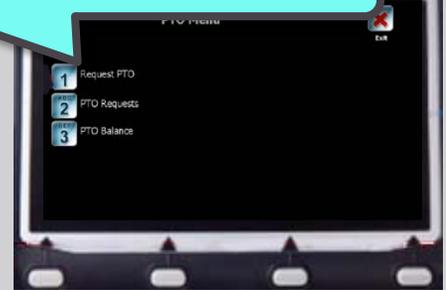
✓ How to Request PTO:

1 Login with your finger print and employee number.

2 Select 6 PTO Menu.



3 Select 1 Request PTO.

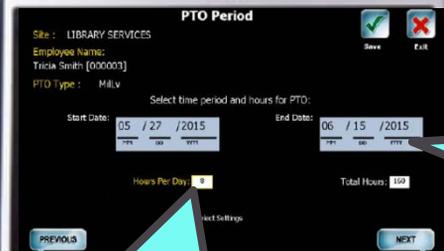


4 Use UP and DOWN buttons to select leave type...



5 ...then press Save.

6 Use the key pad to enter the start and ends dates of the PTO request.



7 Type the hours per day requested.



8 Press  to save or  to exit and start over.